

HOW TO ACCESS ERLANGER EMAIL VIA MICROSOFT OUTLOOK

First things, first: Login

- Before you are able to configure and access your Erlanger email account, you will need to login to an Erlanger computer using the Network login information provided to you on your first day.
- This information is located on the Student Information sheet inside the envelope your Clerkship Director or Coordinator distributes to you at their department orientation.

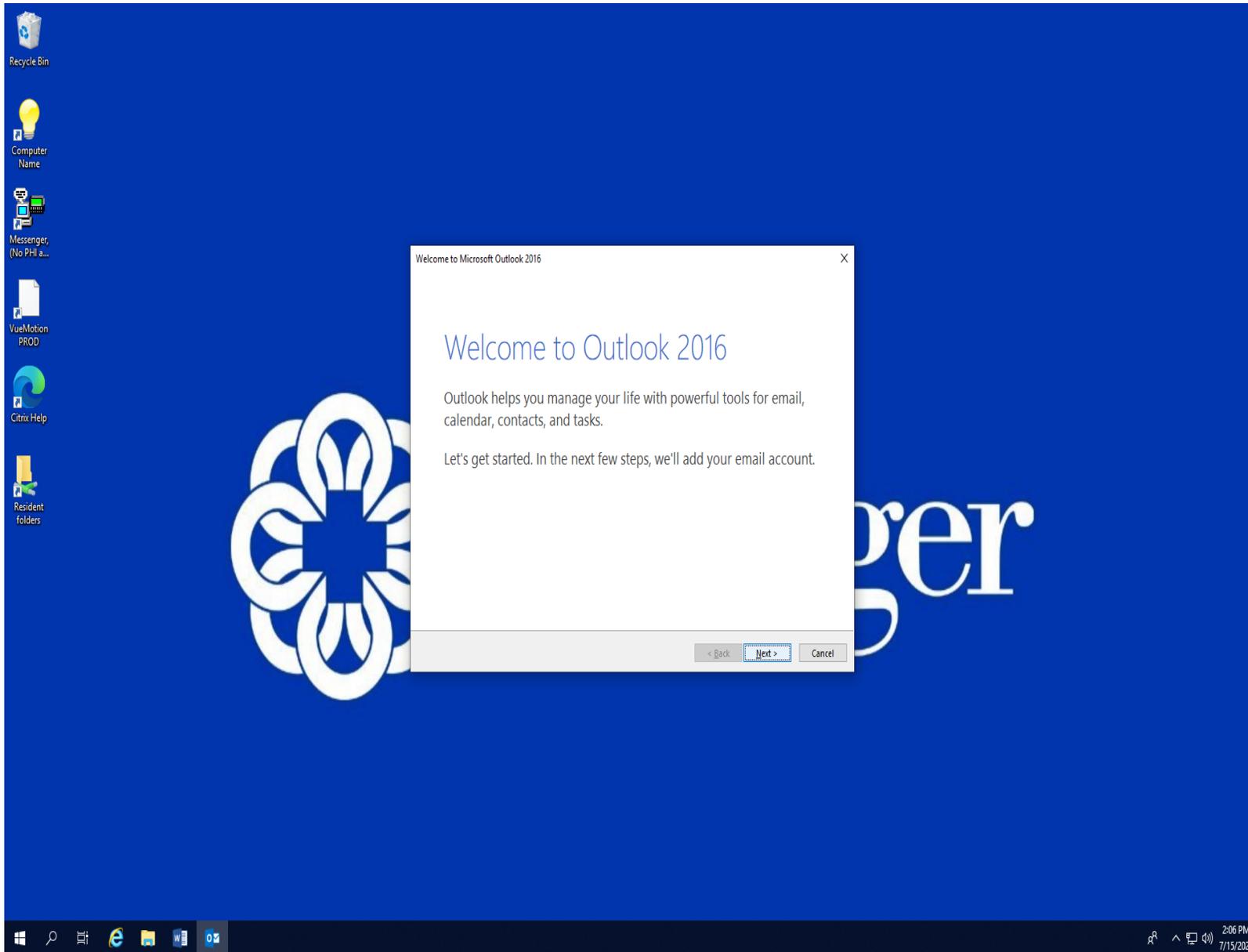


Step 1:

Once you are logged in to an Erlanger computer, click "Start" (Window icon on lower left navigation bar).

