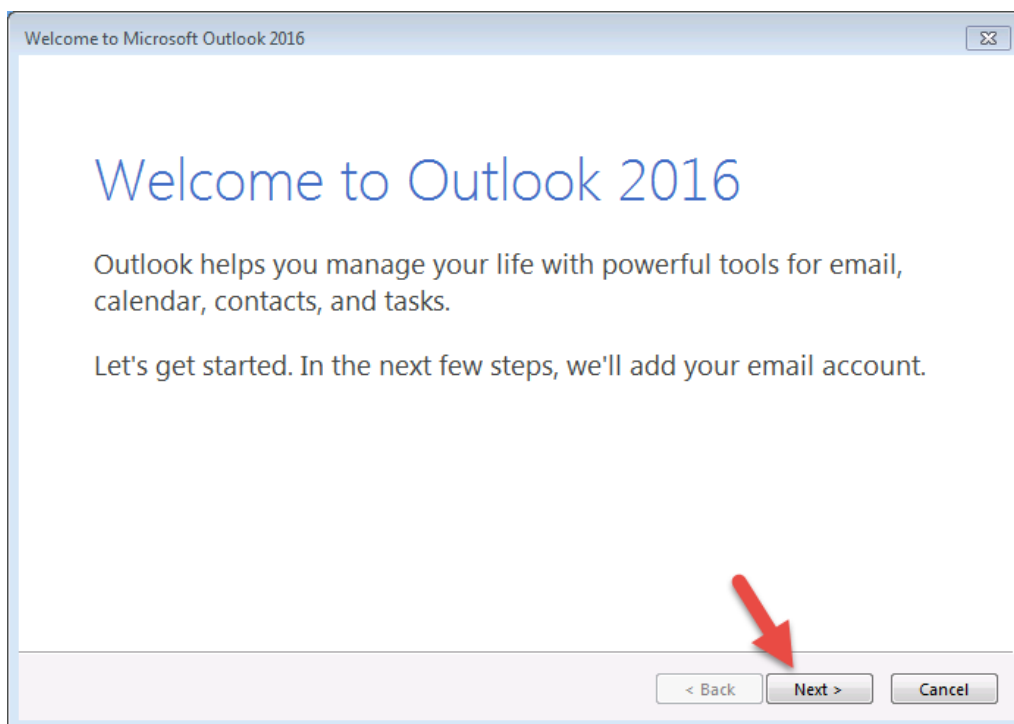


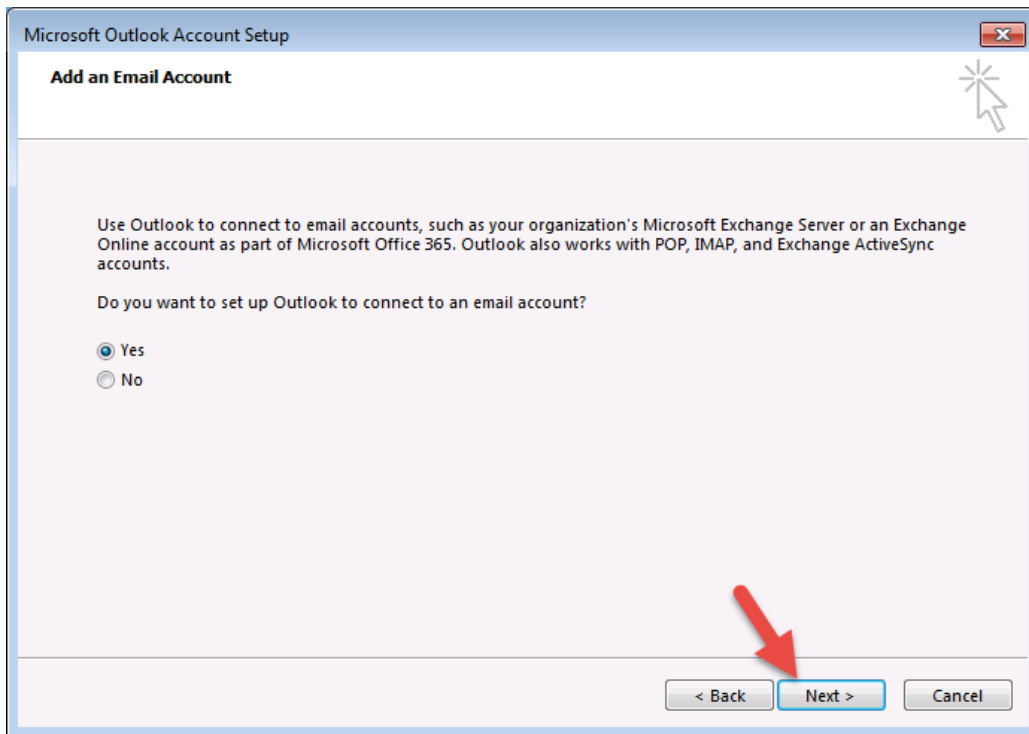


Logging in to Outlook 2016

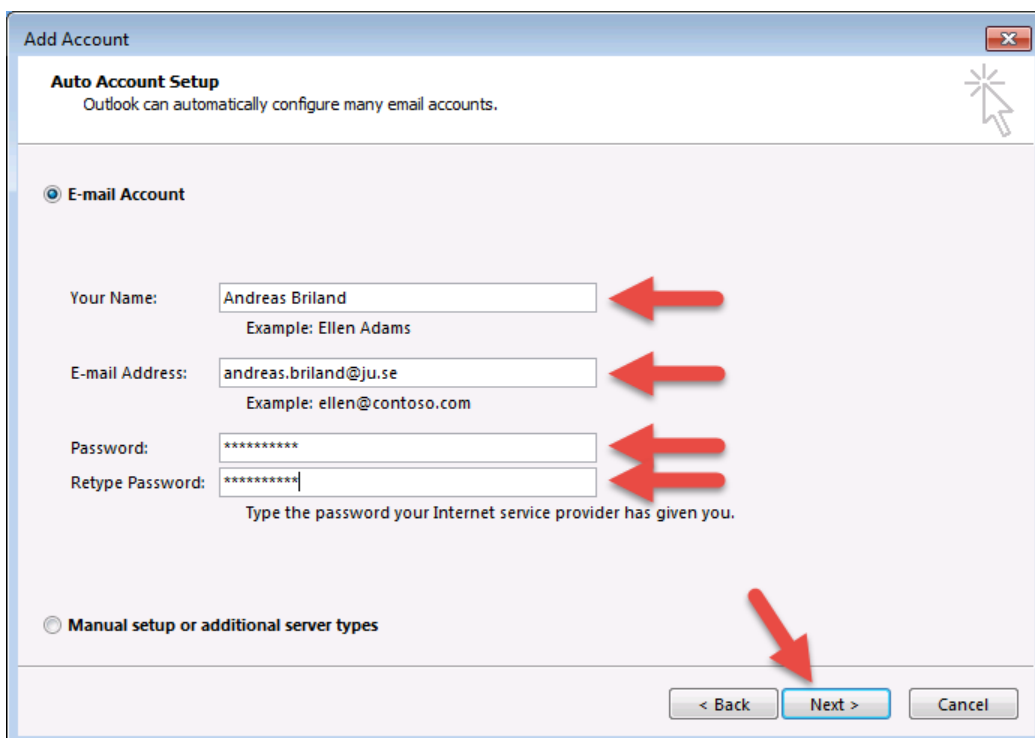
1. Click Next



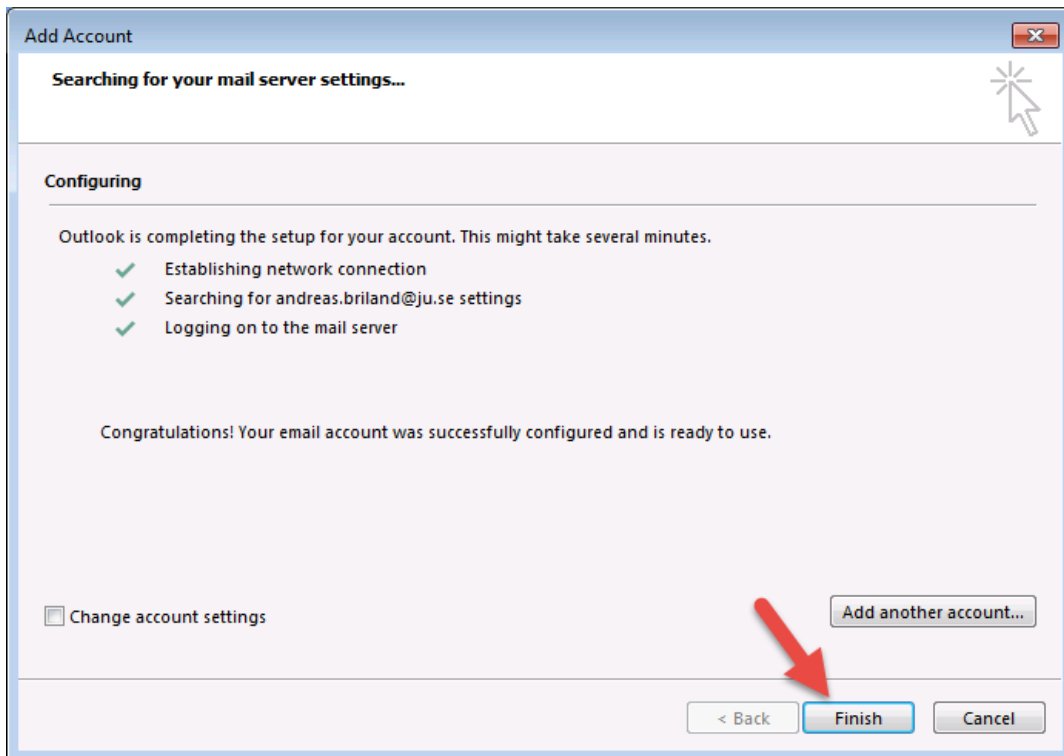
2. Click "Next" again.



