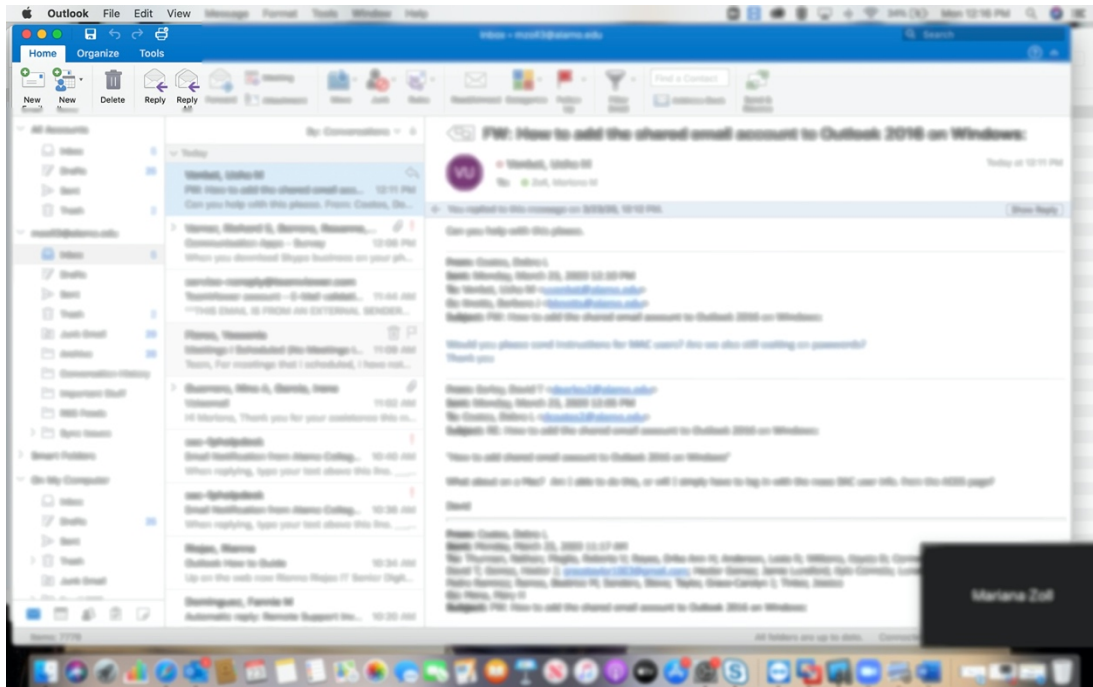
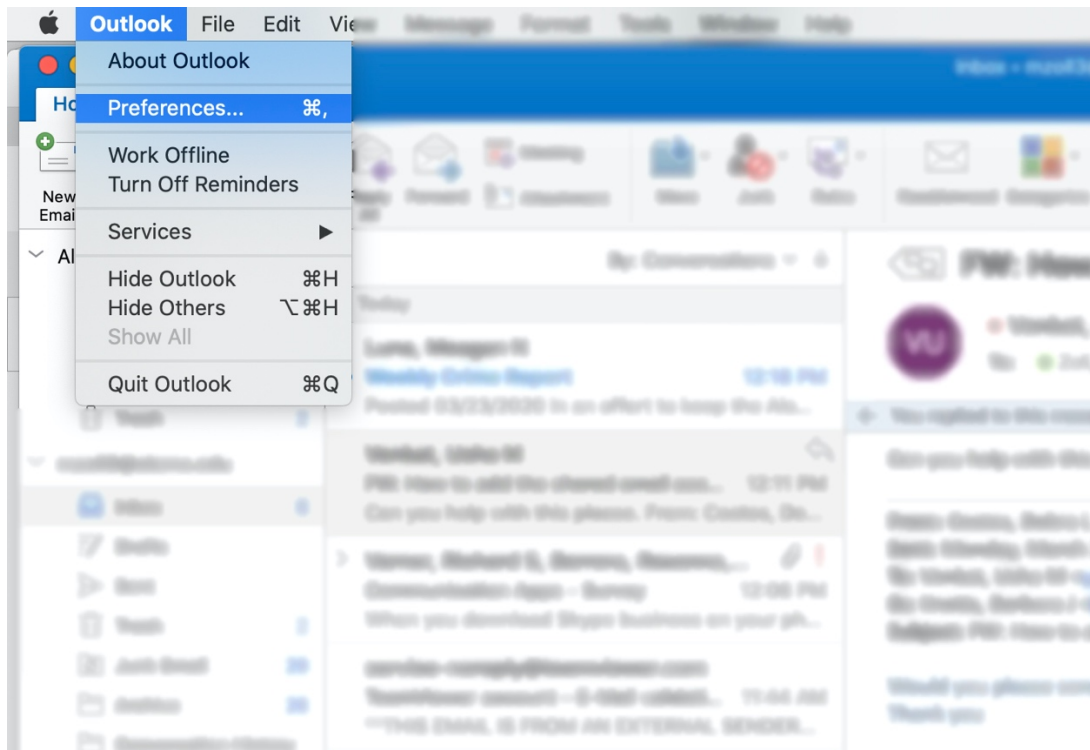


