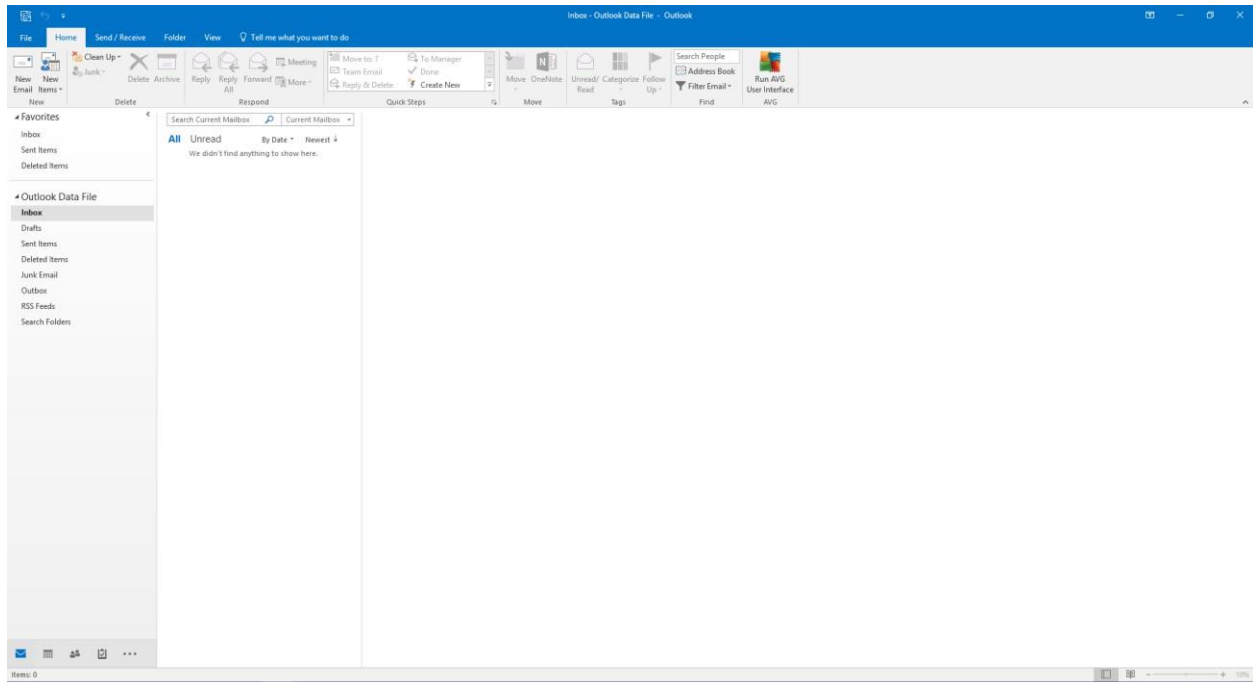


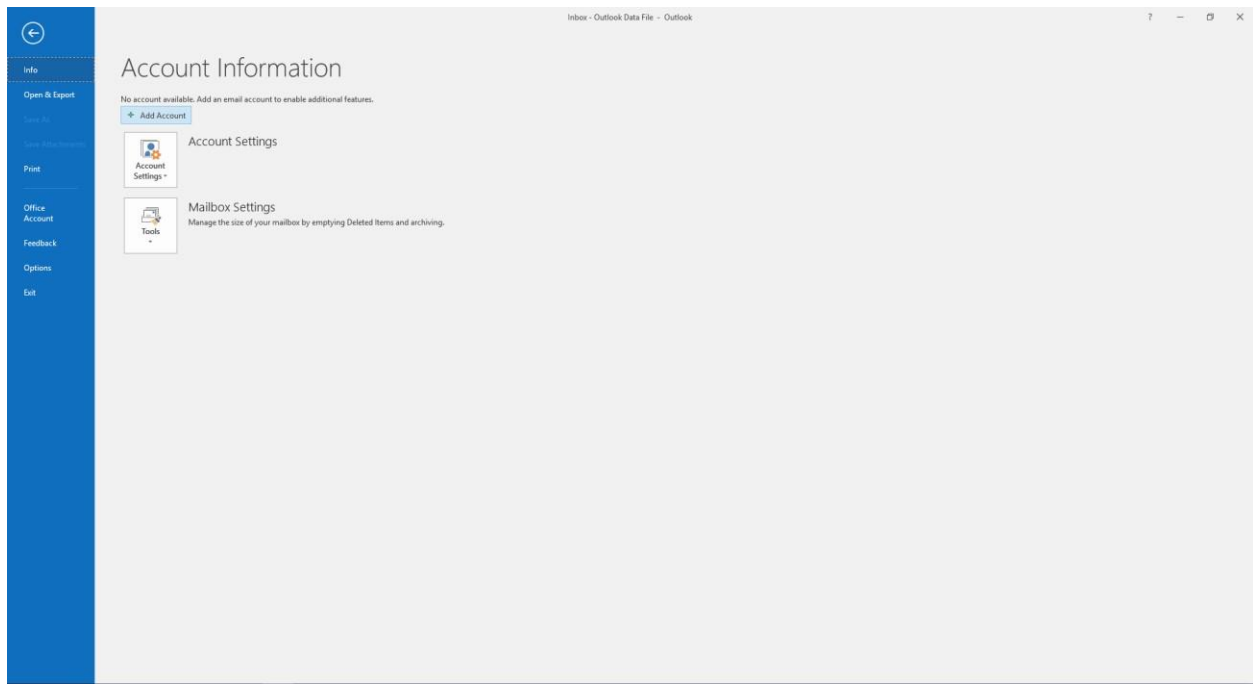
## How to setup Office 365 email on Outlook 2016 Date:

July 2017. Documented by Stephen

Open Microsoft Outlook. Click the “File” tab



Click “+ Add Account”



