

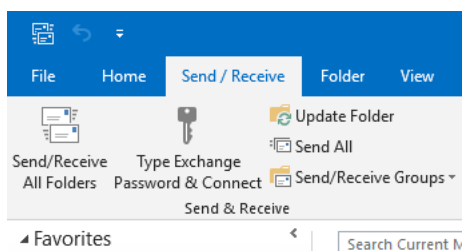
## How to set up student school email address on Microsoft outlook (PC)

**Step 1: Open Microsoft Outlook.**

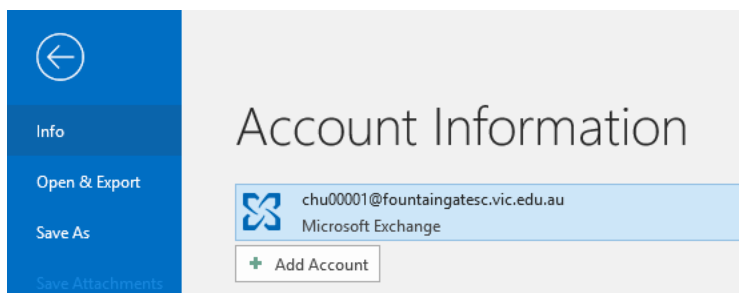
If this is the first time you are opening Outlook on your computer, please skip forward to Step 4

If you already have an email account set up in your outlook, go to Step 2

**Step 2: Click on File**



**Step 3: Click Add Account**



**Step 4: Enter your Student email address [studentid@fountaingatesc.vic.edu.au](mailto:studentid@fountaingatesc.vic.edu.au) Click Connect**

# Welcome to Outlook

Enter an email address to add your account.

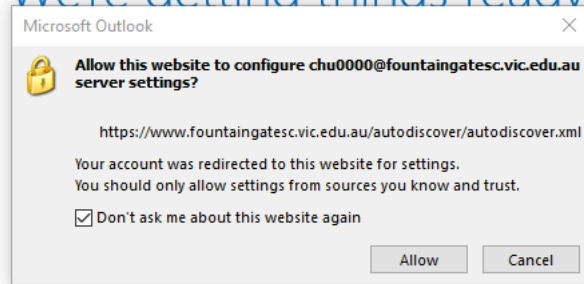
Advanced options ▾

Connect

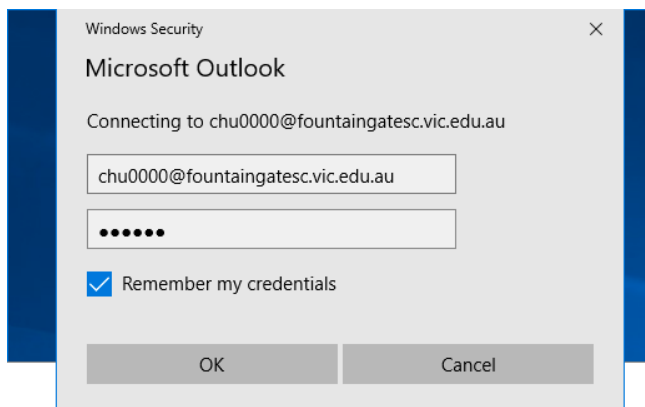
**Step 5: A pop up box will ask: Allow this website to configure server settings? Click the box with a tick: Don't ask me about this website again. Press Allow**

Adding [chu0000@fountaingatesc.vic.edu.au](mailto:chu0000@fountaingatesc.vic.edu.au)

We're getting things ready



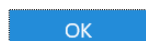
**Step 6: You will then be prompted to enter your password. Enter your password. Tick the box Remember my credentials. Press OK.**



**Your email is now set up and ready to use**

Adding [chu00001@fountaingatesc.vic.edu.au](mailto:chu00001@fountaingatesc.vic.edu.au)

Account setup is complete



Set up Outlook Mobile on my phone, too