Desk Services Outlook Setup

The shared desk email accounts can now be used in Outlook. Please follow these directions:

1. Log onto the computer using your Housing user account.
2. Wait a few seconds. Outlook will start automatically. **DO NOT** start Outlook manually when logging in.
3. If prompted, select the desk account and click **OK**.
4. When prompted, enter **your personal NetID credentials**.
5. Wait for Outlook to finish setup.

You can access your personal Housing email at wiscmail.wisc.edu.

Please call Tech Services at 5-2717 with any questions.