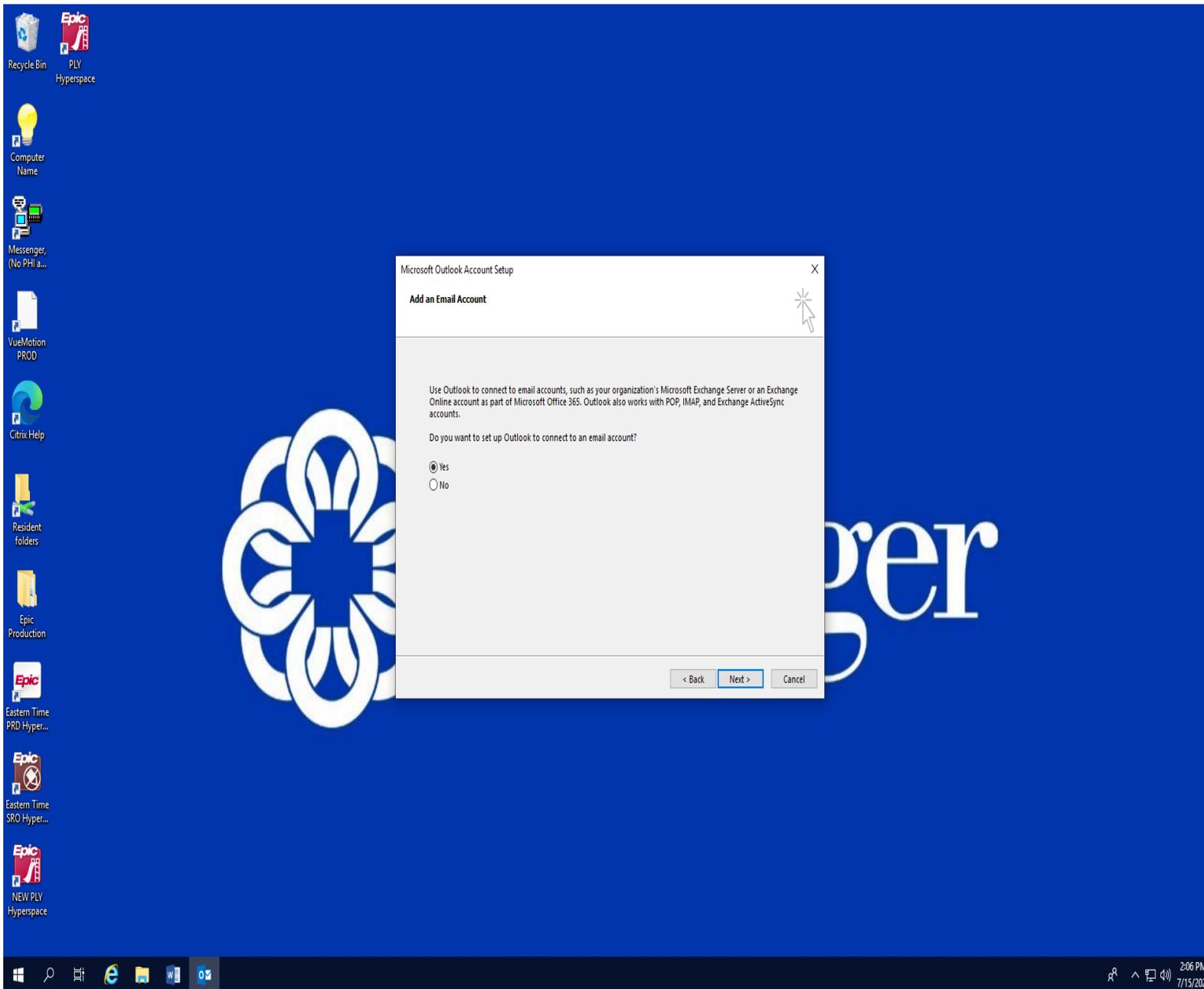
On Windows 10, scroll through the listed applications until you find Microsoft Outlook. (shown as "Outlook 2016" in screenshot)

On Windows 7, you will have to click on "All Programs" then find and click the Microsoft Office folder, then click on Outlook.



