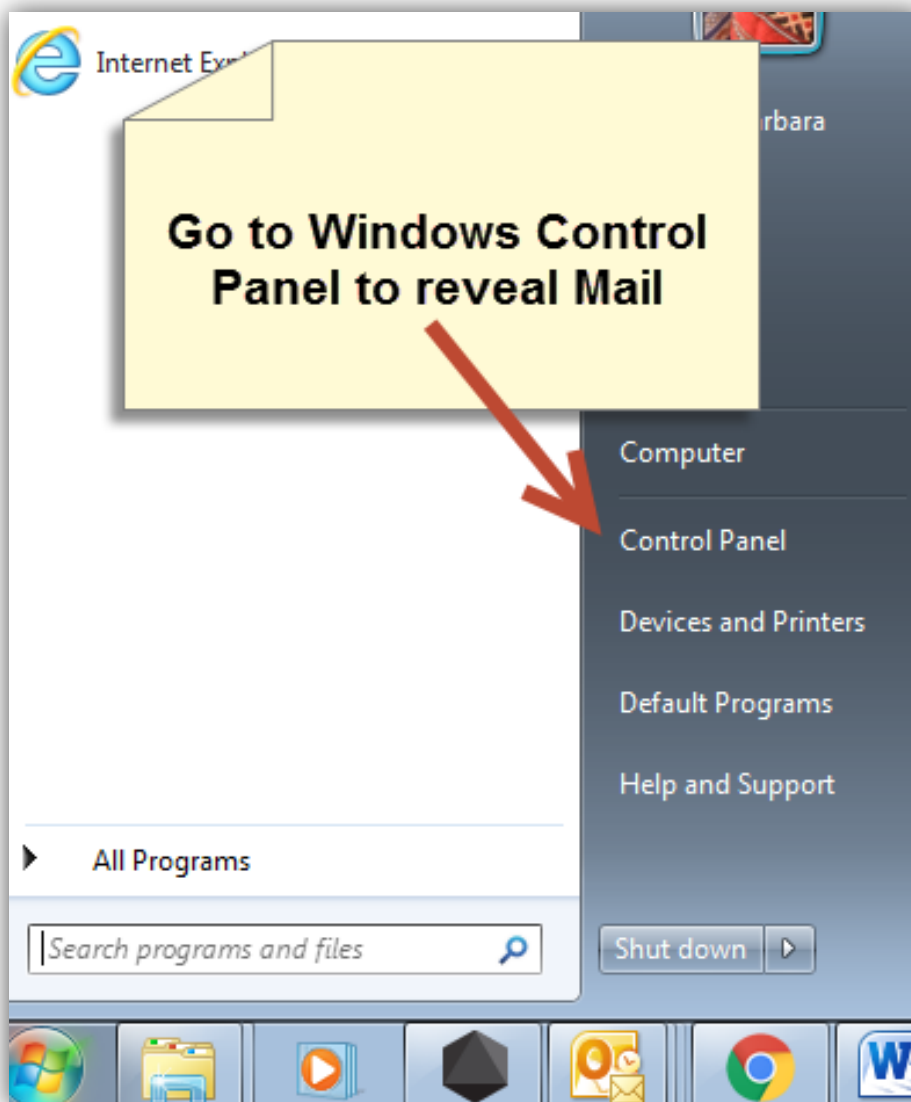
