Step 1

If you are opening your Outlook for the first time or if you choose the add account option from within the Account Settings tab. You will get this screen. Choose the Manual Setup option to get started.

![Add Account](image)
We will want to use this option to add an account if there is already another existing email account in Outlook.

To get to this, click **File** in the upper left hand corner of Outlook and it will bring you to this page. From here we will want to click on **Account Settings**, this will open the page that will allow us to add the account.
Step 2

This is the page you will see after selecting **Manual Setup** option from the previous image. On this page, you will want to enter in all the information shown here. You will want to make sure that the **User Name** is the full U of A email address (ex. wilburw@email.arizona.edu) and that the password is the secondary password. After this, click on **More Settings** for the next step.

If you do not know what your secondary password is, there will be a guide on resetting it at the end of this document.
Step 3

After Selecting **More Settings** from the previous page. You will be given an Internet Settings Window. You will want to first click on the tab that says **Outgoing Server**. On this page, you will want to click on the checkbox for **My outgoing server requires authentication**, then make sure the first option for **Use same settings** is checked.
Step 4

Now we will want to click on Advanced. From that tab, the only options you should have to change are the encryption types. Under IMAP, you will want to select option for SSL. Then under SMTP, you will want to select SSL. Click OK when this is completed.
Step 5

After clicking okay on the settings page, it should bring you back to this main account setup page again. Since we now have all the correct information entered, we can click on Next and it will start to try to add the account. If everything was correct, it will complete the check and add the account into Outlook.

![Add Account](image)

Step 6
You’re all done! Now the account has been added and you will be able to start receiving mail from your CatMail account in Outlook 2013.

Selected account delivers new messages to the following location:

NetID@email.arizona.edu\inbox
in data file C:\Users...\Outlook\NetID@email.arizona.edu - UofA.ost
Resetting the CatMail Secondary Password

If you aren’t sure what your secondary password is and need to reset it, it can be done at the following website: [https://netid.arizona.edu/](https://netid.arizona.edu/).

On this site, you will want to click on **Reset Secondary**, this will take you to a Webauth login page where you will log in using your NetID and password. After this, a new secondary password will be sent to your CatMail Account!