**To use your Outlook at home**

Be sure you have opened Outlook at school at least one time before doing this process.

1. At home - Be sure you have an internet connection
2. Click on the Outlook icon on your desktop
3. It will ask you to log in. Here’s how you need to do that:

Your user name has to be preceded by a wesleyan\

Be sure to use \ and not use /

An example would be wesleyan\carolhorner

Your password is the same as your network password

There will be a box at the bottom that you can check to have the compute remember your credentials. Click that box.

1. That’s it. You should be able to get in your Outlook. If you have any problems, please come to the HelpDesk.