

# How to Setup CEIBS Mail Account in Outlook 2013

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1. Open Outlook, Click "FILE" on the left corner.
2. Go to "Info", then click "Add Account".
3. Choose "E-mail Account", then click "Next".
4. Enter your "Your Name", "E-mail Address" and "Password", then click "Next".
5. Outlook will finish auto configuration for your CEIBS E-mail account, click "Finish" after notification then restart outlook to take effect.