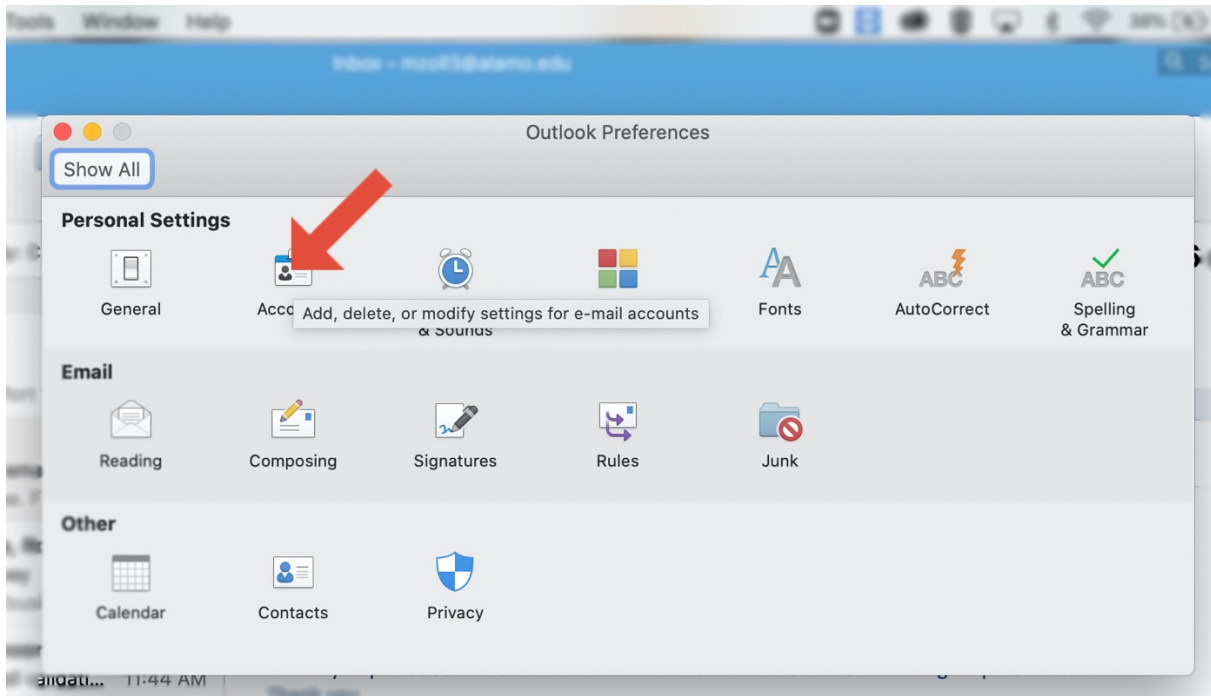
## Step 1: Open Outlook Click on Outlook by the Apple Logo