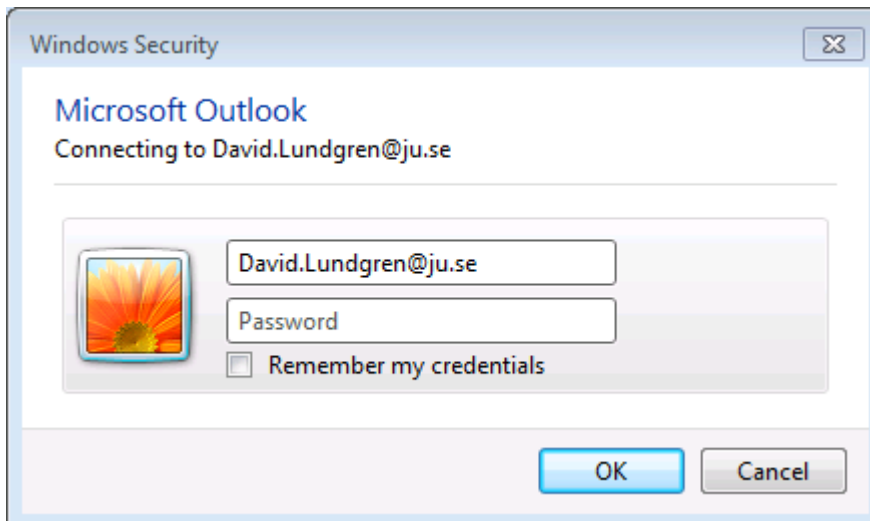
3. Enter your Full name, email address and password. If you have logged in to another Office 365 application before, some of the fields may already be filled in.



4. Click "Finish". Outlook will then prepare for first use and open when finished.



NOTE! If this is the first Office 365 application that you log in to, you may receive an additional login screen:



Login with your email address and password and check the box “Remember my credentials”.