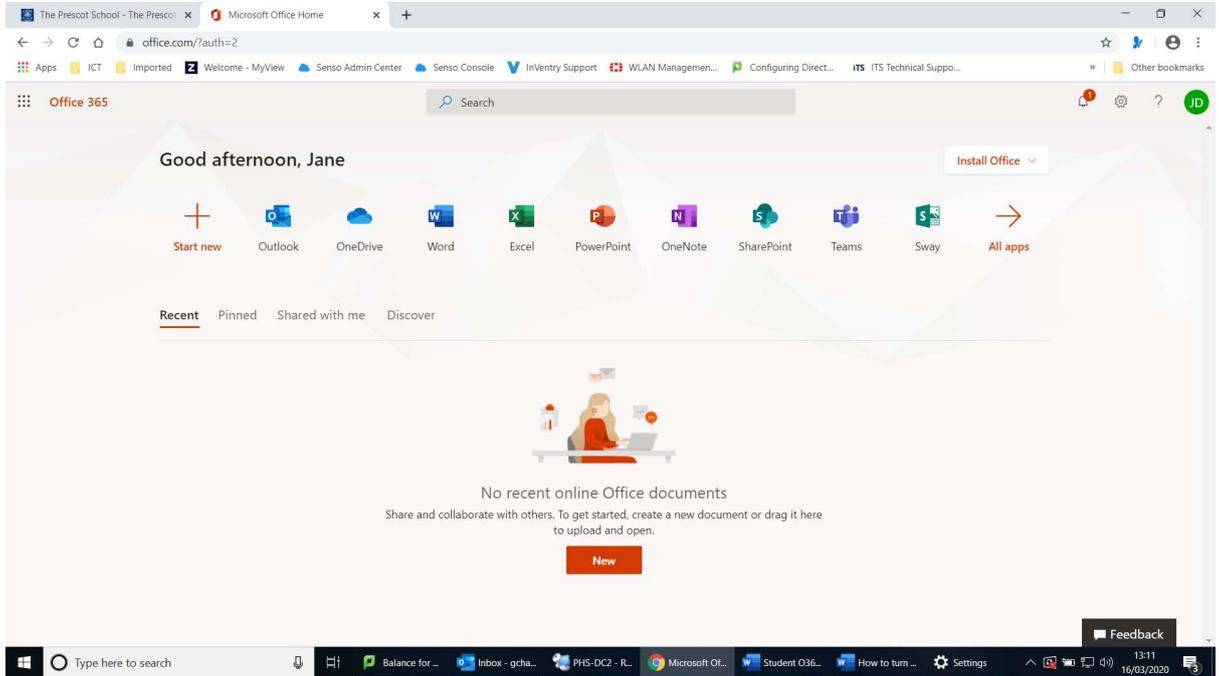
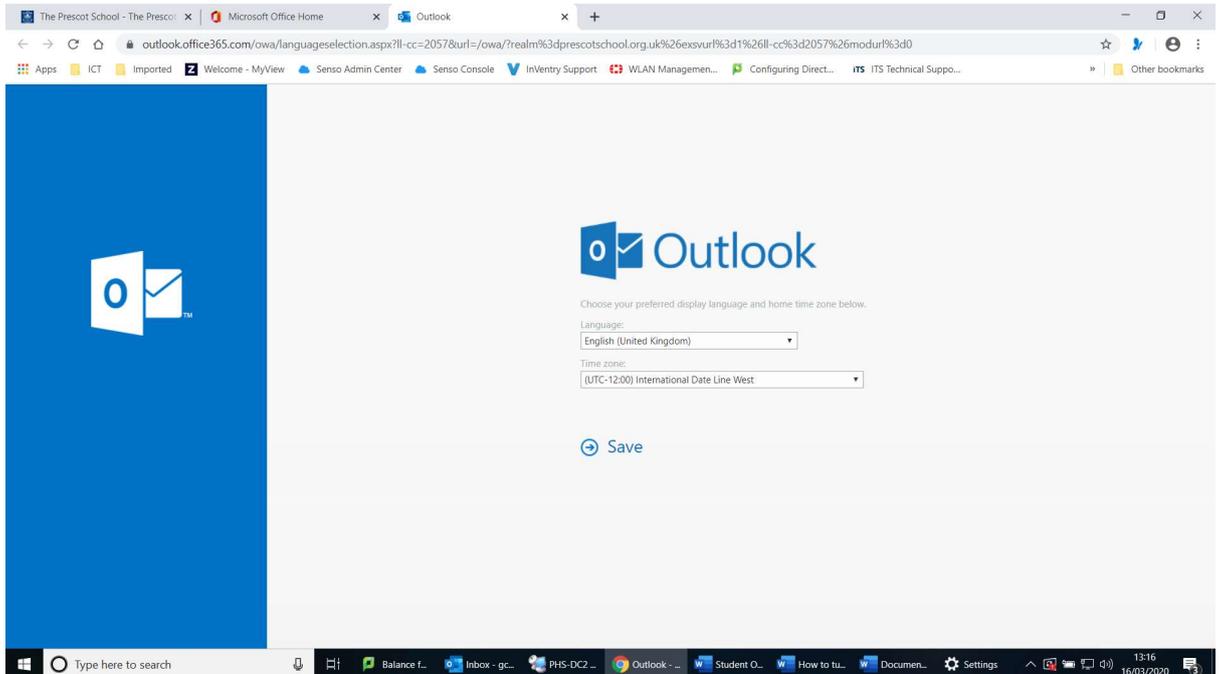


