Outlook 2013 on Windows 7 computers

On Windows 7 open Control panel and View by Large or Small icons.

Click on the Mail (32 bit) icon.

Click Show Profiles, then click the Add button.

Type in the profile name e.g. your name then press ok.

In the Auto Account Setup screen edit the E-mail Address field to your <ITS usercode>@live.warwick.ac.uk

Enter your ITS password in the Password fields then press Next.

The system will auto-configure by locating the account then should return 3 green ticks.

It may prompt once more to sign in on a Windows security box, it should already show your <ITS usercode>@live.warwick.ac.uk so enter your password again. At the 'Congratulations!' message, press Finish to return to the General/Profiles screen, then click Apply, Ok.

Open Outlook 2013 and sign in with your <ITS usercode>@live.warwick.ac.uk (it should automatically prompt with this) and your password.

Outlook 2016 on Windows 10 computers

On Windows 10 in the search box on the task bar type Control panel and change the view to view by Large or Small icons.

Click on the Mail (32 bit) icon.

Click Show Profiles, then click the Add button.

Type in the profile name e.g. your name then press ok.

In the Auto Account Setup screen edit the E-mail Address field to your <ITS usercode>@live.warwick.ac.uk.

Enter your ITS password in the Password fields then press Next.

The system will auto-configure by locating the account then should return 3 green ticks.

It may prompt once more to sign in on a Windows security box, it should already show your <ITS usercode>@live.warwick.ac.uk so enter your password again. At the 'Congratulations!' message, press Finish to return to the General/Profiles screen, then click Apply, Ok.

Open Outlook 2016 and sign in on the External service window with your ITS usercode and your password.
Outlook 2013 on Windows 7 computers

On Windows 7 open Control panel and View by Large or Small icons.

Click on the Mail (32 bit) icon.

Click Show Profiles, then click the Add button.

Type in the profile name e.g. your name then press ok.

In the Auto Account Setup screen edit the E-mail Address field to your <usercode>@live.warwick.ac.uk

Enter your ITS password in the Password fields then press Next.

The system will auto-configure by locating the account then should return 3 green ticks.

It may prompt once more to sign in on a Windows security box, it should already show your <usercode>@live.warwick.ac.uk so enter your password again. At the 'Congratulations!' message, press Finish to return to the General/Profiles screen, then click Apply, Ok.

Open Outlook 2013 and sign in with your <usercode>@live.warwick.ac.uk (it should automatically prompt with this) and your password.

Outlook 2016 on Windows 10 computers

On Windows 10 in the search box on the task bar type Control panel and change the view to view by Large or Small icons.

Click on the Mail (32 bit) icon.

Click Show Profiles, then click the Add button.

Type in the profile name e.g. your name then press ok.

In the Auto Account Setup screen edit the E-mail Address field to your <usercode>@live.warwick.ac.uk

Enter your ITS password in the Password fields then press Next.

The system will auto-configure by locating the account then should return 3 green ticks.

It may prompt once more to sign in on a External service access window, it should already show your <usercode>@live.warwick.ac.uk so enter your password again. At the 'Congratulations!' message, press Finish to return to the General/Profiles screen, then click Apply, Ok.

Open Outlook 2016 and sign in on the External service window with your usercode@live.warwick.ac.uk and your password.