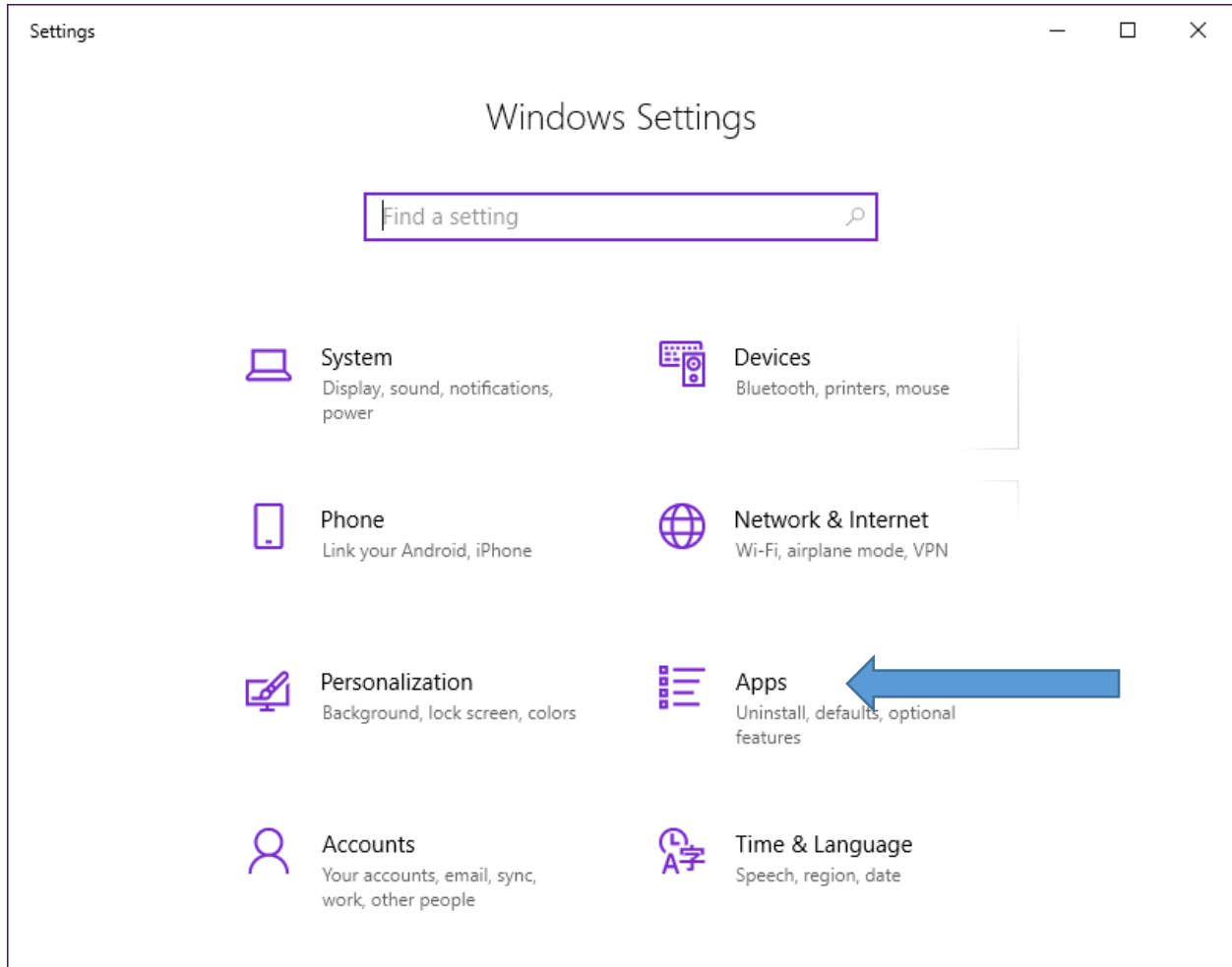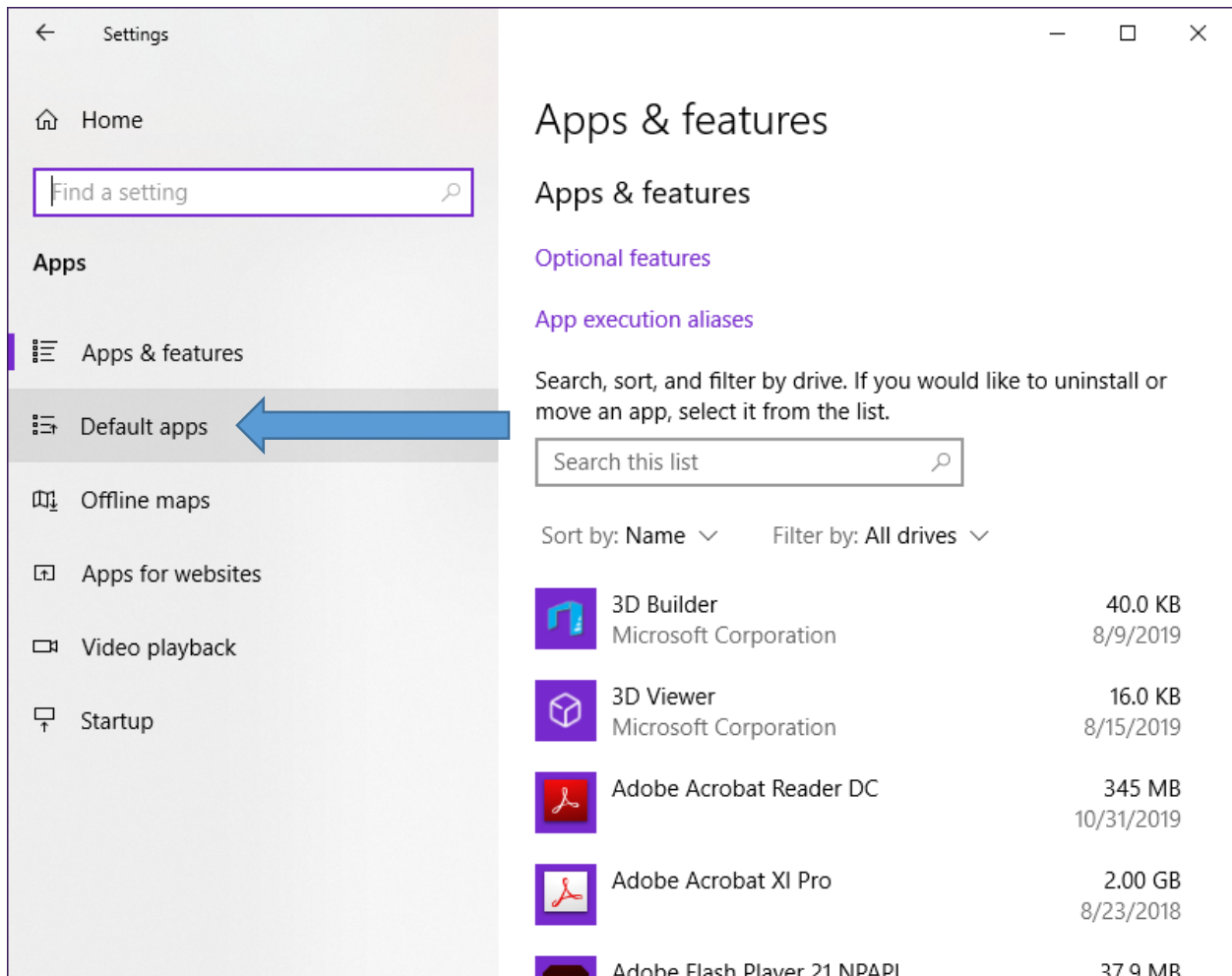**Set-up for emailing advisees in Self-Service**

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

- Select Settings

- Select Apps:

- Select Default Apps:

- Select Outlook as your default email