# Outlook First Use Guide - Students

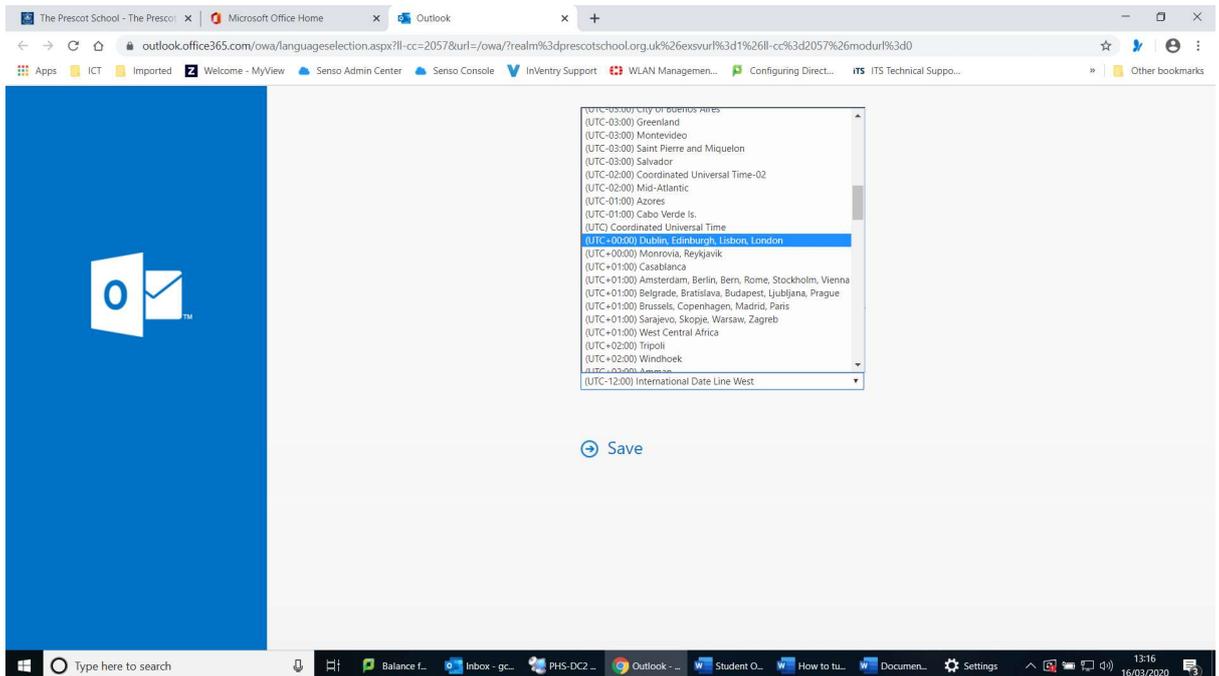
## 1. Left Click On Outlook Icon



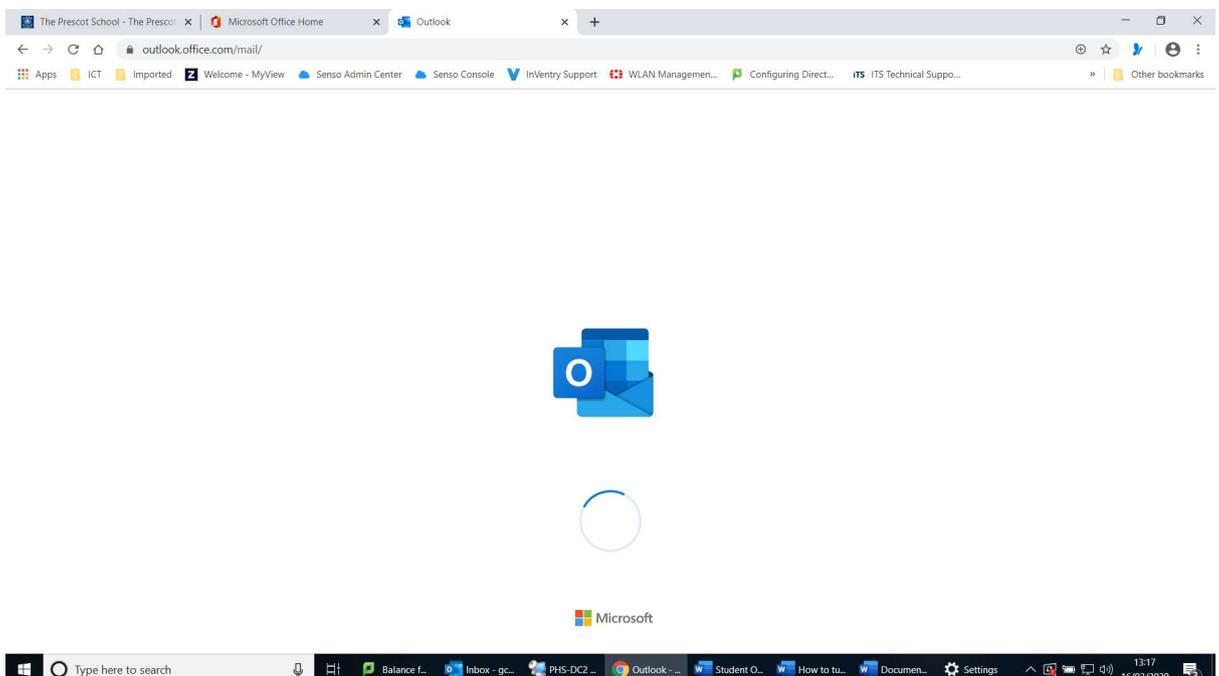
## 2. On First Use it opens the following screen, you need