
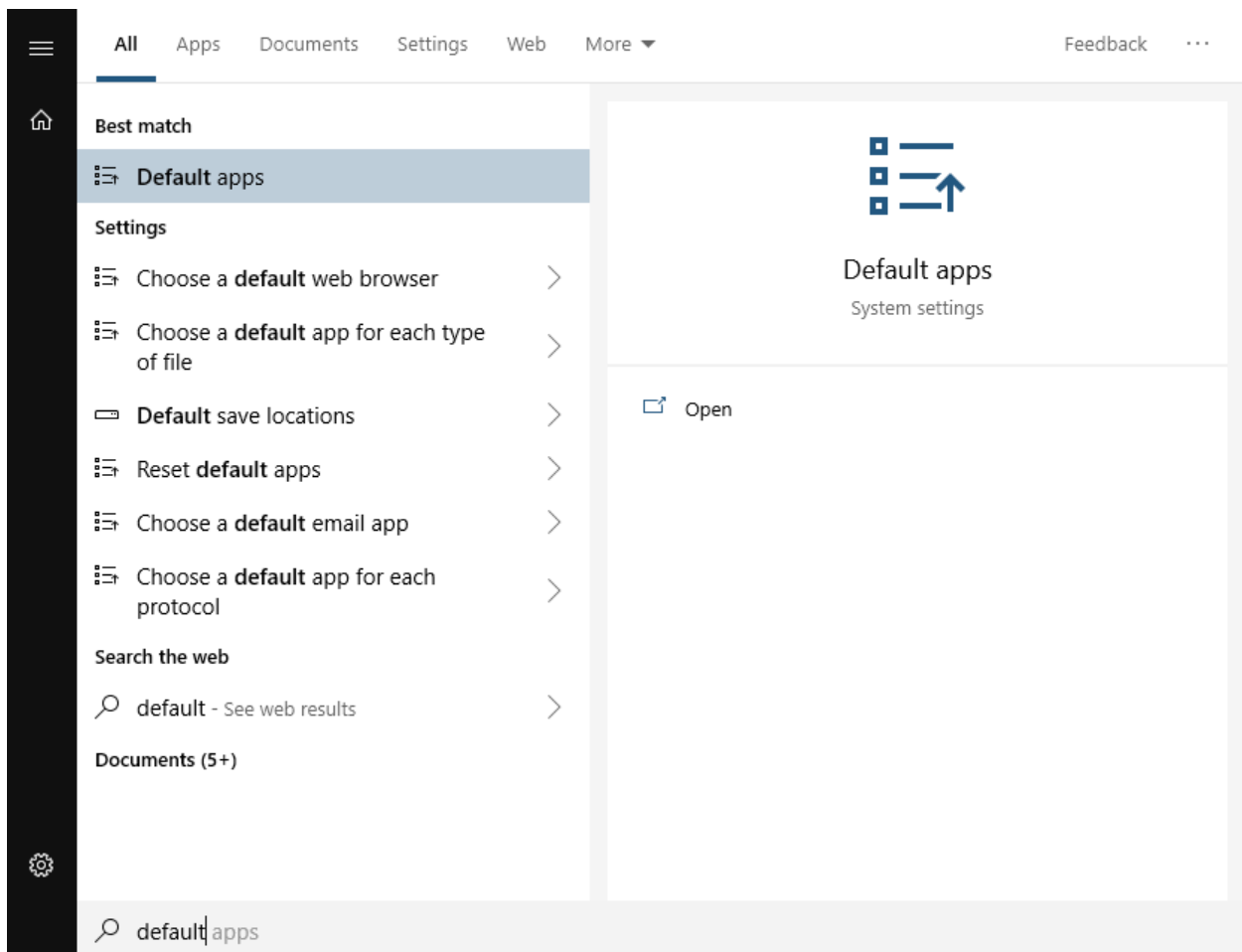


Making Outlook Your Default Mail Application

1. Open the **Start Menu**  This is located on the bottom left of your screen.

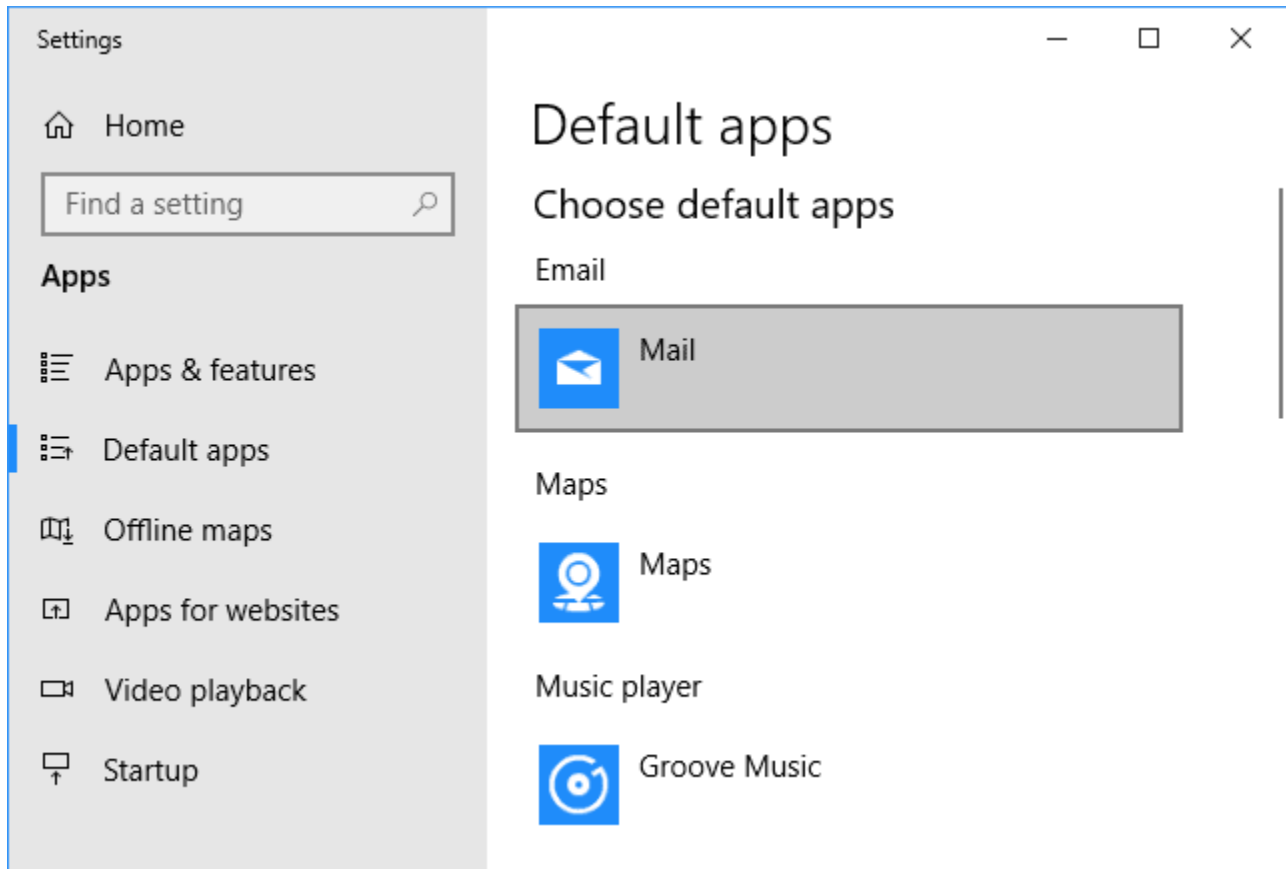
2. Once in the start menu, type *default* in the search bar, and click on **Default apps**:

If a search bar did not come up, just start typing. The search bar will appear afterwards

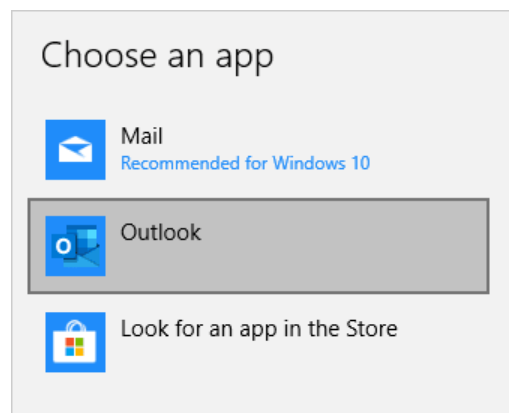


3. Wait for a new window to pop up; this will be the **Settings** screen.

4. On this **Settings** screen, on the right side, click the application under **Email** (**Mail** in this example):



5. Choose **Outlook**:



6. Be sure that **Outlook** is shown instead of the previous one under **Email** group:

