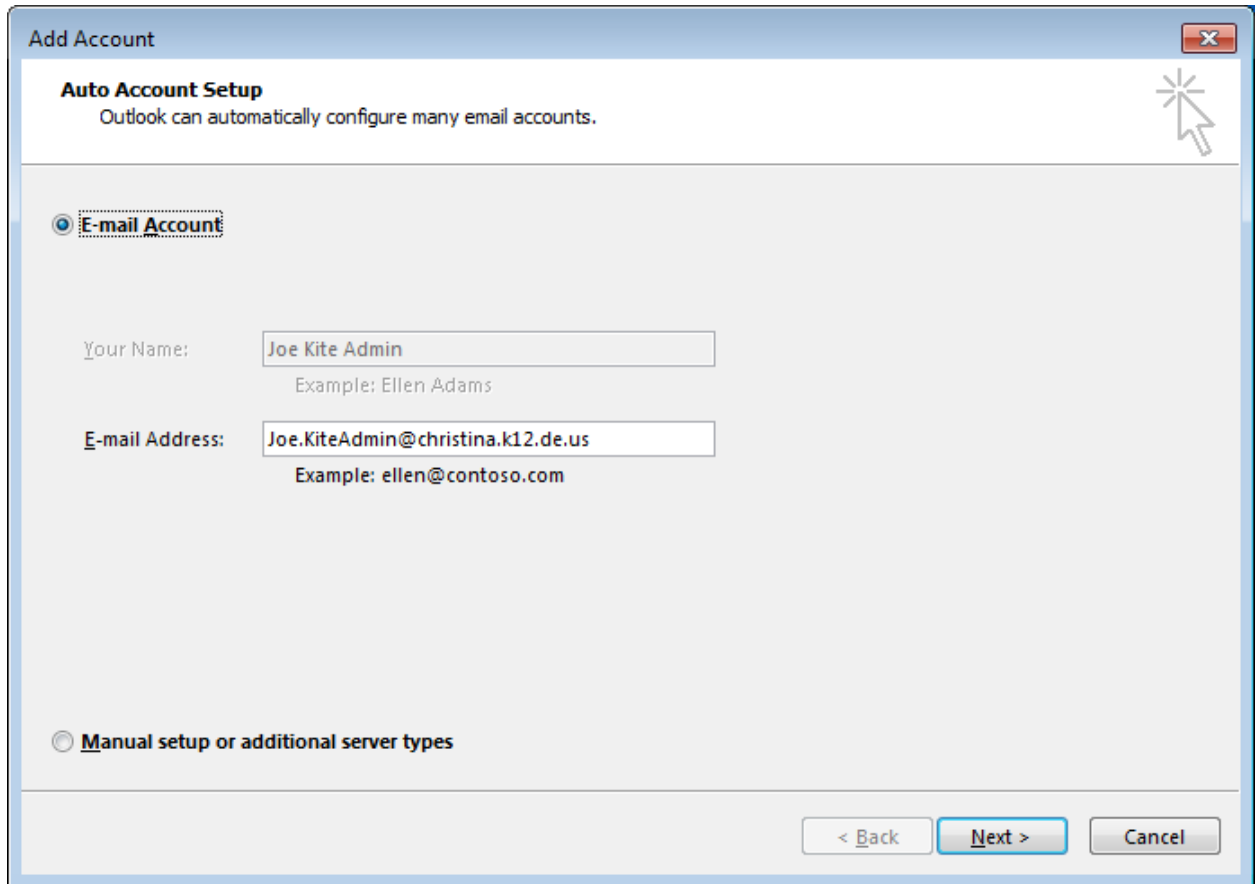


Outlook 2016 configuration with Office365

1. Launch Outlook 2016
2. Next screen should autofill:



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

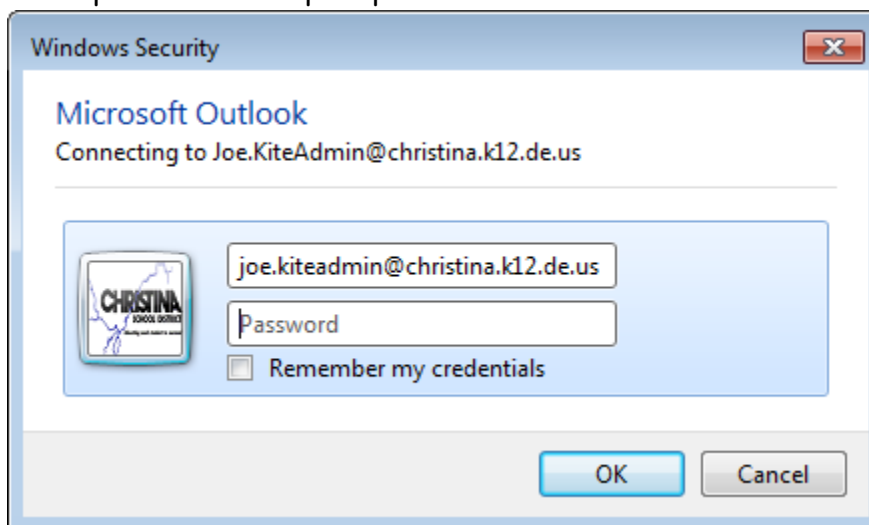
E-mail Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel


Click Next

3. Put in password when prompted



Windows Security

Microsoft Outlook
Connecting to Joe.KiteAdmin@christina.k12.de.us

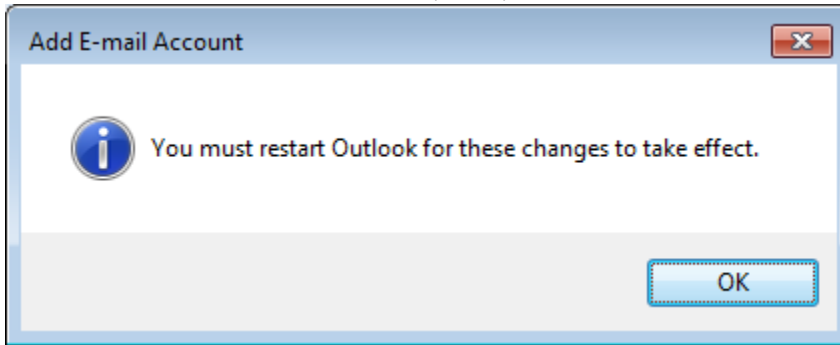


 Remember my credentials

OK Cancel

Click Next.

4. Click OK to restart Outlook, if prompted.



5. Click Finish

