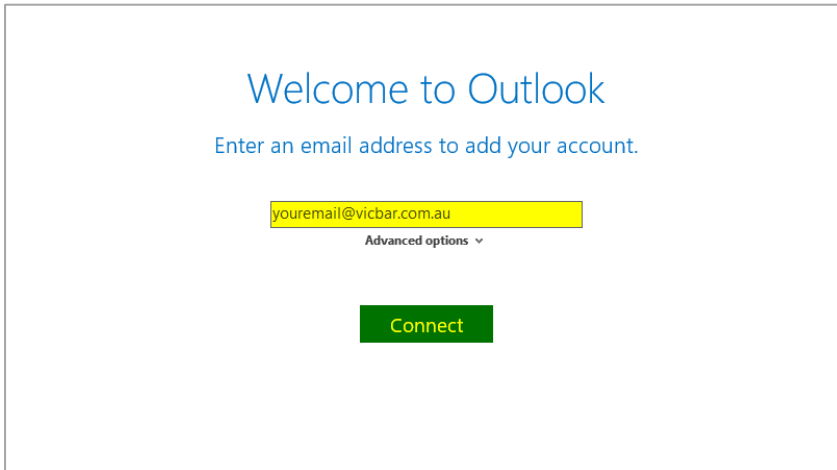


Email Setup for Outlook 2016

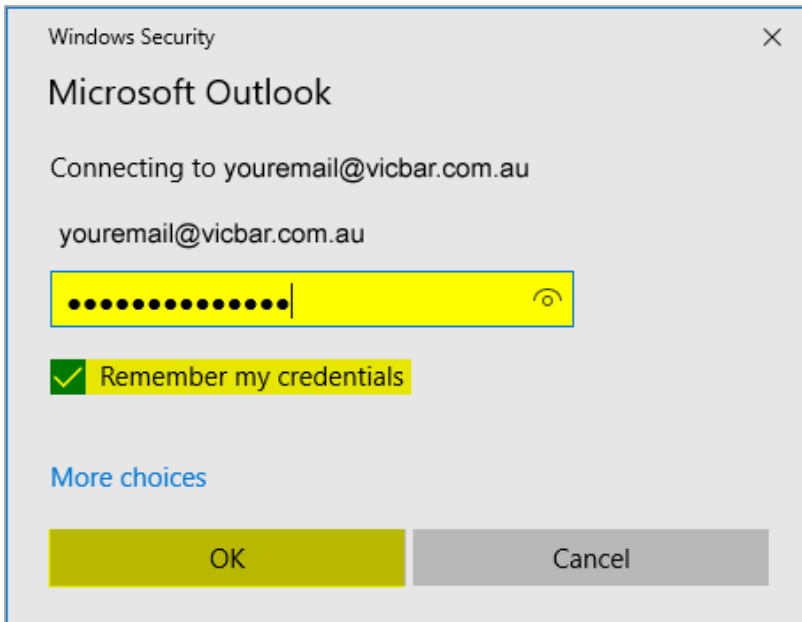
1. Open Outlook by clicking the **Blue O with the Envelope**:



2. Once open enter your details and click **Connect**



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**

