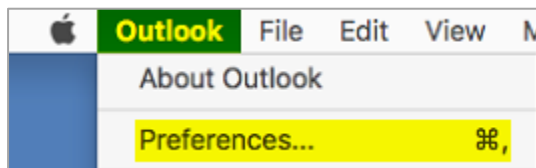# Email Setup for Outlook for Mac 2016
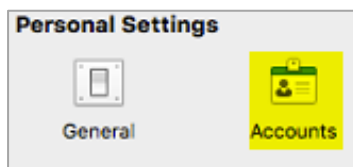
1. Open Outlook by clicking the **Blue O with the Envelope**:
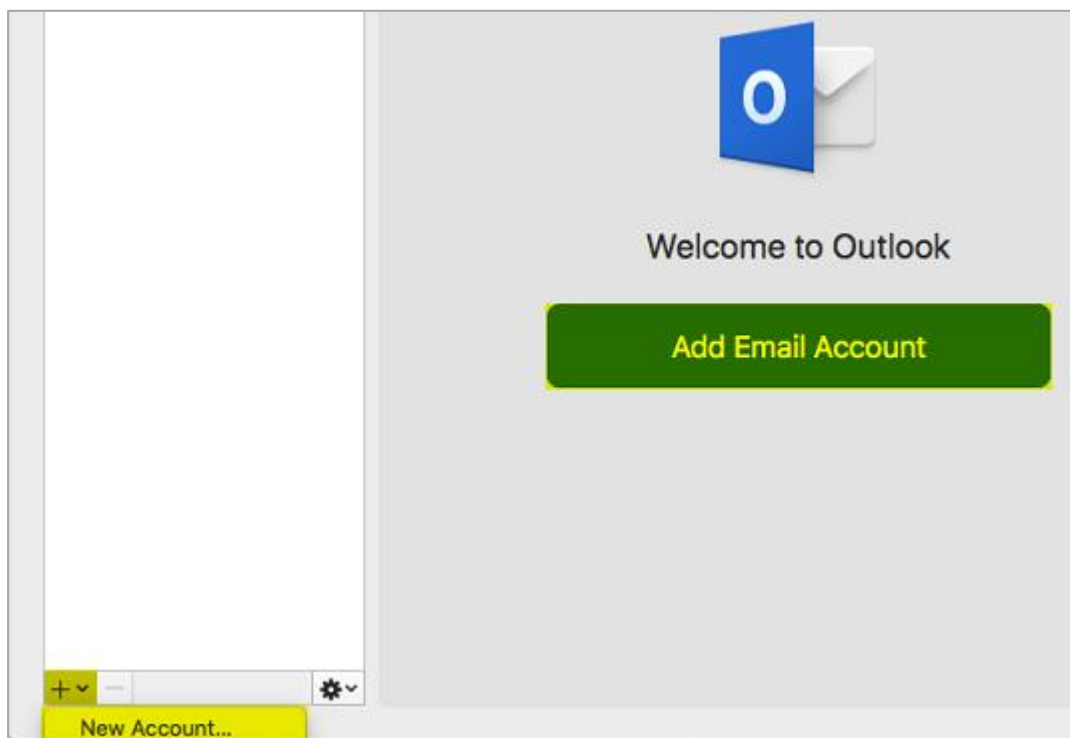
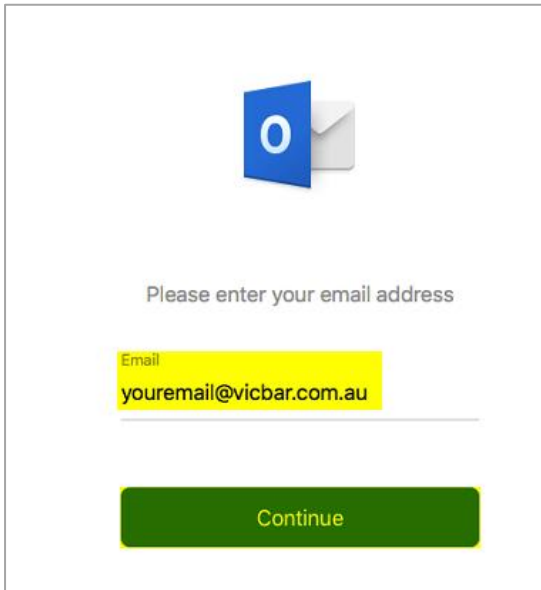2. Once open choose **Outlook**>**Preferences** from the top left

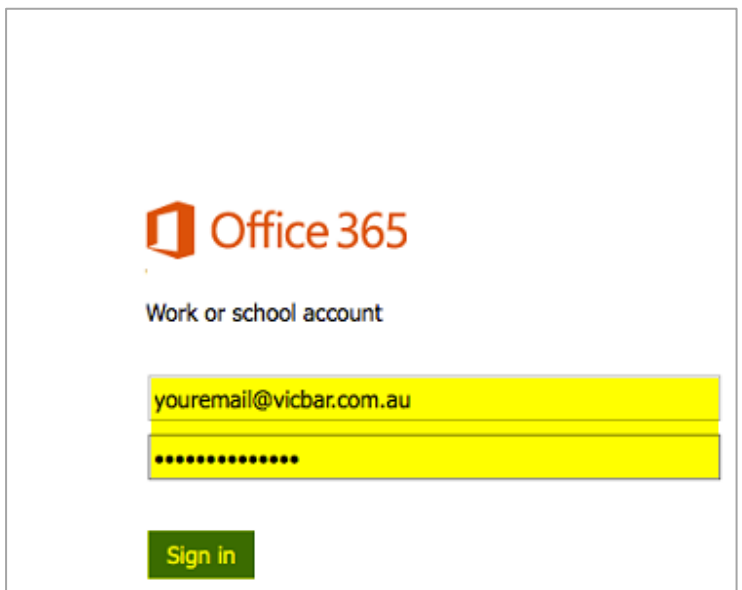3. Select the **Accounts** option under **Personal Settings**
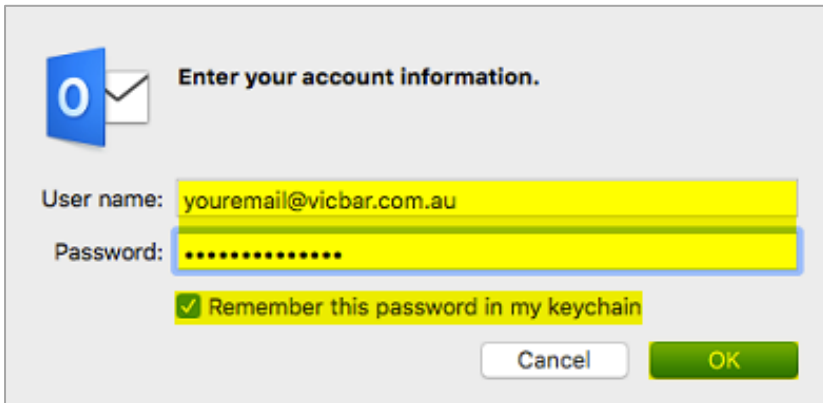
4. Select either option below:

5. Enter your relevant details and click **Continue**

6. Ensure all details are filled in correctly and click the red x in the top left corner