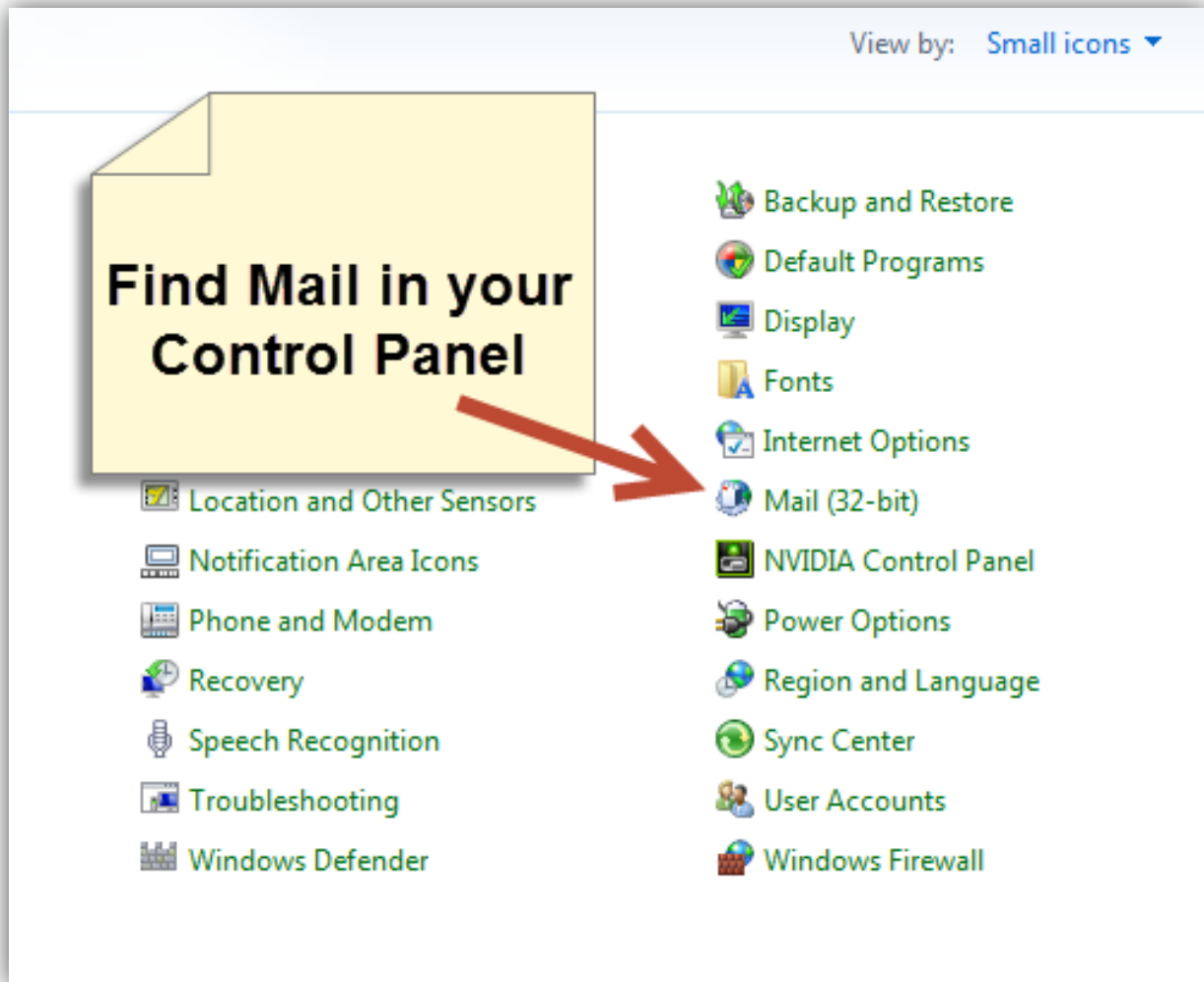


