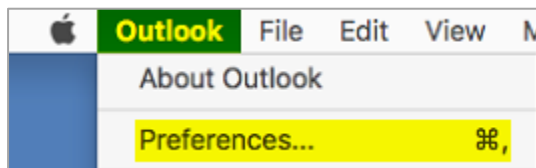


Email Setup for Outlook for Mac 2016

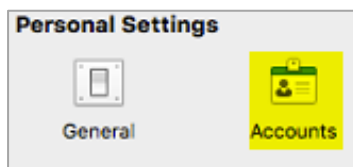
1. Open Outlook by clicking the **Blue O with the Envelope**:



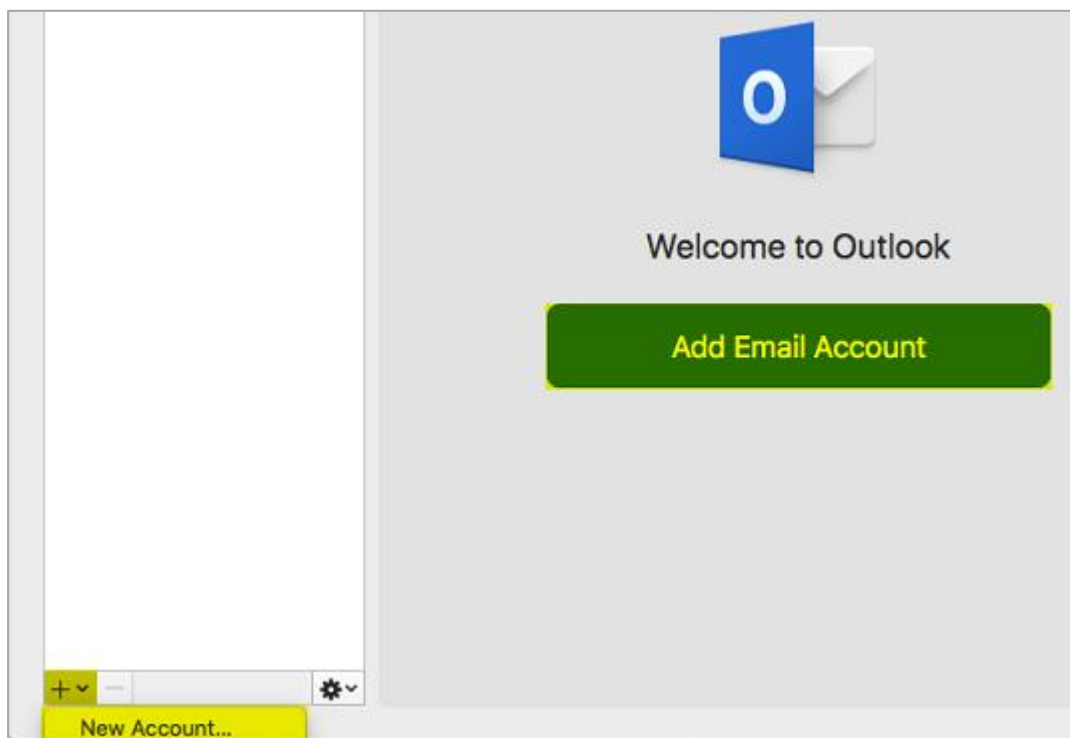
2. Once open choose **Outlook>Preferences** from the top left



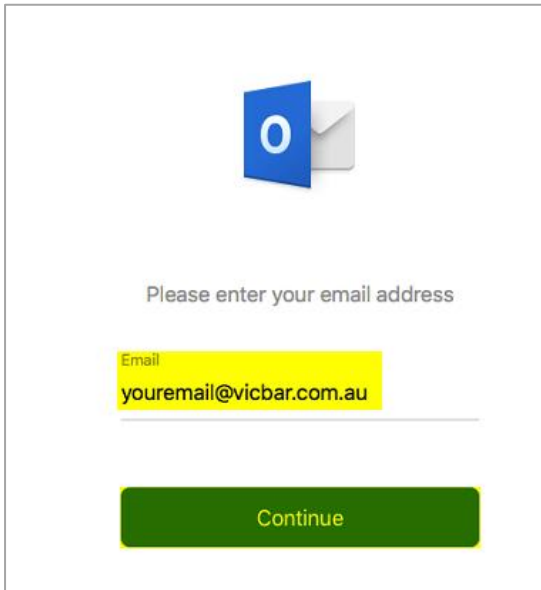
3. Select the **Accounts** option under **Personal Settings**