Using Auto Account Setup. Enter the account details.

Your Name: your name

Email Address: [username@yourdomain.com](mailto:username@yourdomain.com)

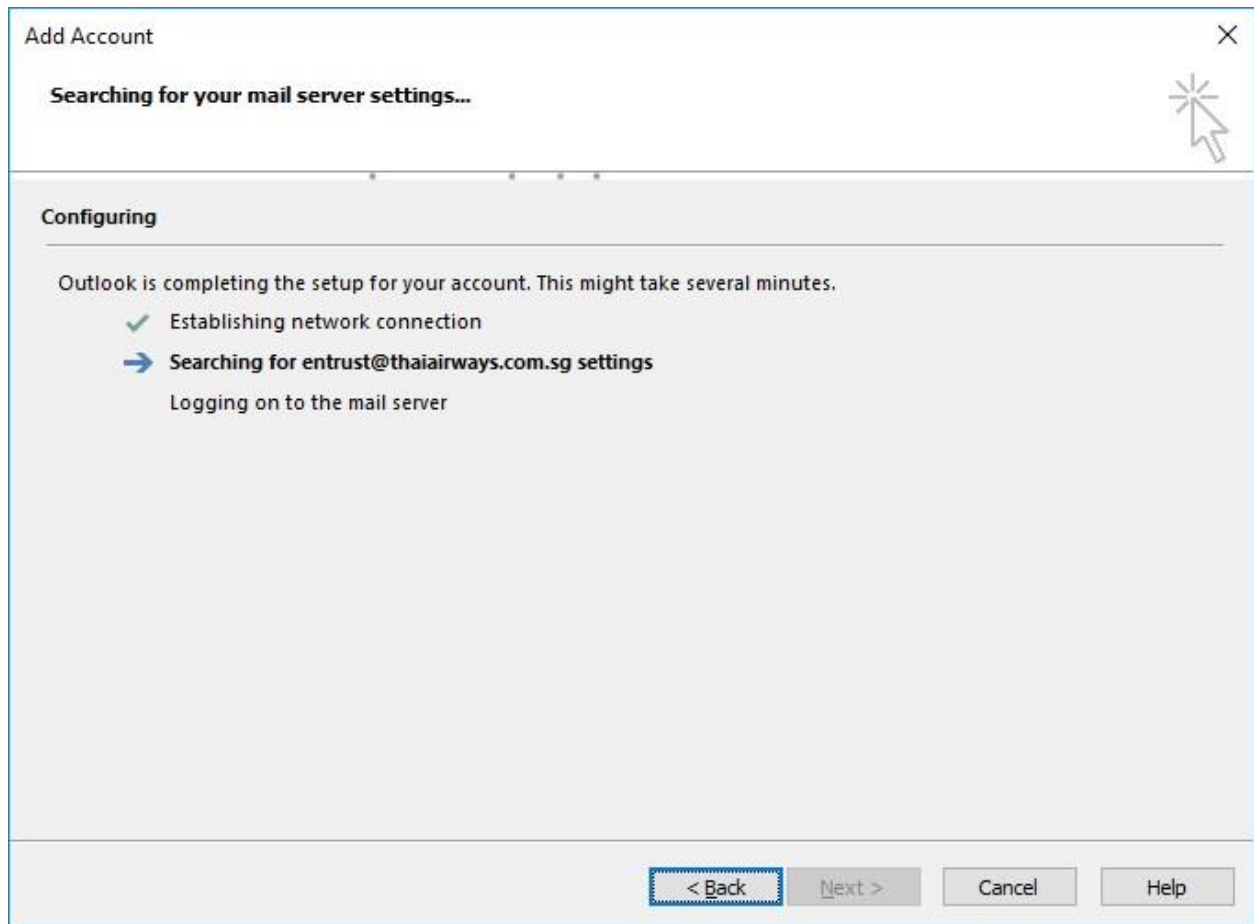
Password: XXXXXXXXXXXX (your secret password)

