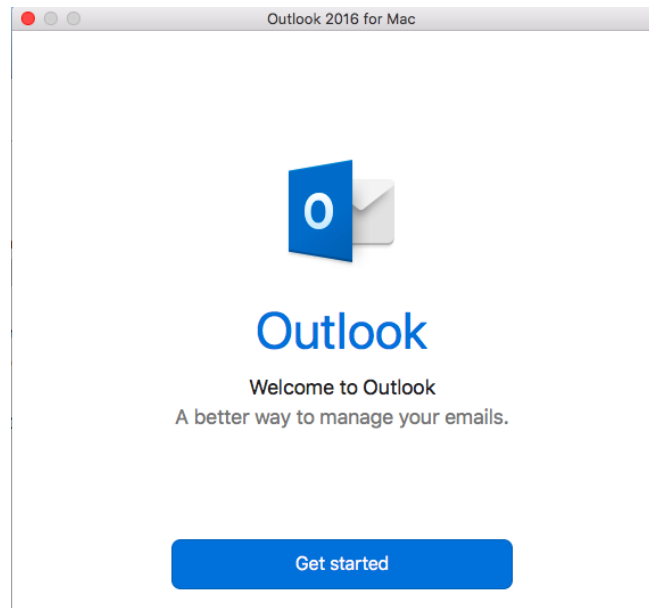


Setting Up Outlook on Your School MacBook

The first time you open **Outlook** on your school MacBook, you will have to set-up your email account. Below are the screenshots and steps to do this.

When you open **Outlook** for the first time you will see this screen:



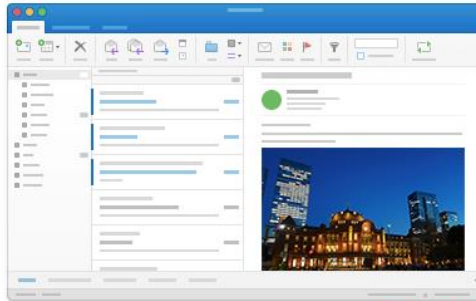
Click **Get Started** to continue.

The next screen lets you choose how you want Outlook to look. Colorful gives you the format you have seen in the past. Choose the design you like and continue.



How would you like Office to look?

You can always change the theme later on under Preferences > General.

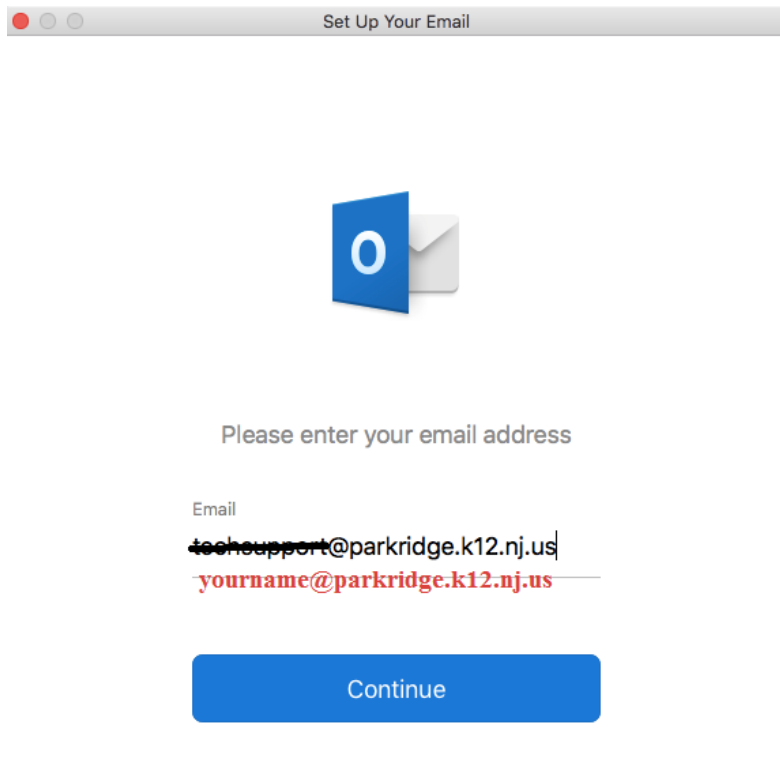


Choose your theme: Colorful Classic

Colorful gives you the design you are used to seeing in Outlook.

Continue >

The next screen is where you enter your school email address; yourname@parkridge.k12.nj.us, then **Continue**



Enter the following on the next screen:

- Do **not** change the Method.
- Enter your school email address; yourname@parkridge.k12.nj.us
- DOMAIN/username; this is **parkridge\yourname**. Use the **backslash**, which is the one above the Return key, under the Delete key.
- Enter your school email password.
- Add Account

Set Up Your Email

← Not Exchange?

E Exchange

Method
Username and Password

Email Address
techsupport@parkridge.k12.nj.us

DOMAIN\username or Email
parkridge\techsupport

The DOMAIN is parkridge, then use the backslash and yourname.

Password **Enter your school email password here.**

Show Password

Server (optional) **When done, Add Account.**

Add Account

When this is done, your email will start to populate the screen. This may take several minutes.