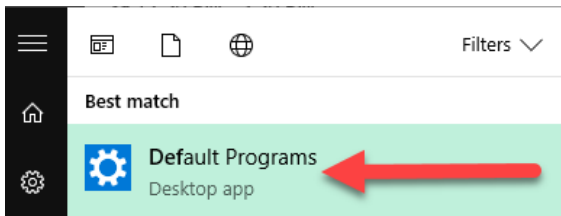


## Setting Outlook as the Default Email Client

1. Click on the **Windows button** in the lower left corner of your screen.



2. **Type Default Programs.** Once Default Programs is displayed click on it. This will load the Choose default apps window.



3. On the Choose default apps window **select the mail icon.**

### Choose default apps

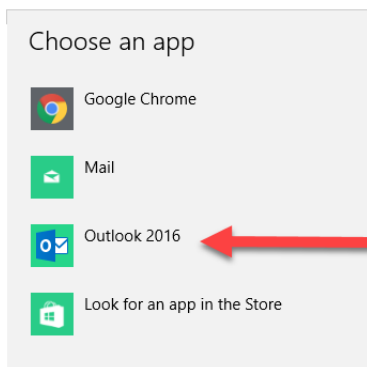
#### Email



4. The Choose an app box will open. **Select the Outlook option.**

#### Choose default apps

##### Email



5. You are done and can **close the Choose default apps window.**