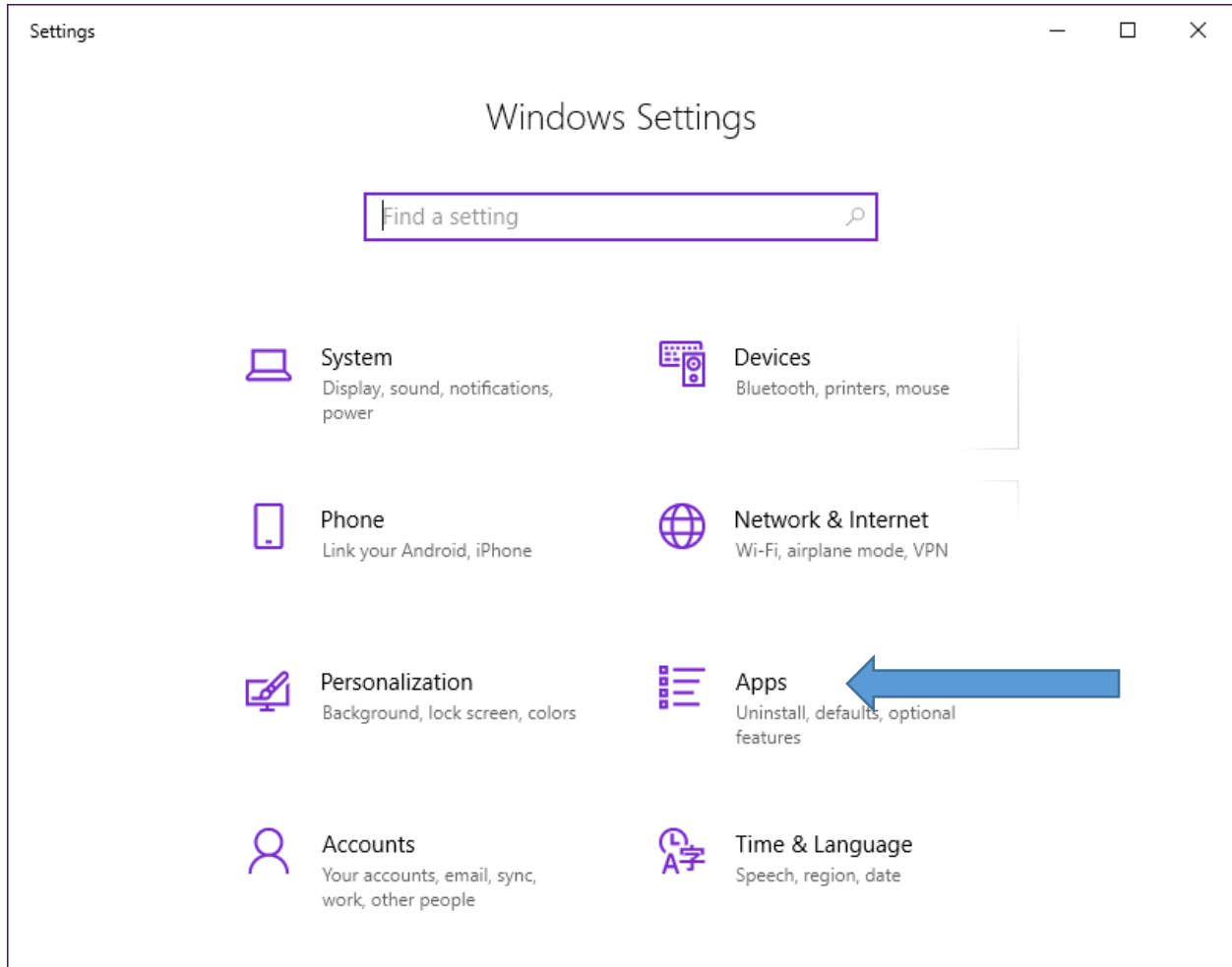
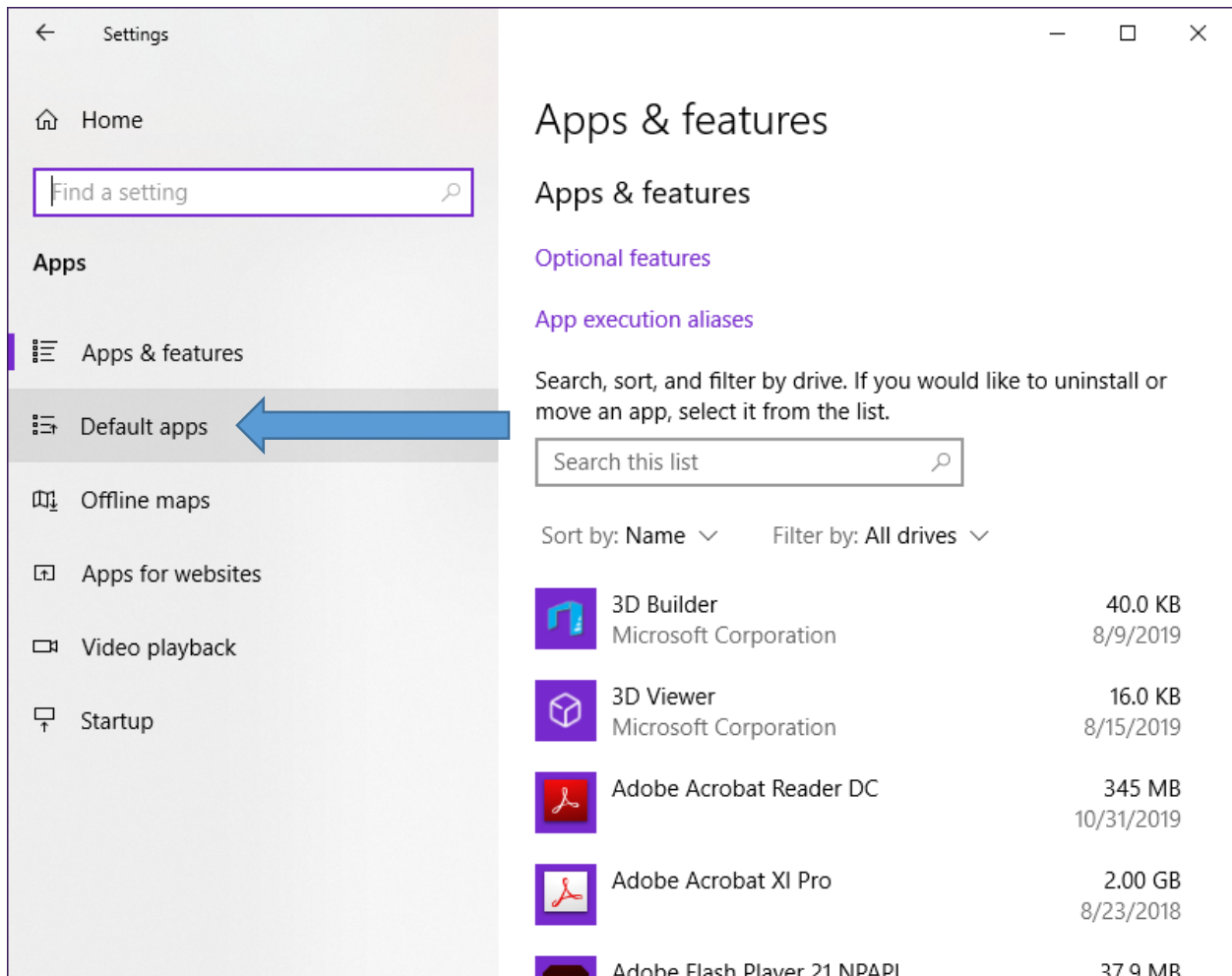


Set-up for emailing advisees in Self-Service

- Right click on the Windows icon (furthest left on bottom bar; it looks like a window ☺).
- Select Settings
- Select Apps:



- Select Default Apps:



The screenshot shows the Windows Settings application. The left sidebar contains a list of settings categories: Home, Find a setting, Apps, Apps & features, Default apps, Offline maps, Apps for websites, Video playback, and Startup. The 'Default apps' category is highlighted with a blue arrow. The main pane displays the 'Apps & features' settings, including a search bar, a list of installed applications, and sorting/filtering options.

App Name	Size	Installation Date
3D Builder Microsoft Corporation	40.0 KB	8/9/2019
3D Viewer Microsoft Corporation	16.0 KB	8/15/2019
Adobe Acrobat Reader DC	345 MB	10/31/2019
Adobe Acrobat XI Pro	2.00 GB	8/23/2018
Adobe Flash Player 21 NPAPI	37.9 MB	

- Select Outlook as your default email

