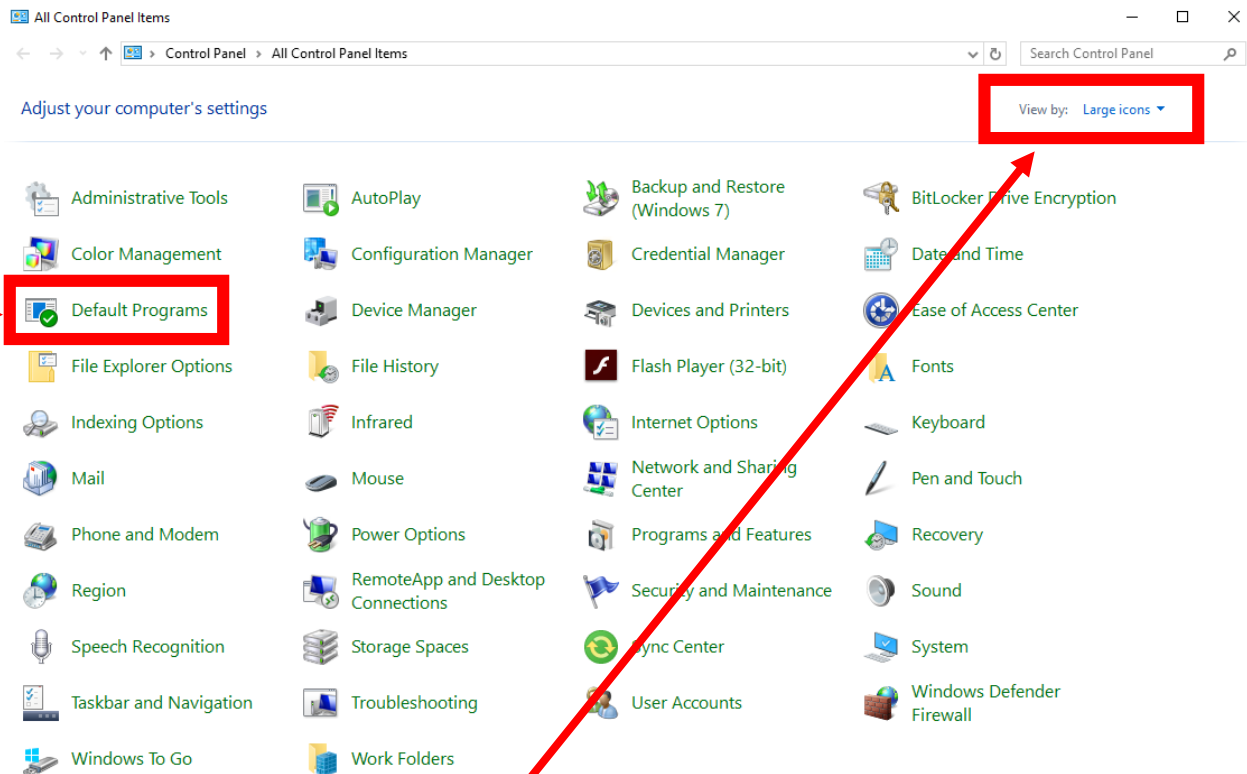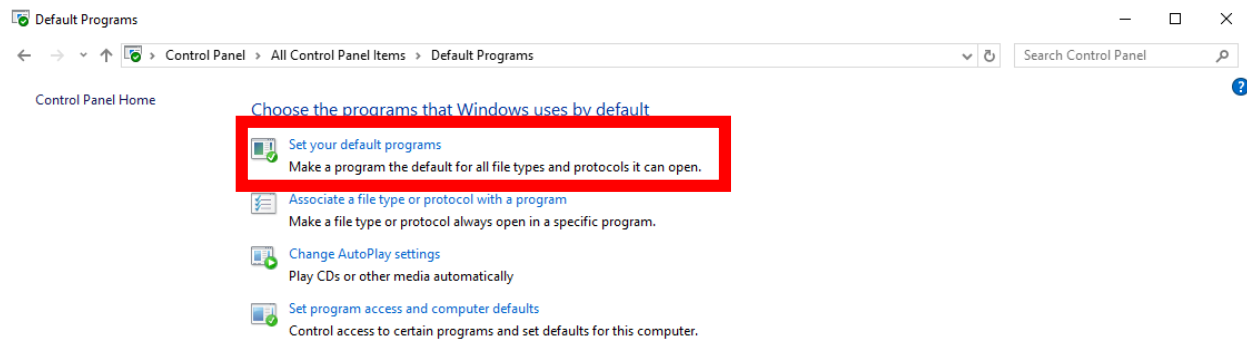1. Click under the **Windows icon** (this icon is located in the lower left corner of your screen). Type **Control Panel** and select it.

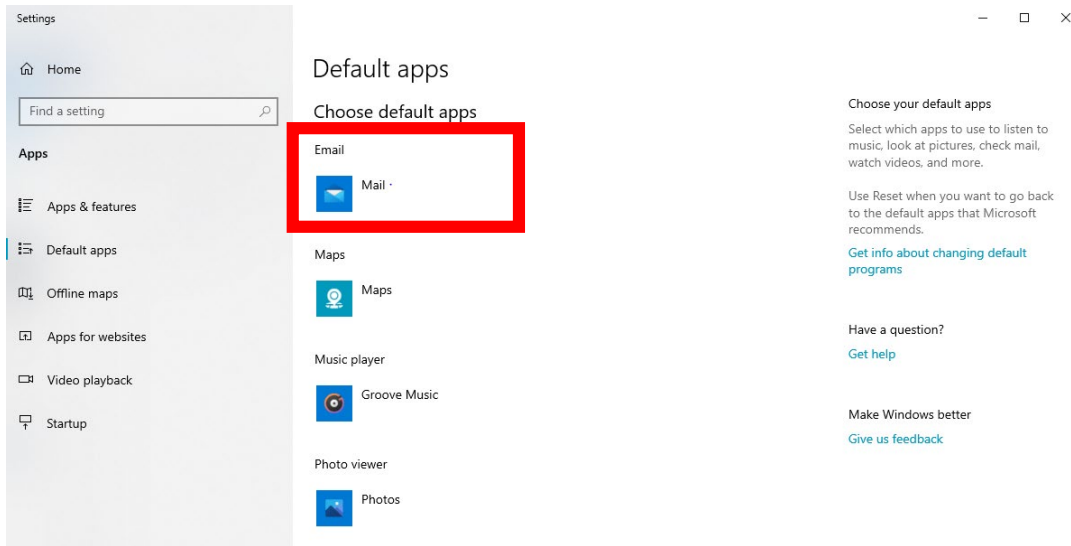2. The **Control Panel** window will open (view image below)

Make sure you select the **View by: Large Icons** (view image above, red rectangle) and click the **Default Programs** option (view image above, red rectangle)

3. Look for the option **Set your default programs** (view image below, red rectangle)

4. The **Default apps** window will open (view image below). Click on the **Mail** app (view image below, red rectangle)

5. Now a new window will ask you to **Choose an app** (view image below, red rectangle)**,** click on desired default application such as **Outlook**.