Retype password: XXXXXXXXXXXX

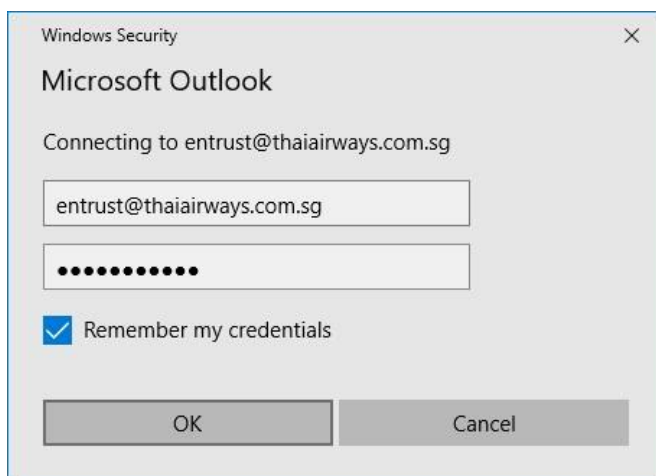
Click "Next"

The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, there is a section for "Auto Account Setup" with a mouse cursor icon pointing to it. The text below reads "Outlook can automatically configure many email accounts." Below this, there are two radio button options: "Email Account" (which is selected) and "Manual setup or additional server types". Under "Email Account", there are four input fields: "Your Name" (containing "Entrust", with "Example: Ellen Adams" below it), "Email Address" (containing "entrust@thaiairways.com.sg", with "Example: ellen@contoso.com" below it), "Password" (containing "\*\*\*\*\*"), and "Retype Password" (containing "\*\*\*\*\*"). Below the password fields is the instruction "Type the password your Internet service provider has given you." At the bottom of the dialog box, there are four buttons: "< Back", "Next >" (which is highlighted with a blue border), "Cancel", and "Help".

The Microsoft Outlook is searching for your mail settings...



