Outlook First Use Guide - Students

1. Left Click On Outlook Icon

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

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

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

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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.

