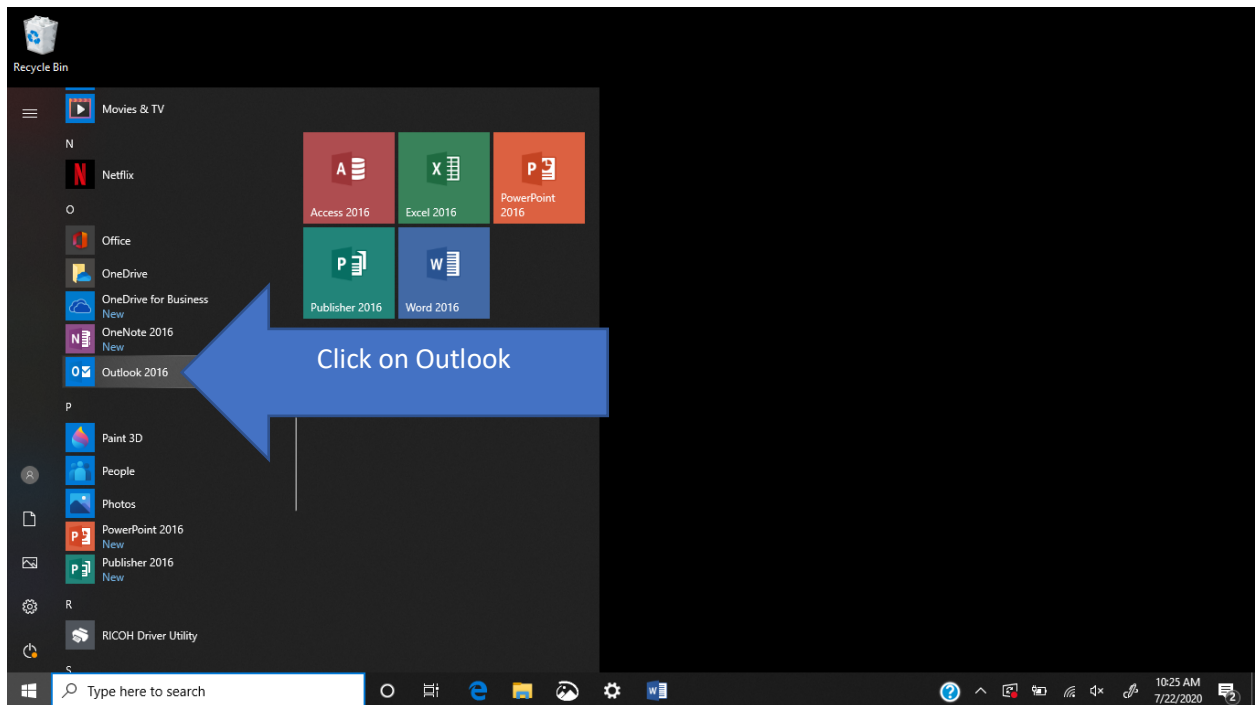
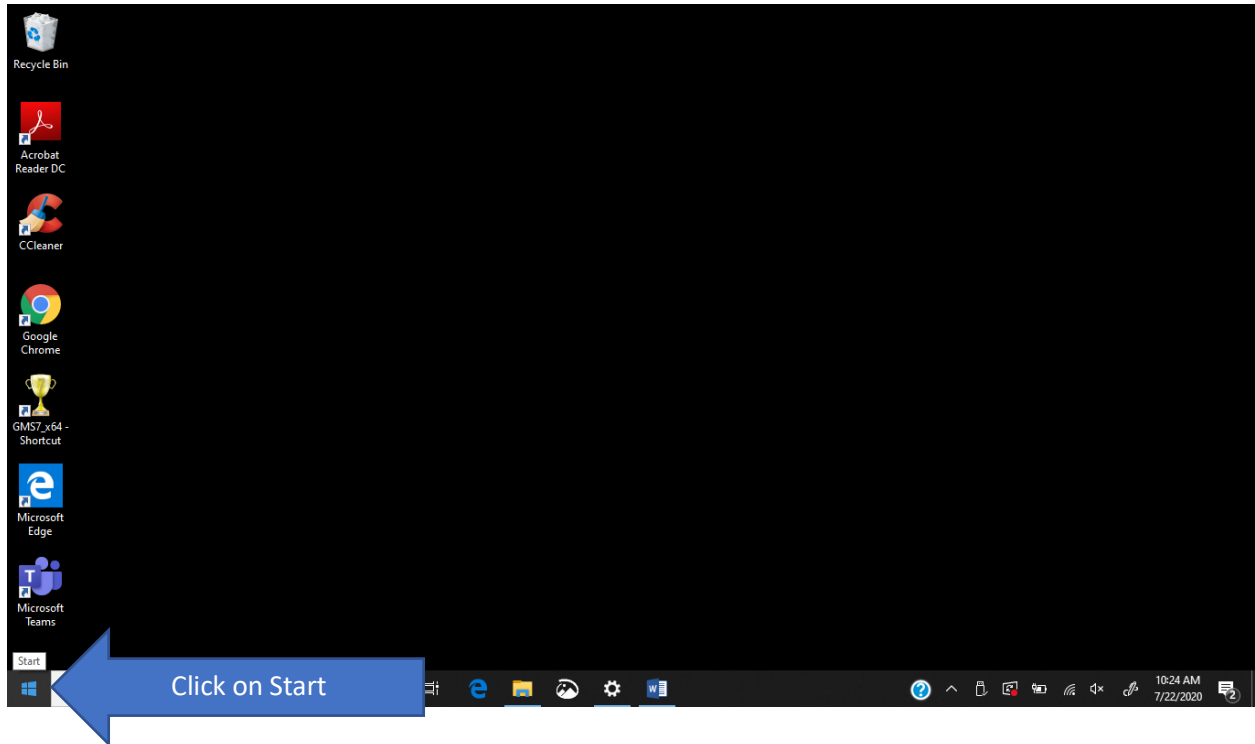
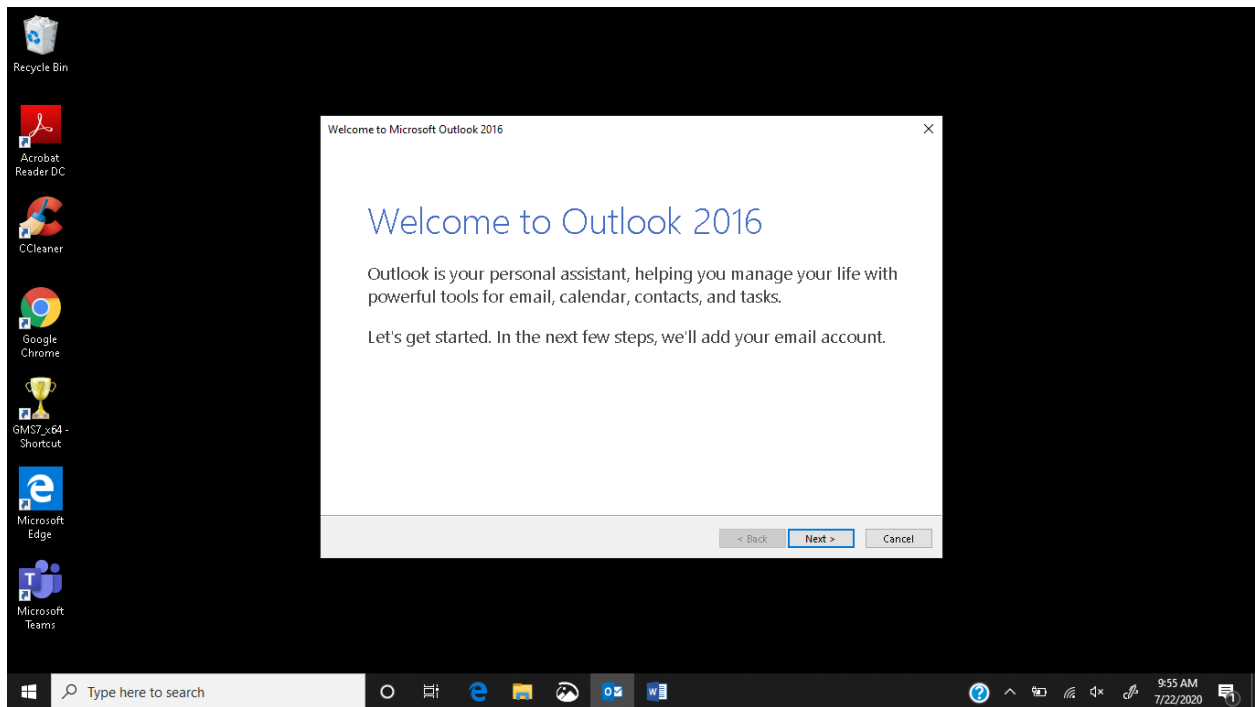


How to setup your email account in Outlook 2016.

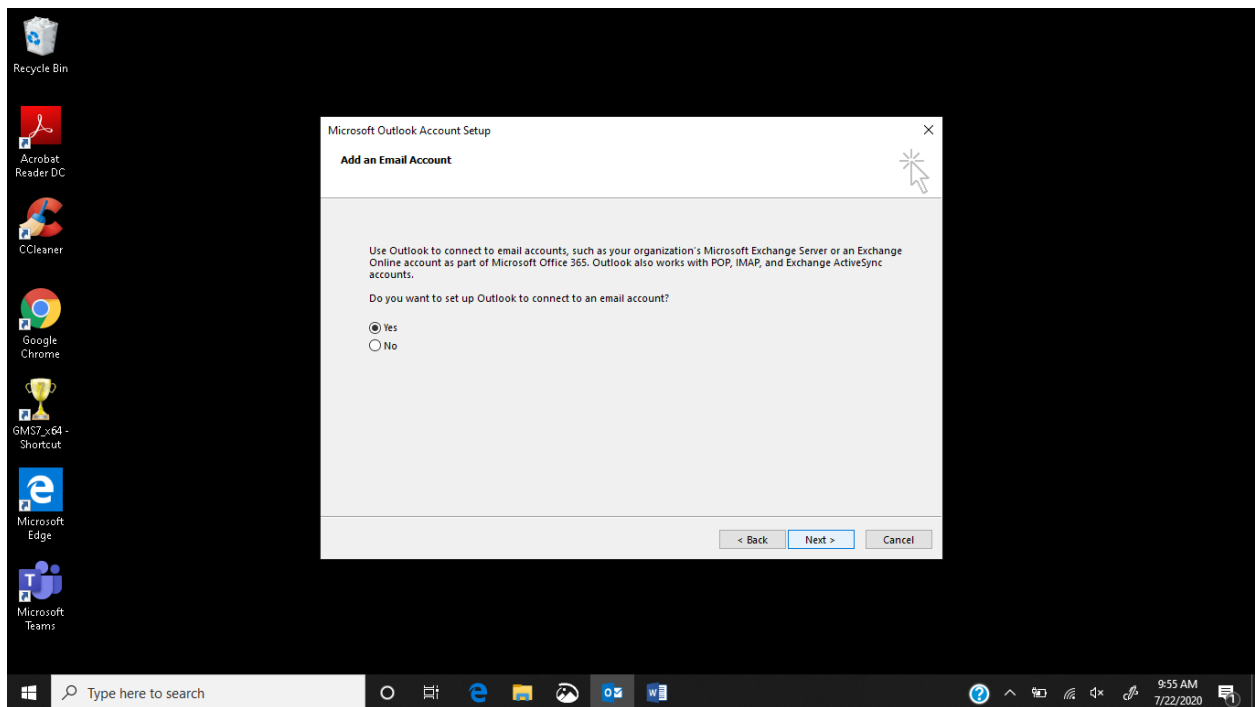
First locate the Outlook application shortcut in your Start menu. Double-click to launch.



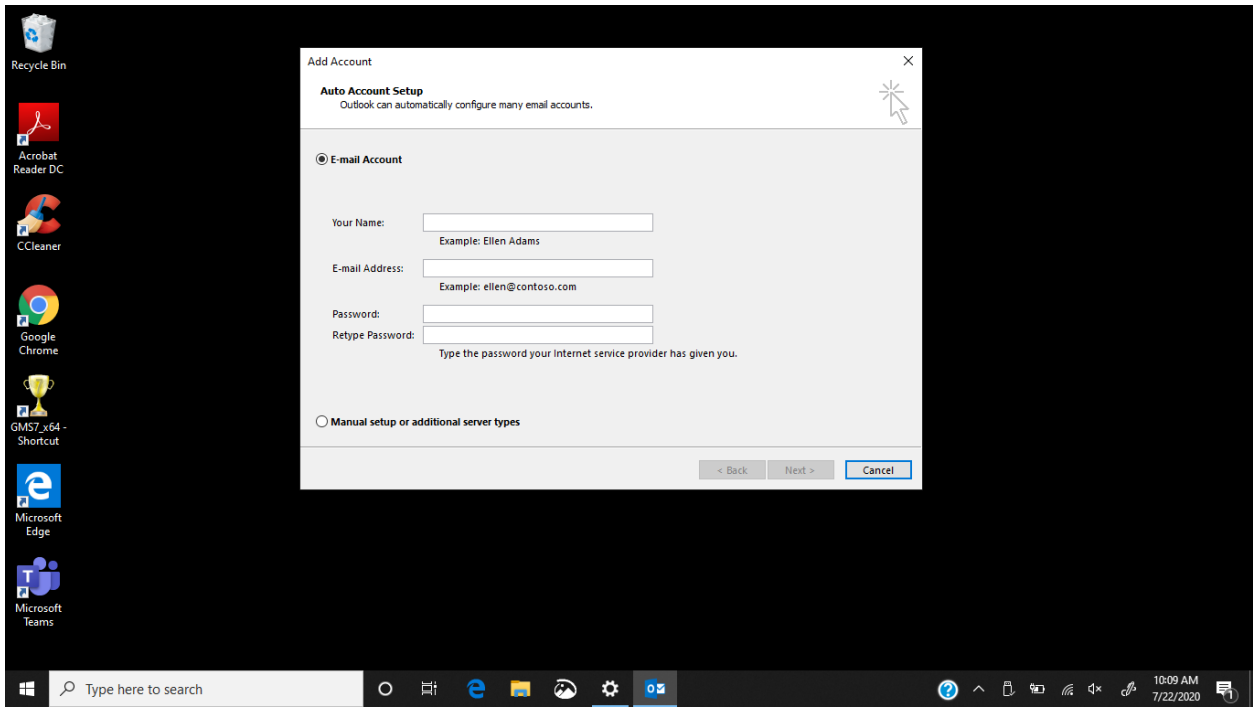
Click Next on the Welcome screen.



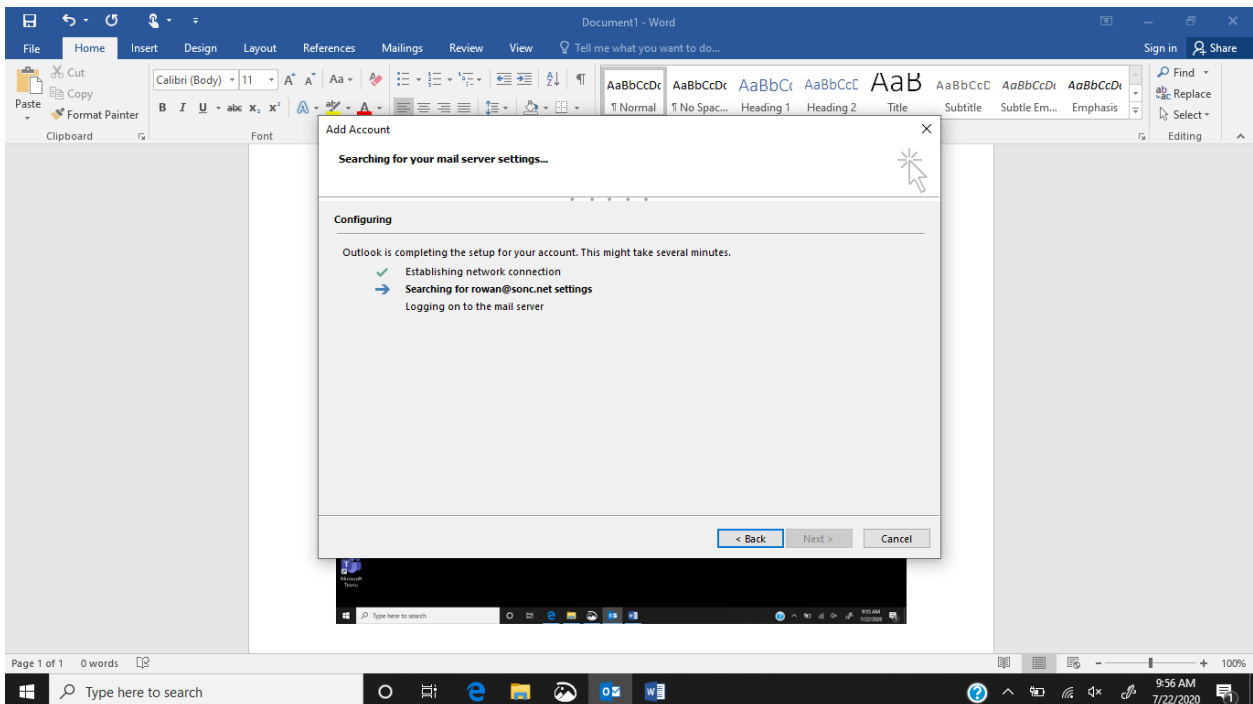
On the Add an Email account window (see below), confirm Yes is selected and click next.



Next you are presented with an Auto Account setup window. Here, enter your name, the program email address, and the email password. Select Next.



Outlook will now search for your account. As long as the information entered in the previous window is correct, Outlook will authenticate to the mail server and configure itself.



Once Outlook has auto configured your account, you will see the screen below. Now select **Finish**. Outlook should ask to restart. If it doesn't, it will finish the setup and then open to your Inbox.

