## **Email Setup for Outlook 2016**

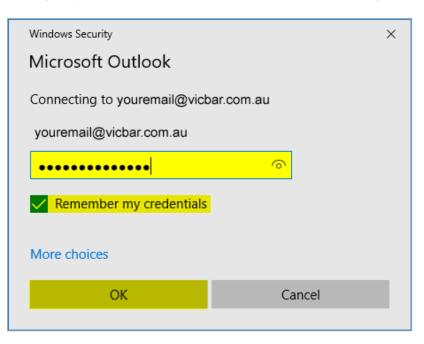
1. Open Outlook by clicking the **Blue O with the Envelope**:



2. Once open enter your details and click Connect

Welcome to Outlook	
Enter an email address to add your account.	
youremail@vicbar.com.au	
Advanced options v	
Connect	

3. Enter your password as shown below, tick Remember my credentials then click OK





4. Untick Set up Outlook Mobile on my phone, too and click OK

