Troubleshooting Guide

Having trouble setting Microsoft Outlook as your preferred email program? This guide contains step-by-step instructions with pictures on how to set Outlook as your primary email application.

Step 1: Click the Windows Settings button in the bottom left of your screen.



Step 2: Click the Apps Button



Step 3: Click the Default Apps



Step 4: Select Email



Step 5: From the Dropdown Menu, Select Outlook



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