to set the correct Time zone.



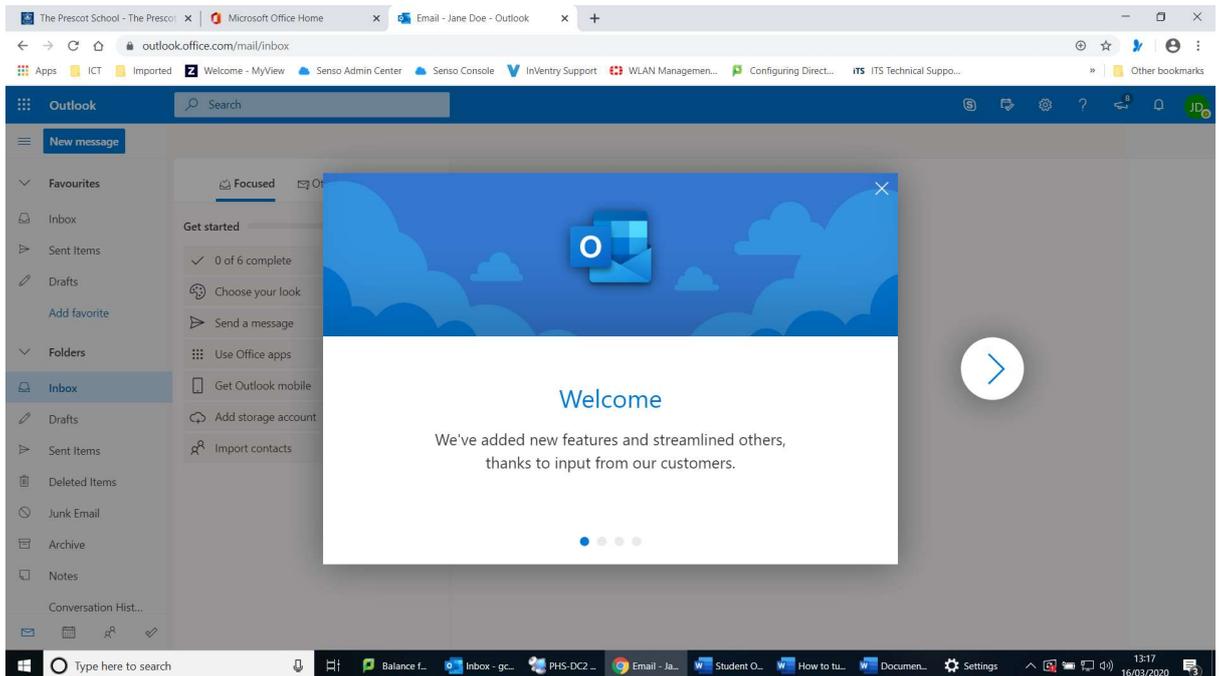
3. The Correct Time Zone is: **(UTC +00.00) Dublin, Edinburgh, Lisbon, London**  
Once you have selected this left click on **Save**.