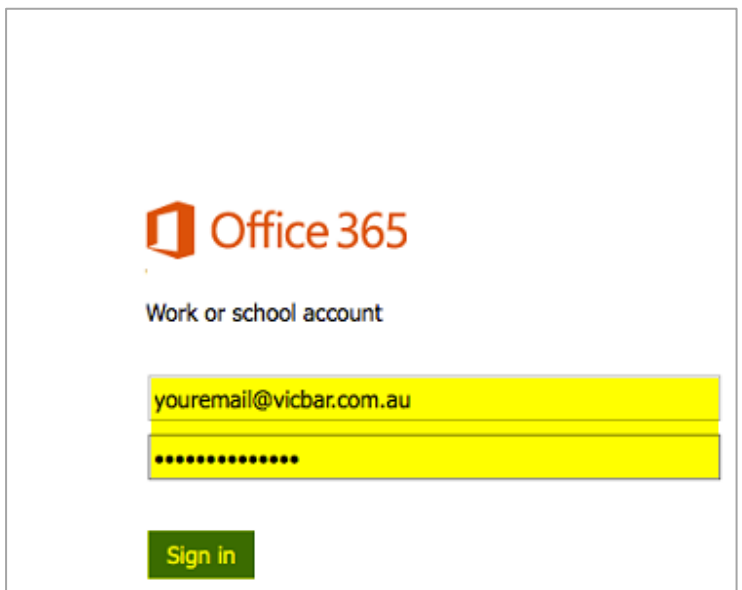
4. Select either option below:



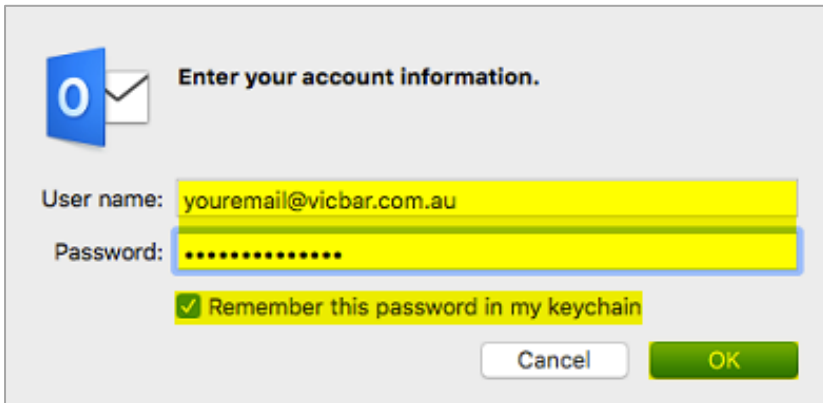
5. Enter your relevant details and click **Continue**



Office 365 login screen showing the email entry step. The Microsoft logo is at the top. Below it, the text "Please enter your email address" is displayed. A text input field contains the email address "youremail@vicbar.com.au". A green "Continue" button is at the bottom.



Office 365 login screen showing the sign-in step. The Office 365 logo is at the top. Below it, the text "Work or school account" is displayed. A text input field contains the email address "youremail@vicbar.com.au". A password input field is shown with masked characters. A green "Sign in" button is at the bottom.



Windows account information dialog box. It features the Office 365 logo and the title "Enter your account information." Below the title, there are two text input fields: "User name:" containing "youremail@vicbar.com.au" and "Password:" containing masked characters. A checkbox labeled "Remember this password in my keychain" is checked. At the bottom, there are "Cancel" and "OK" buttons.

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

The screenshot shows a Microsoft Exchange account configuration window. At the top left is the Exchange icon, followed by the title 'Vicbar Email' and the subtitle 'Exchange/Office 365 Account'. The form is organized into sections: 'Account description' with a field containing 'Vicbar Email'; 'Personal information' with a 'Full name' field containing 'Your Name' and an 'E-mail address' field containing 'yourname@vicbar.com.au'; and 'Authentication' with a 'Method' dropdown menu set to 'User Name and Password', a 'User name' field containing 'yourname@vicbar.com.au', and a 'Password' field filled with dots. A red 'X' icon is visible in the top left corner of the window's title bar.