How to set up Outlook in Windows 8.1

1. Click in the bottom right of the screen to open the **Settings** panel

2. Click **Accounts**

![Settings Panel](image)

3. Click **Add an account**

![Accounts Panel](image)

4. Click **Exchange**

![Add an account](image)

5. Enter your **CRSid@cam.ac.uk** and your **UIS Password**, and click **Connect**

![Add your Exchange account](image)

6. Make sure all the following fields are filled in with your personal details, as follows:

   - **Email Address**: your **CRSid@cam.ac.uk**
   - **Server address**: **outlook.office365.com**
   - **Domain**: [leave this blank]
   - **Username**: your **CRSid@cam.ac.uk**
   - **Password**: your **UIS Password**

   ![Add your Exchange account](image)

7. Click **Connect**.

The account may take a few seconds to synchronise.