# Adding LLU email account to Outlook on a personal Windows computer

To install and configure Outlook on a personal computer.

Install Outlook on your computer.

LLU Students, Faculty and Staff can download Outlook by logging in to their Office 365 account and selecting the Install Applications button in the upper right corner of the main page. Login at *https://portal.office.com*
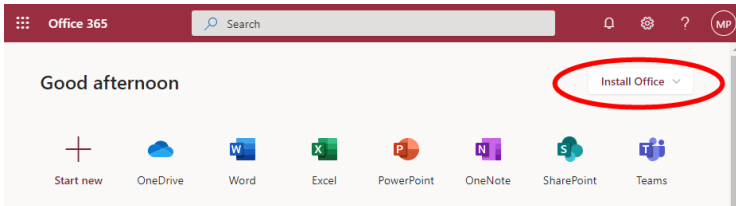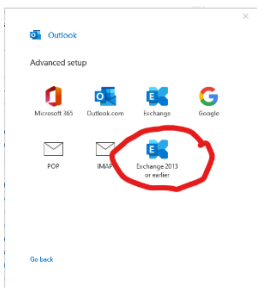


Once Outlook is installed go to File -> Options and Add Account
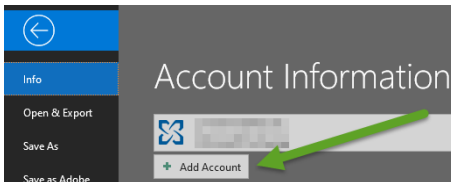


Enter your LLU email address.

With the Office 365 version of Outlook you may be presented with the option to select the service, select the one that indicates Exchange 2013 or older. Depending on the exact version of Outlook you are using you may or may not see the 2013 icon.



If that icon is not visible select Exchange



Enter your LLU password when prompted.

The automated process should then proceed and finish with adding your email account in to Outlook.

If the automated process does not complete, please contact the LLU Help Desk for assistance.