How to setup Outlook and Lync 2013

Always setup your Outlook first

Step 1:

Click on the **Outlook icon** that you previously pinned to the Taskbar

The Outlook setup Wizard will launch

Step 2:

Click **Next**

Step 3:

"Do You want to set up Outlook to an email account?"

Click **Yes** and **Next**
Step 4:
The Outlook Wizard automatically fills in your email information based on your logon. Wait until all the information has been created and click **Next**

![Add Account](image)

Step 5:
The Wizard will configure Outlook for you and when it is completed click **Finish**

![Add Account](image)

Step 6:
Now click on the **Lync icon** on the Taskbar that you previously pinned. Lync will automatically setup.

![Lync](image)

You have now successfully set up your Outlook and Lync 2013