Setting up Outlook 2016 with your email account:

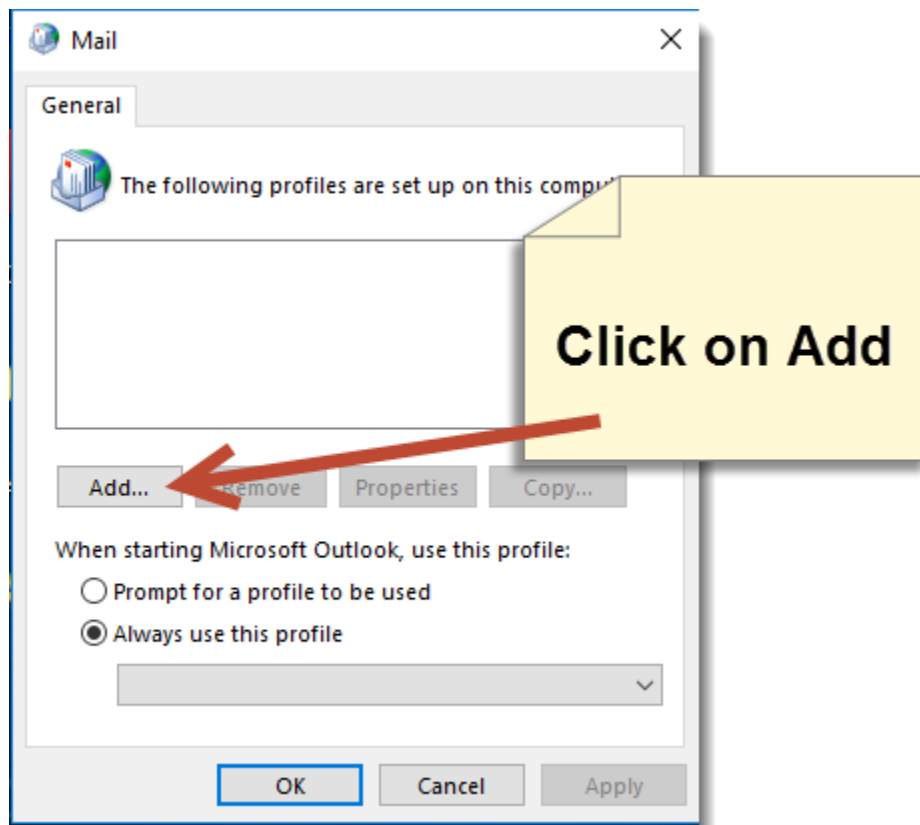
These brief steps will guide you through setup on your PC. Outlook 2016 has to set up the account automatically. There is no manual set up option.



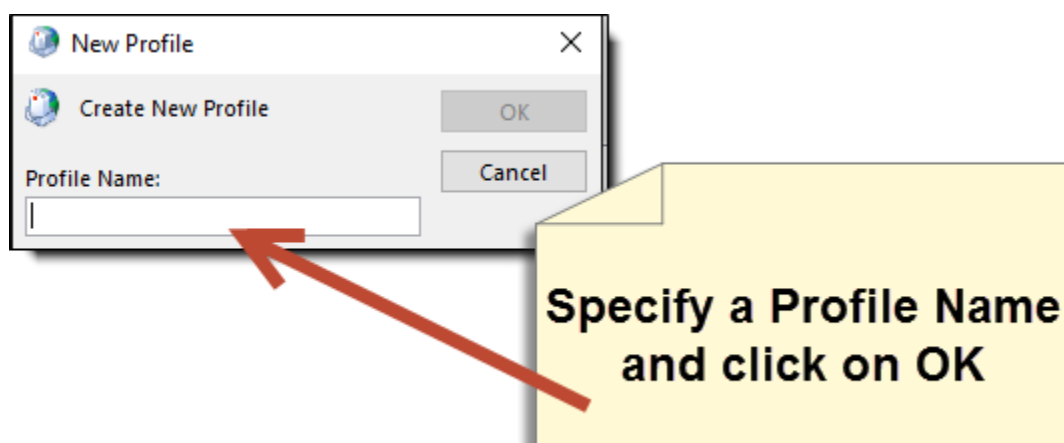
Find the Mail Icon in your Control Panel and click on it



