

Welcome to Outlook 2016

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

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Next >

Cancel

At the **Welcome to Outlook 2016** screen click: Next

Add an Email Account



Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

- Yes
- No

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Cancel

On the **Add an Email Account** page, verify that the “Yes” radio button is selected

Auto Account Setup

Outlook can automatically configure many email accounts.



E-mail Account

Your Name:

Walker, Damien

Example: Ellen Adams

E-mail Address:

dwalker@rose.edu

Example: ellen@contoso.com

Manual setup or additional server types

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Next >

Cancel

On the Auto Account Setup page verify that in the **Your Name** textbox displays the correct name and that the **Email Address** textbox displays the correct email address. Then click **Next**

Searching for your mail server settings...



Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for dwalker@rose.edu settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...

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Finish

Cancel

On the **Searching for your mail server settings...** page, if everything checks out click **Finish**