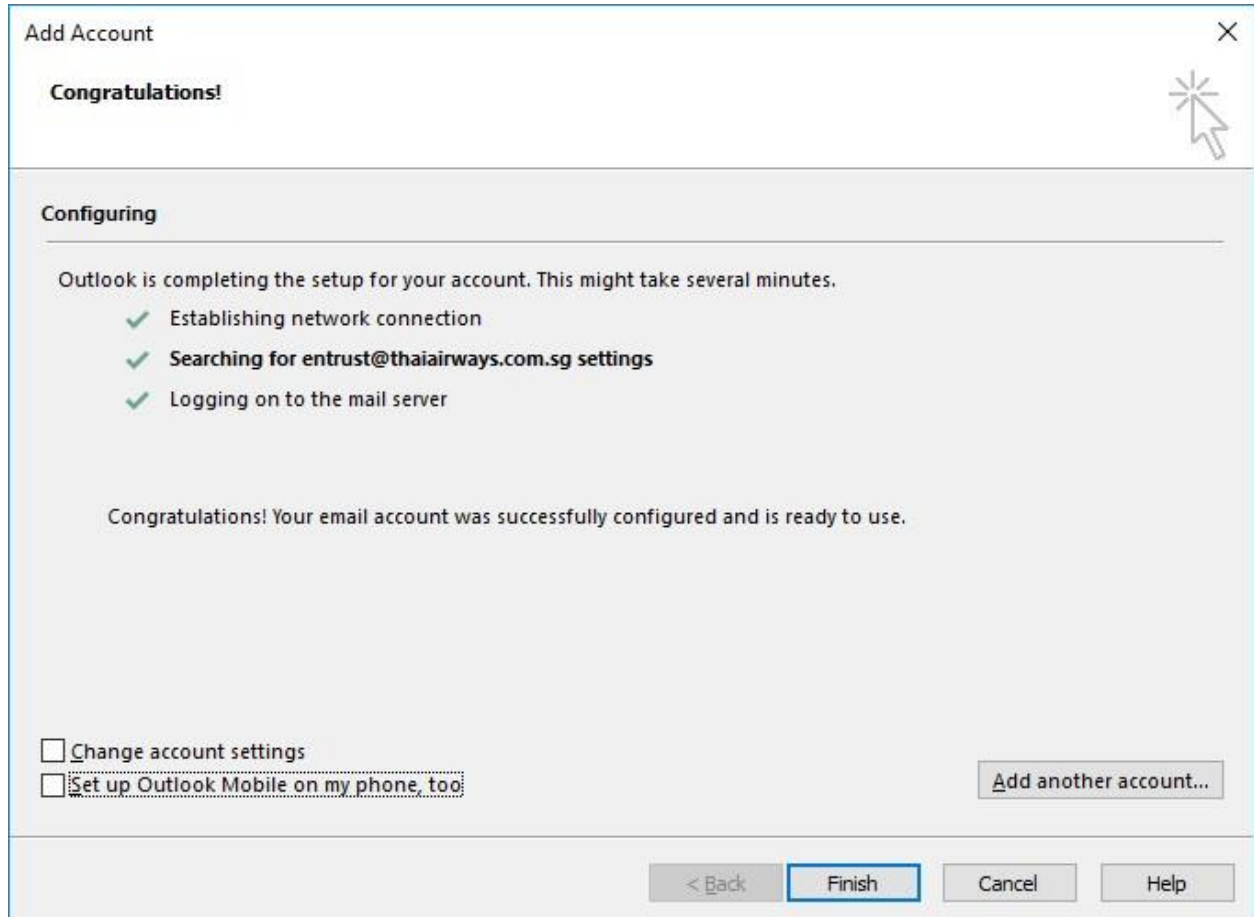
Enter your email password. Tick "Remember my credentials" and then click OK



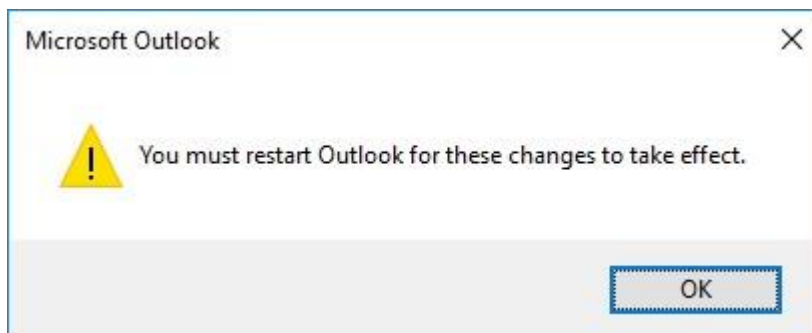
Congratulations! Your email account was successfully configured and is ready for use.

Untick "Set up Outlook Mobile on my phone, too" Click

Finish



You must restart Outlook for these changes to take effect. Click Ok to close the dialog box. Close the Microsoft Outlook.



Now, open the Microsoft Outlook and start using it