This brings up the Profile Tab - Click on Add



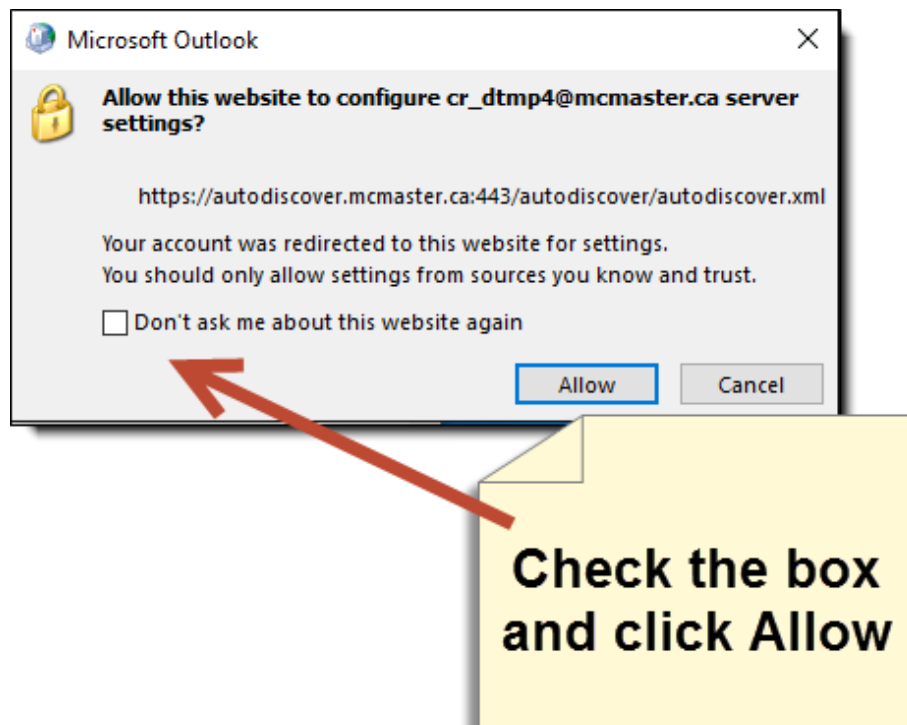
Specify a Profile Name and click OK



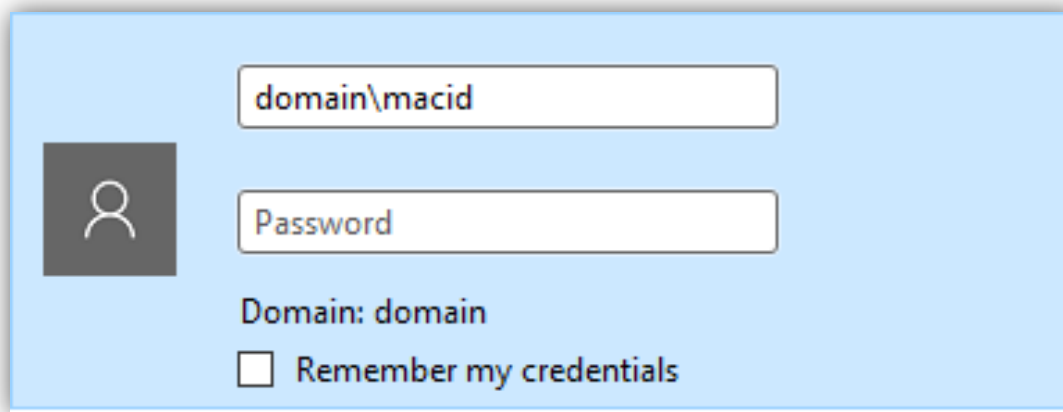
On the Auto Account Setup page type your name, primary email address and your mailbox password twice, then click **Next**

The screenshot shows the 'Add Account' dialog box in Outlook 2016. The 'Auto Account Setup' section is selected, with the sub-header 'Auto Account Setup' and the text 'Outlook can automatically configure many email accounts.' Below this, the 'E-mail Account' option is selected with a radio button. There are four input fields: 'Your Name' (with example 'Ellen Adams'), 'E-mail Address' (with example 'ellen@contoso.com'), 'Password', and 'Retype Password' (with the instruction 'Type the password your Internet service provider has given you.'). At the bottom, there is a 'Manual setup or additional server types' option with an unselected radio button. Navigation buttons '< Back', 'Next >', and 'Cancel' are at the bottom right. A yellow callout box with a red arrow points to the 'E-mail Address' field, containing the text 'Fill out all fields and click on Next'.

