

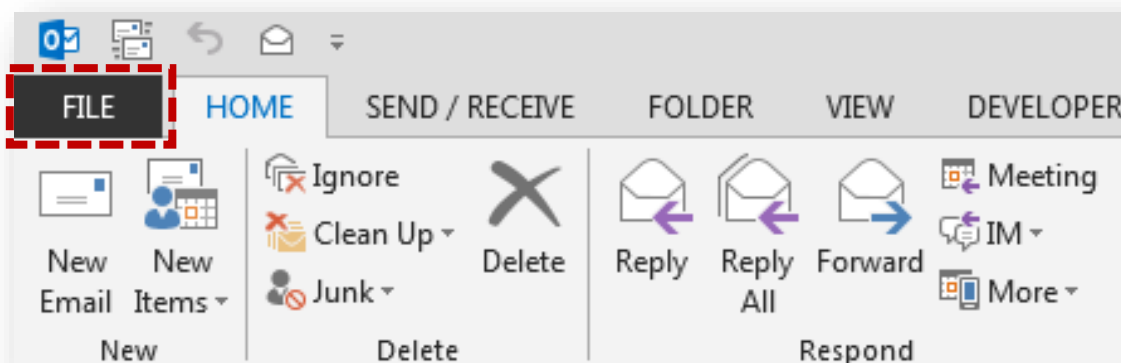
# Checking the version of Microsoft Outlook use to access your email

When you contact the NHSmail Helpdesk, you may be asked to provide further information on how you are accessing your email account. This guide provides information on how you can identify the version of Microsoft Outlook that you are using

