Initial Setup Guide for Outlook Desktop 2010

Prior to following this guide, please ensure that Outlook is closed.

a. Open Software Center
   1. Click on the Start button
   2. Click on “All Programs”
   3. Open Microsoft System Center > Configuration Manager > Software Center

b. Open the Application Catalog
   1. Click on “Find additional applications from the Application Catalog”
   2. This will open a new window in Internet Explorer
Run Outlook Desktop One-Time Setup

1. Click on “Office 365 Email - Outlook Desktop One-Time Setup"
2. Click “Install” in the lower right corner of the Window
3. When asked “Are you sure that you want to install the selected application?” Click “YES”
4. After 10-15 seconds, Outlook will automatically open
5. Enter your UW email address (using “@uw.edu”) and your UW NetID password. Checking the box next to “Remember my credentials” is not supported by the UW Medicine ITS Help Desk for security reasons.
6. When prompted, enter your UW NetID password a second time. This only happens during setup, afterwards you will only be prompted once as Outlook opens.
7. Enter your name and initials if prompted