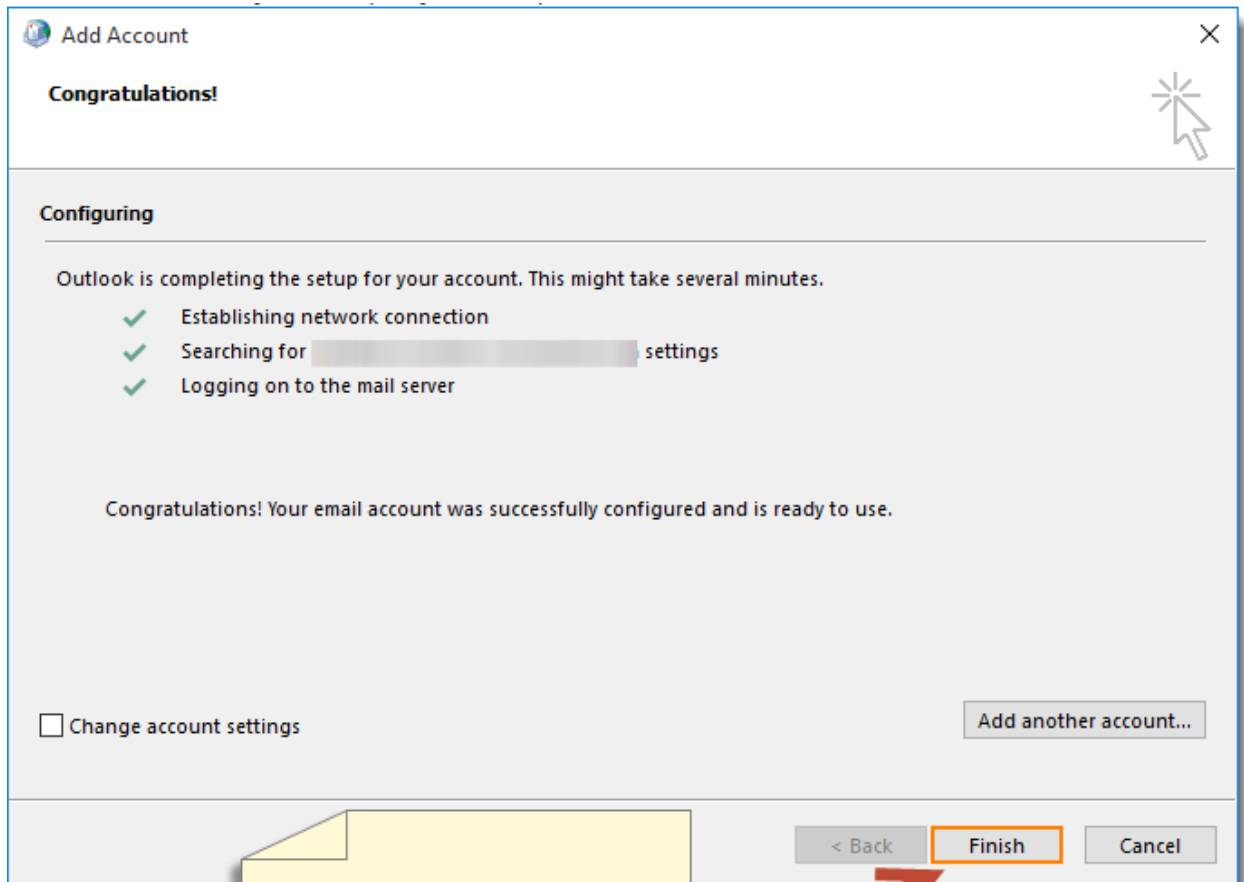
Outlook 2016 will start configuring the account. When you get a security prompt, check the box - **Don't ask me about this website again** and then click **Allow**



Windows Security window will then prompt for username and password. Make sure that you enter the domain (eg. ads) before the username



Outlook 2016 will discover your email settings finish the configuration of your email account. Once you see all the steps as completed, you can click Finish.



Click on Finish

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