**Making Outlook Your Default Mail Application**

**Issue/Environment/User Role**

A Student, Faculty, or Staff member is having an alternate mail application or web browser open when they click on an email hyperlink instead of having Outlook open.

**Cause**

Outlook is not set as this user’s default mail application.

**Resolution**

1. Open the Start Menu and select the Settings icon:



1. Click on the Apps option:



1. Select Default apps on the left side of the window:



1. Select the icon under email and then click on Outlook in the dropdown:

