Setting up Outlook 2016 with your email account:

These brief steps will guide you through setup on your PC. Outlook 2016 has to set up the account automatically. There is no manual set up option.
Find the Mail Icon in your Control Panel and click on it

This brings up the Profile Tab - Click on Add
Configure Outlook 2016:

1. Click on Add.

2. Specify a Profile Name and click OK.

3. Specify a Profile Name and click on OK.
On the Auto Account Setup page type your name, primary email address and your mailbox password twice, then click **Next**.

Outlook 2016 will start configuring the account. When you get a security prompt, check the box - **Don’t ask me about this website again** and then click **Allow**.
Windows Security window will then prompt for username and password. Make sure that you enter the domain (e.g. ads) before the username.
Outlook 2016 will discover your email settings and finish the configuration of your email account. Once you see all the steps as completed, you can click Finish.

Now you can open your new profile in **Outlook 2016**.