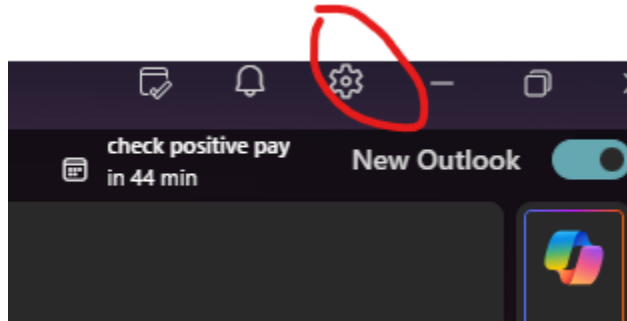


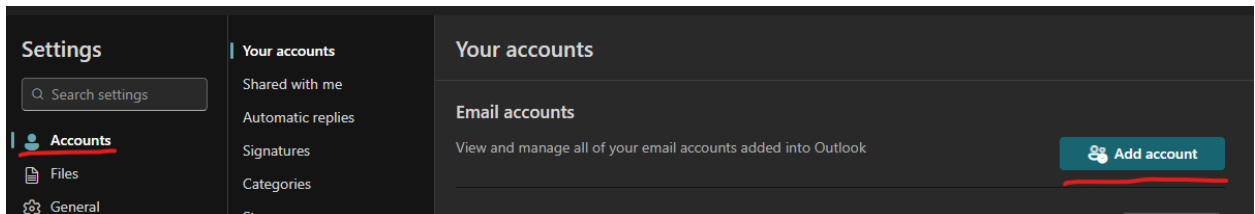
## Outlook Set Up Instructions

### In New Outlook

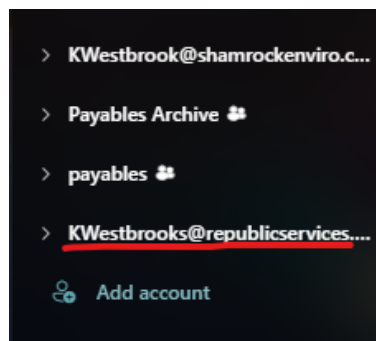
1. Click settings either at the top right or under File-Settings



2. Click Accounts – Add account



3. Enter your **repsrv.com** address and follow the instructions on screen with password and Duo.
  - a. A pop-up will come up asking you to restart Outlook.
4. Close Outlook and reopen; it should be added to your list of accounts on the left side.





## Sustainability in Action

### In Classic Outlook

1. Click the logo in the top right corner with your initials and it shows your Shamrock email information.
2. Click add new account
3. Enter your repsrv.com address and follow the instructions on screen with password and Duo.
  - a. A pop-up will come up asking you to restart Outlook.
4. Close Outlook and reopen and it should be added to your list of accounts on the left side.