## Identifying the version – Outlook 2010, 2013 and 2016

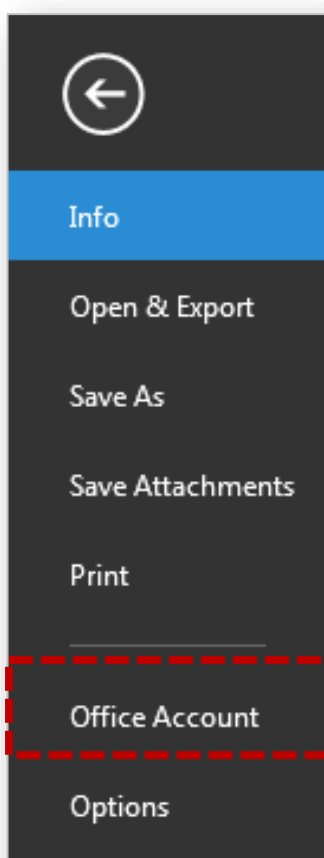
**1** Open Microsoft Outlook

**2** Click the **File** tab

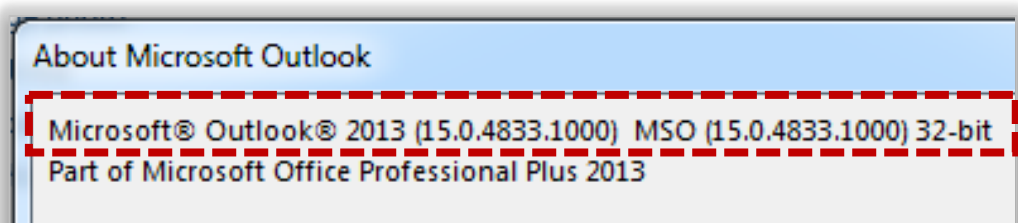


**3** Click **Office Account**

**4** Click the **About Outlook**



**5** The **About Microsoft Outlook** screen will open. The version will be shown as highlighted by the red box below

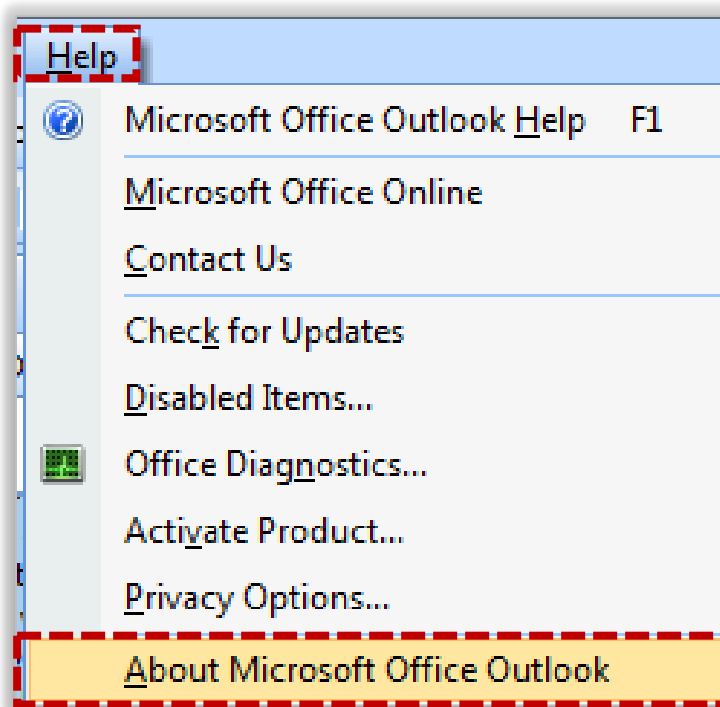


# Checking the version of Microsoft Outlook used to access your email

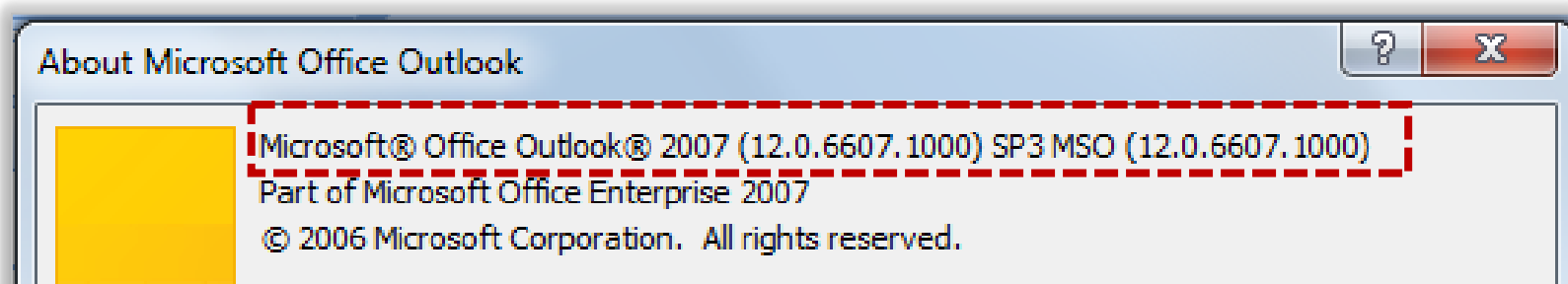
## Identifying the version – Outlook 2007

**1** Open Microsoft Outlook

**2** Click the **Help** and then **About Microsoft Office Outlook** from the drop down menu



**3** The **About Microsoft Office Outlook** screen will open. The version will be shown as highlighted by the red box below

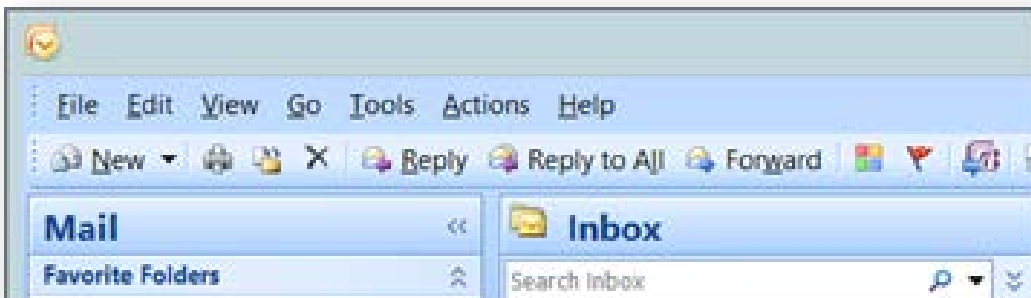


# Checking the version of Microsoft Outlook used to access your email

## Identifying the version by appearance

**1** Open Microsoft Outlook

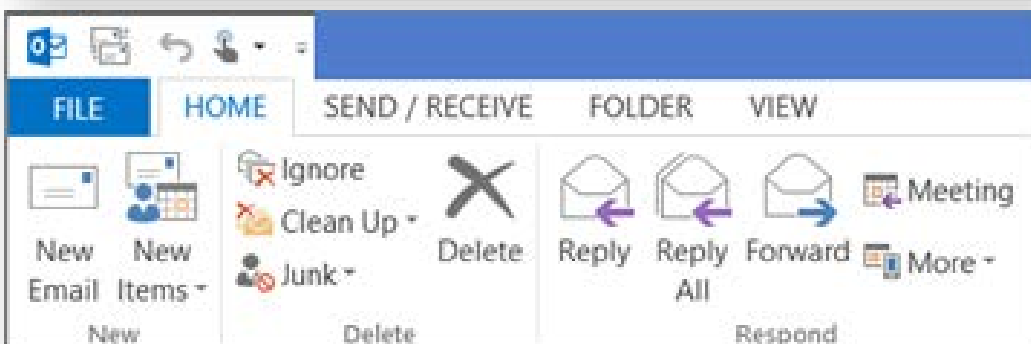
**2** Use the images below to compare to your version of Outlook to identify the version that you are using



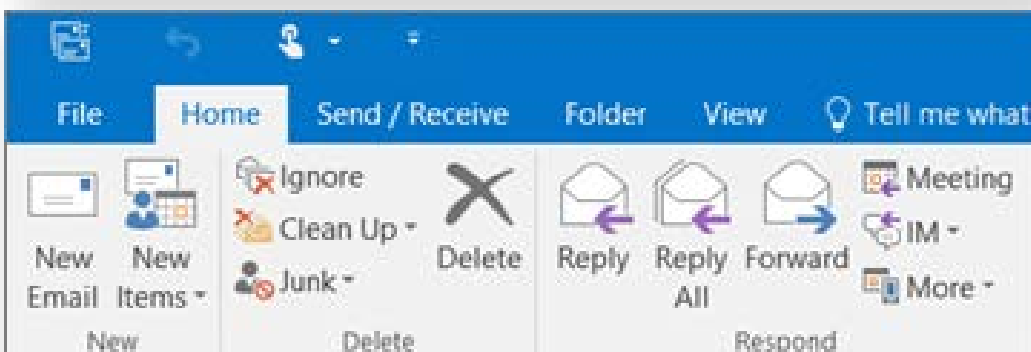
Outlook 2007



Outlook 2010



Outlook 2013



Outlook 2016