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