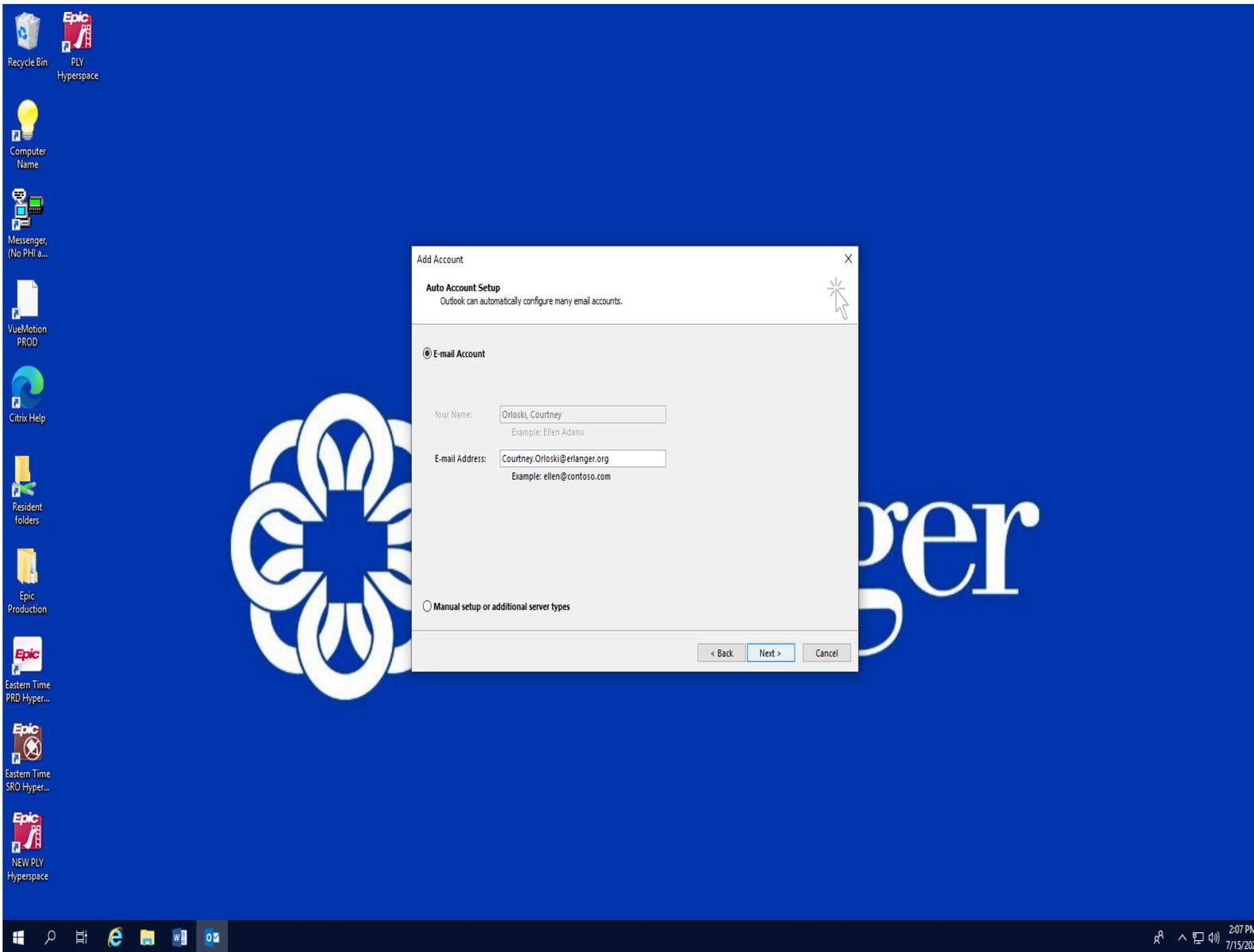
Step 2:

Click Next on the first “Welcome to Outlook” window.



