

To add an Office 365 account to Outlook 2016 for Windows

1

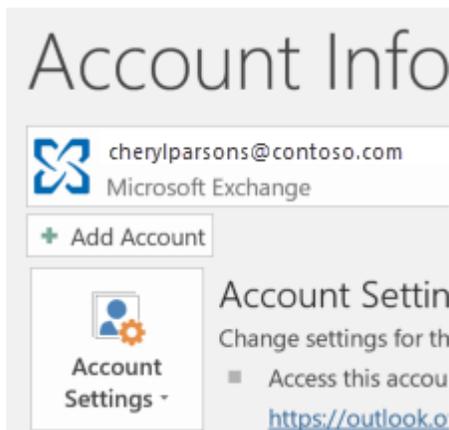
Open **Outlook 2016**. The icon looks like this:



If you see a welcome screen, select **Next** > **Yes**, then skip to step 3. Otherwise, continue to step 2.

2

Select **File** > **Add Account**.



3

Enter your email address, then select **Connect** or, if your screen looks different, enter your name, email address, and password, and then select **Next**.

Welcome to Outlook

Enter an email address to add your account.

Advanced options ▾

Connect

4

If prompted, enter your password and select **OK**.



Windows Security

Microsoft Outlook

Connecting to kim.mills@contoso.com

kimfills@contoso.com ×

Password

Remember my credentials

OK Cancel

5

That's it. Select **Finish** to start using Outlook 2016.