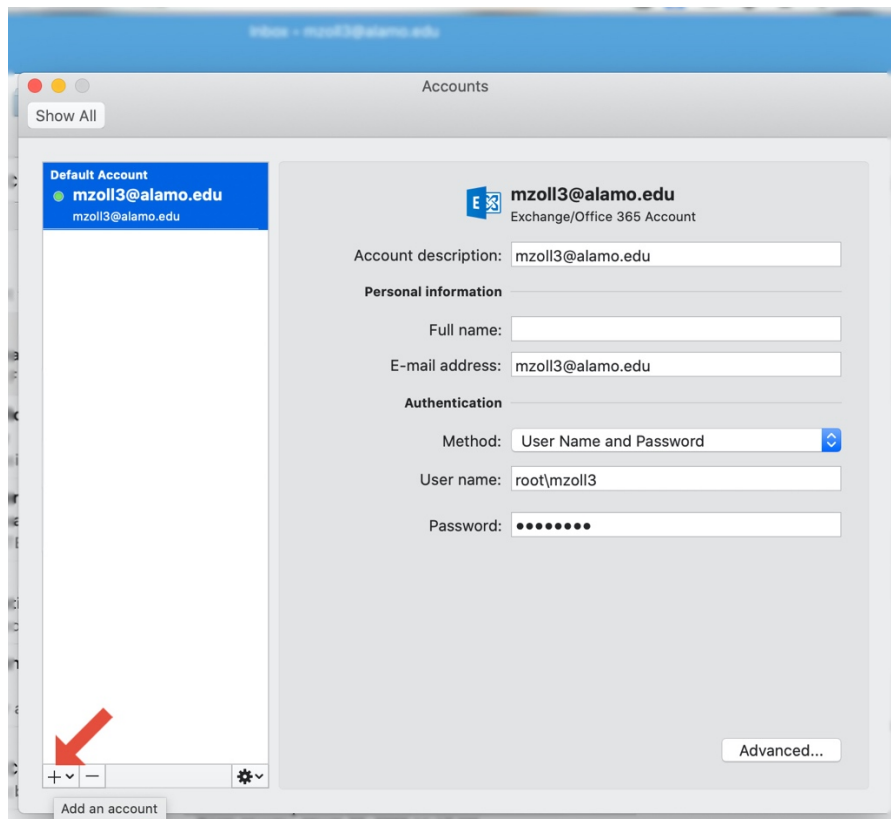
## Step 2: Click on Preferences



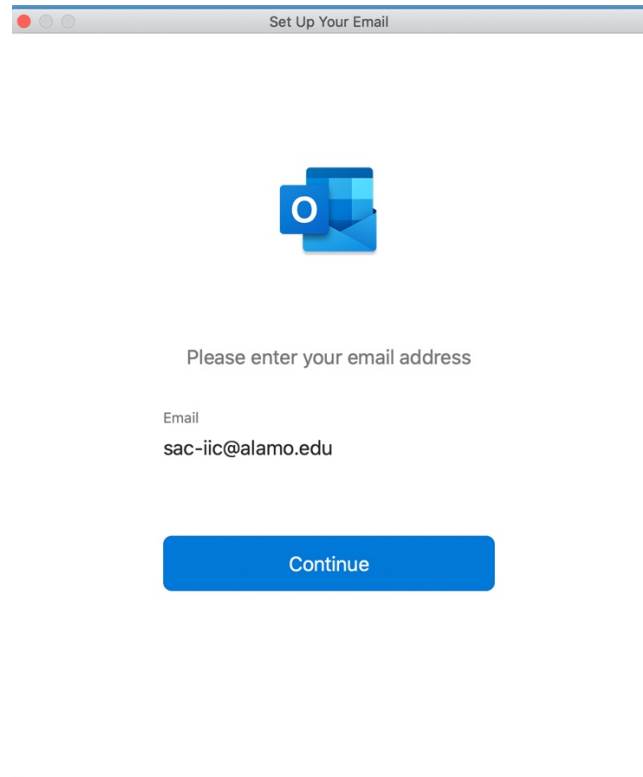
### Step 3: Click on Accounts



### Step 4: Click on +

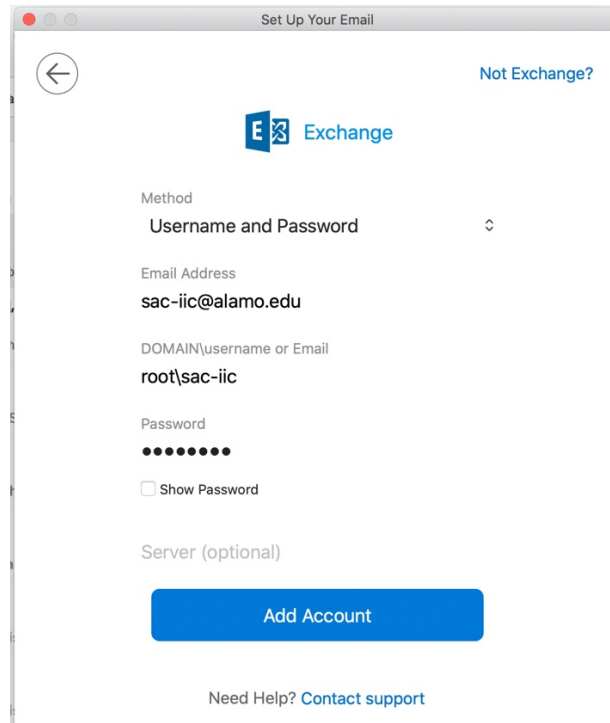


Step 5: Enter email address  
Click Continue



The screenshot shows a window titled "Set Up Your Email". At the top center is the Microsoft Office logo. Below it, the text "Please enter your email address" is displayed. Underneath, the label "Email" is followed by the text "sac-iic@alamo.edu". At the bottom center is a large blue button labeled "Continue".

Step 6: domain: Root\username  
Password: If using your work email, password will be in aces under employee tab.  
If it's a group email your department will provide password.  
Click on add account



The screenshot shows the "Set Up Your Email" window with the "Exchange" logo at the top. A back arrow is in the top left, and a "Not Exchange?" link is in the top right. The "Method" is set to "Username and Password". The "Email Address" is "sac-iic@alamo.edu". The "DOMAIN\username or Email" field contains "root\sac-iic". The "Password" field is masked with dots, and there is a "Show Password" checkbox below it. The "Server (optional)" field is empty. At the bottom is a large blue button labeled "Add Account". A link "Need Help? Contact support" is at the very bottom.