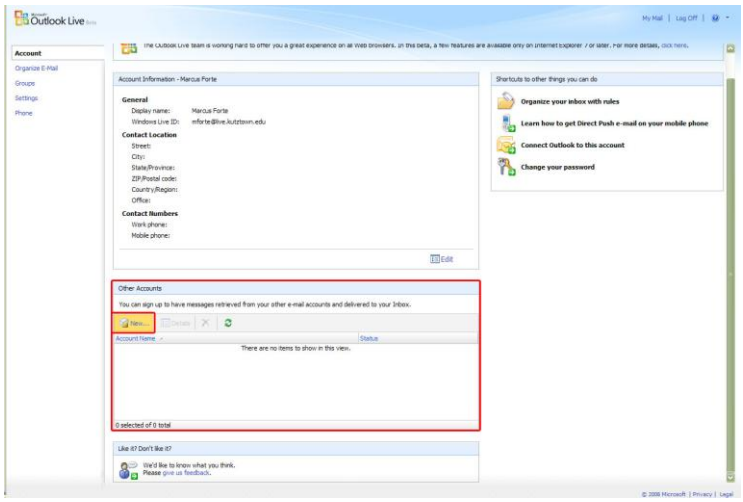
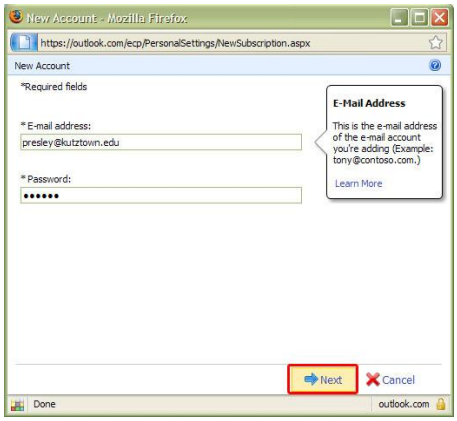
Linking your Outlook Live account to your existing KU Email account

1. Once you are logged into the OWA, or the mail section, of you Live account, select Options in the top right corner

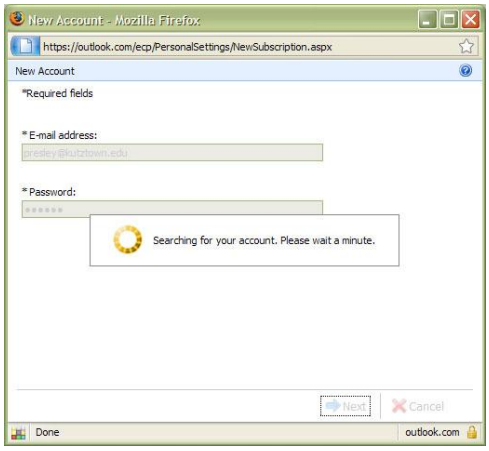
2. Click on Account
3. Select New… in the Other Accounts Section



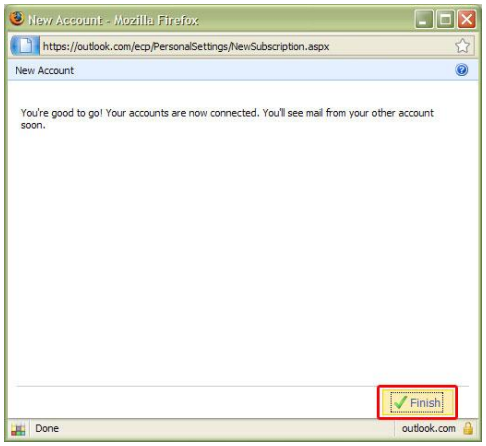
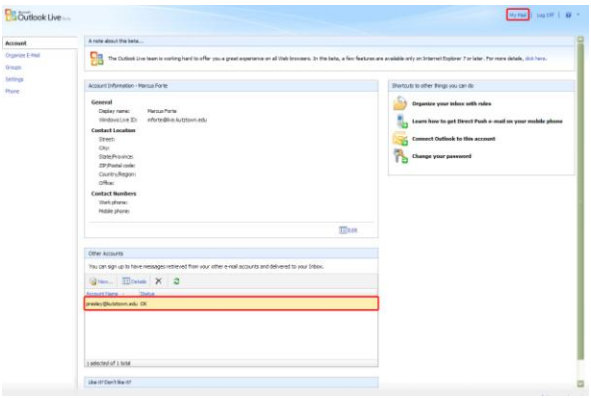
4. Enter your current Kutztown Email address and password
    a. Ex presley@kutztown.edu
5. Click **Next**



6. This option assumes POP is being used and automatically assigns pop.kutztown.edu as the server
7. Outlook Live will connect to your account



8. Click **Finish** to complete the setup



9. That's it! Your account should appear in the list of other accounts. You can click My Mail in the upper right to return to your Email box.