Outlook 2013 E-mail Setup


2. Click Next on the welcome screen.

3. Choose Yes and click Next when asked if you want to setup Outlook to connect to an e-mail account.

4. Type your name and your e-mail address. The e-mail address must appear as userid@mymail.psu.edu, where userid is your user ID. Do not type your password on this screen. Click Next.

Wait while the search completes. This can take several minutes.

5. This popup will appear. Place a check in the box beside “Don’t ask me about this website again”. Click Allow.

A Windows Security Box may pop-up at the same time. Choose Use another Account.

Type RTTO\userid and RTTO password. Check Remember my credentials.

6. Click Finish.