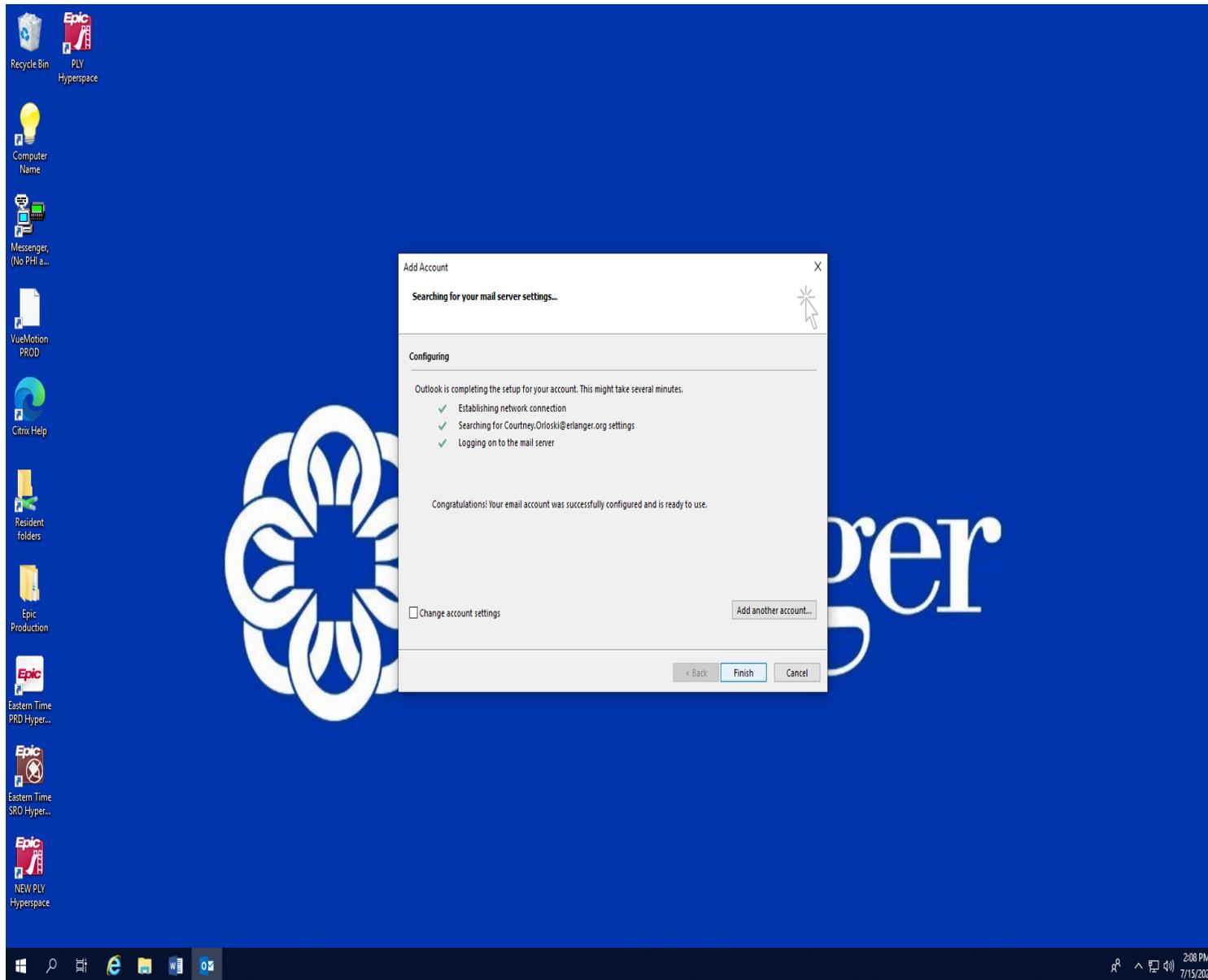
Step 3:

Click Next again on the following screen "Add an Email Account".



Step 4:

On the 3rd screen, check to make sure your name and Erlanger e-mail address auto-populates in the appropriate fields before clicking next one last time.



Step 5:

On the last window, click “Finish”.

Congratulations! Your Erlanger email address has now been configured.

You should be automatically directed to your inbox and can actively send/receive emails from your Erlanger email address.