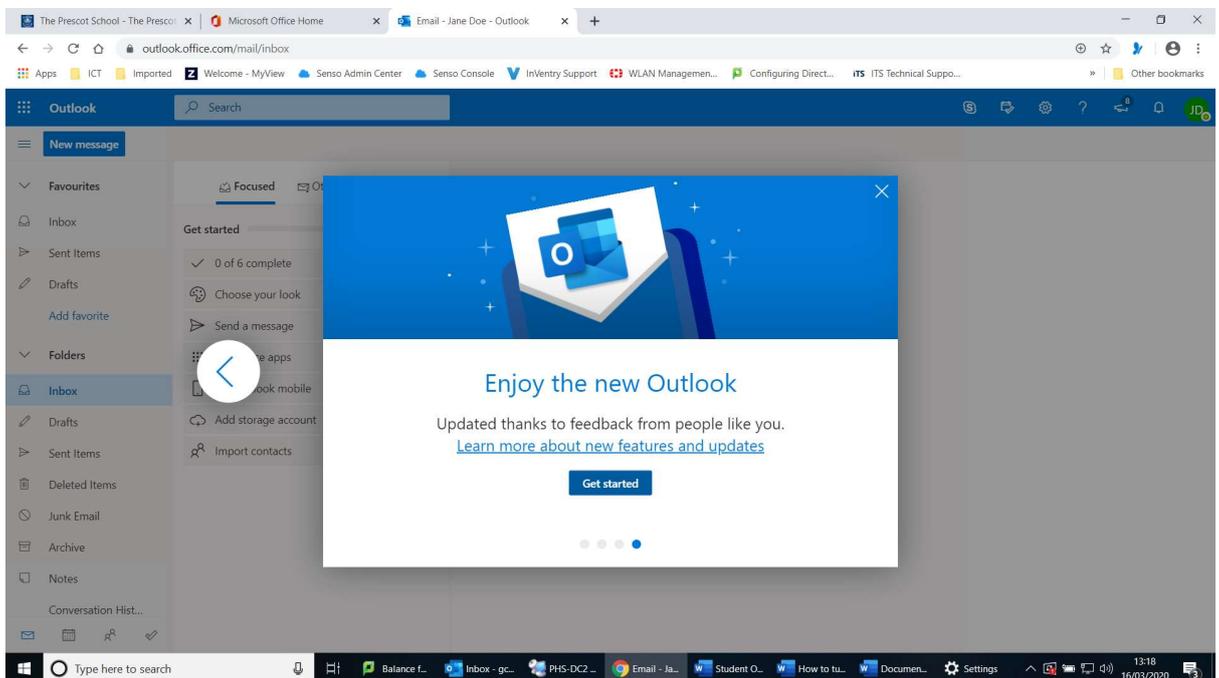
4. Depending on your connection speed you may see the next screen briefly or for a little longer. Just wait for it to load.



5. On successful first load you will see the following information screen, take a little time to read through it, clicking on the ARROW on the right to advance through the slides.



6. On the end slide left click on **Get Started**.



7. You are now in Outlook. This is the screen you will get from now on when you open up outlook but populated with any messages you have received.

