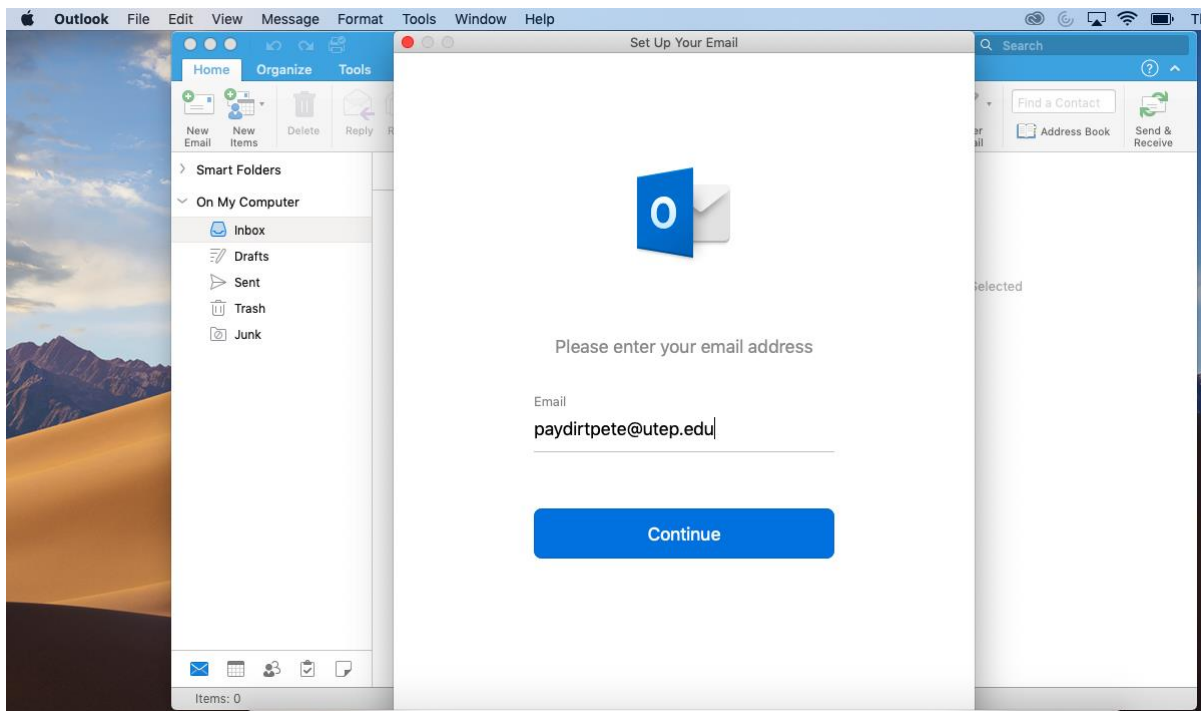


## Set up your faculty/staff email on Outlook

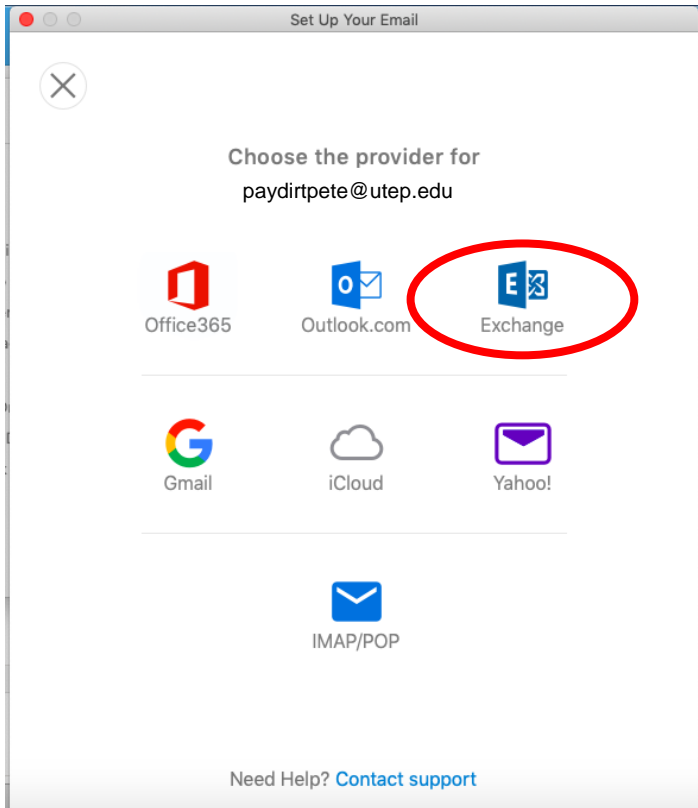
Search/open the Outlook application



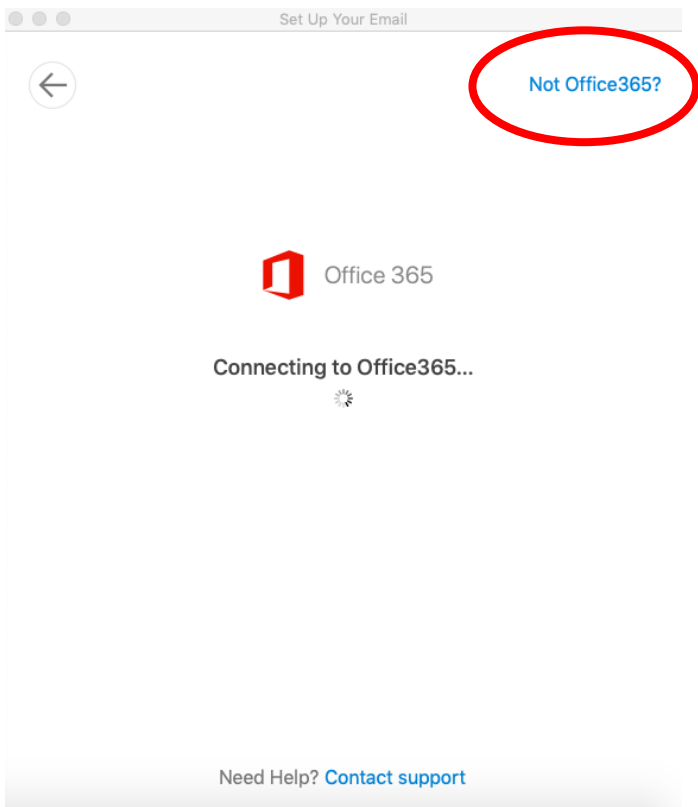
Enter your UTEP email address



## Select Exchange



## Select Not Office 365?



Enter your full email address, username and password, then click on add account

Tools Window Help

Set Up Your Email

← Not Exchange?

**E** Exchange

Method  
Username and Password

Email Address  
paydirtpete@utep.edu

paydirtpete

\*\*\*\*\*  
 Show Password

Server (optional)

**Add Account**

Need Help? [Contact support](#)

Select Done

Set Up Your Email

paydirtpete@utep.edu  
has been added

**Did you know?**  
Outlook supports Google, Yahoo!, and iCloud accounts.

**Add Another Account**

**Done**

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