Outlook 2016

Note: If you are starting Outlook for the first time, skip to Step 3. Click File HOME SEND / F lgnore ዀ Clean Up ▾ New 🇞 Junk ₹ Email Items ▼ New Delete Account Information Click Add Account + Add Account Account and Social Network Set Change settings for this account or set up more Account connections. Enter the following information and click Next: • Your Name: Your Name • E-Mail Address: firstname.lastname@mcsbfl.us • Password: Your Network Password + Sack Ned > Cancel Your account will configure. This may take several minutes. During this time you may be asked if you want to allow autodiscover, click Allow. You may also be asked to enter your password again and click Ok. Click Finish

Restart Outlook to finish your configuration