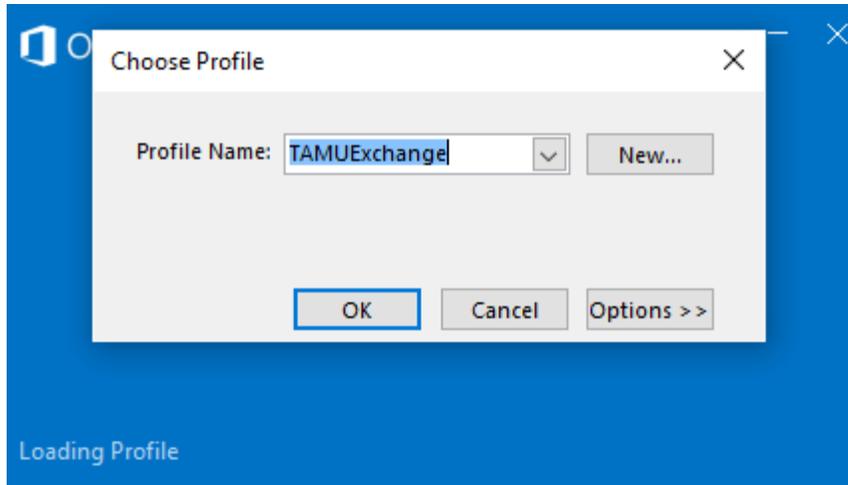


Setting Up Outlook

The first time you launch Outlook it will proceed through the connection wizard, the steps below will guide you through.

1. Open Outlook 2016, the profile name TAMUExchange should auto-populate, click OK



2. On the Welcome screen, click Next

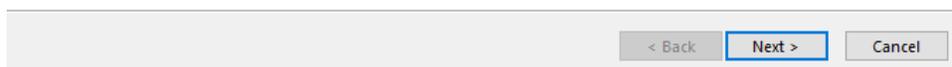
Welcome to Microsoft Outlook 2016

×

Welcome to Outlook 2016

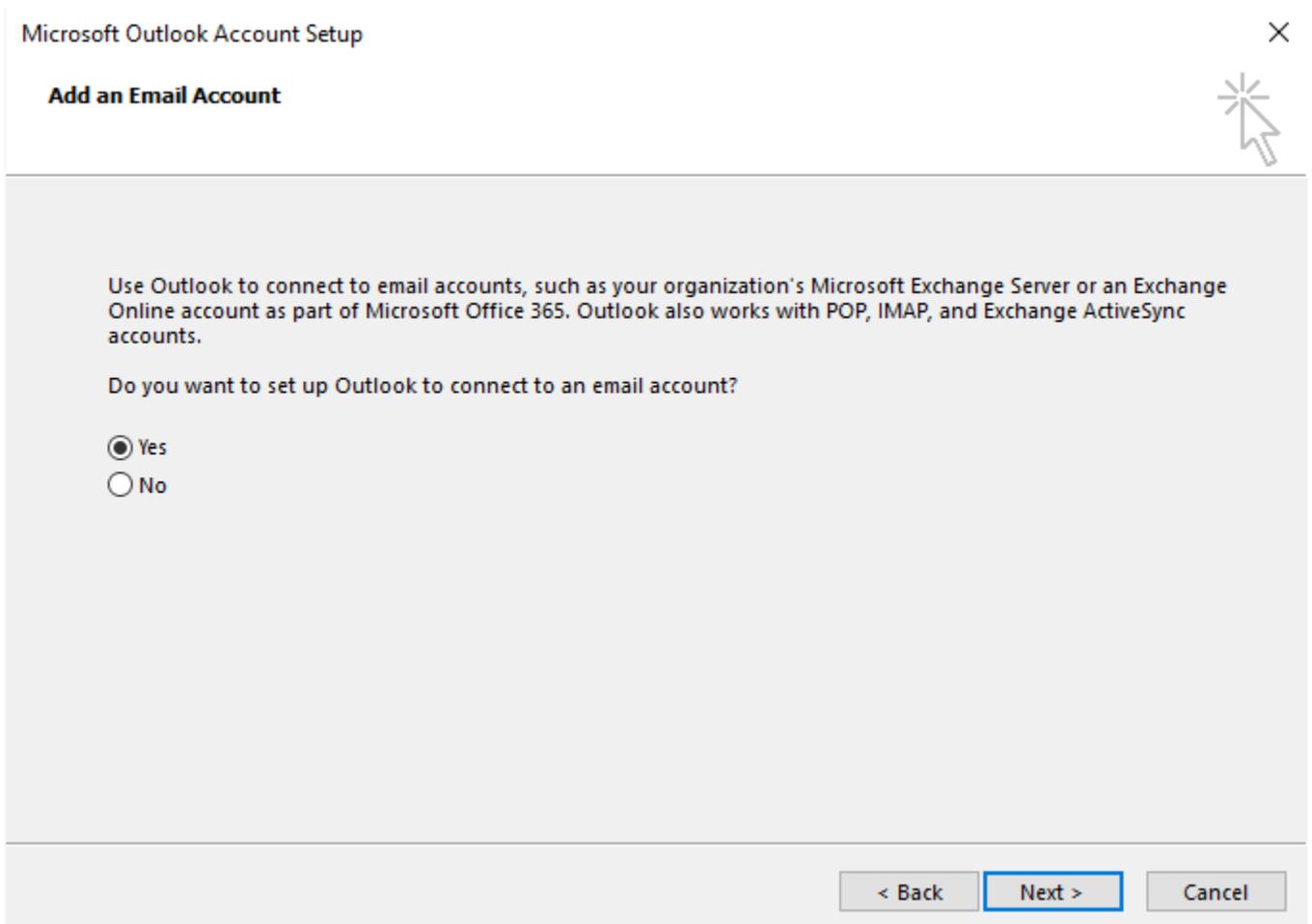
Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.



Setting Up Outlook

3. On the following window, select Next



Setting Up Outlook

4. On the next screen, your name and email address will auto-populate, click Next

Add Account



Auto Account Setup

Outlook can automatically configure many email accounts.



E-mail Account

Your Name:

Ray, Ariane

Example: Ellen Adams

E-mail Address:

arianer@doit.tamu.edu

Example: ellen@contoso.com

Manual setup or additional server types

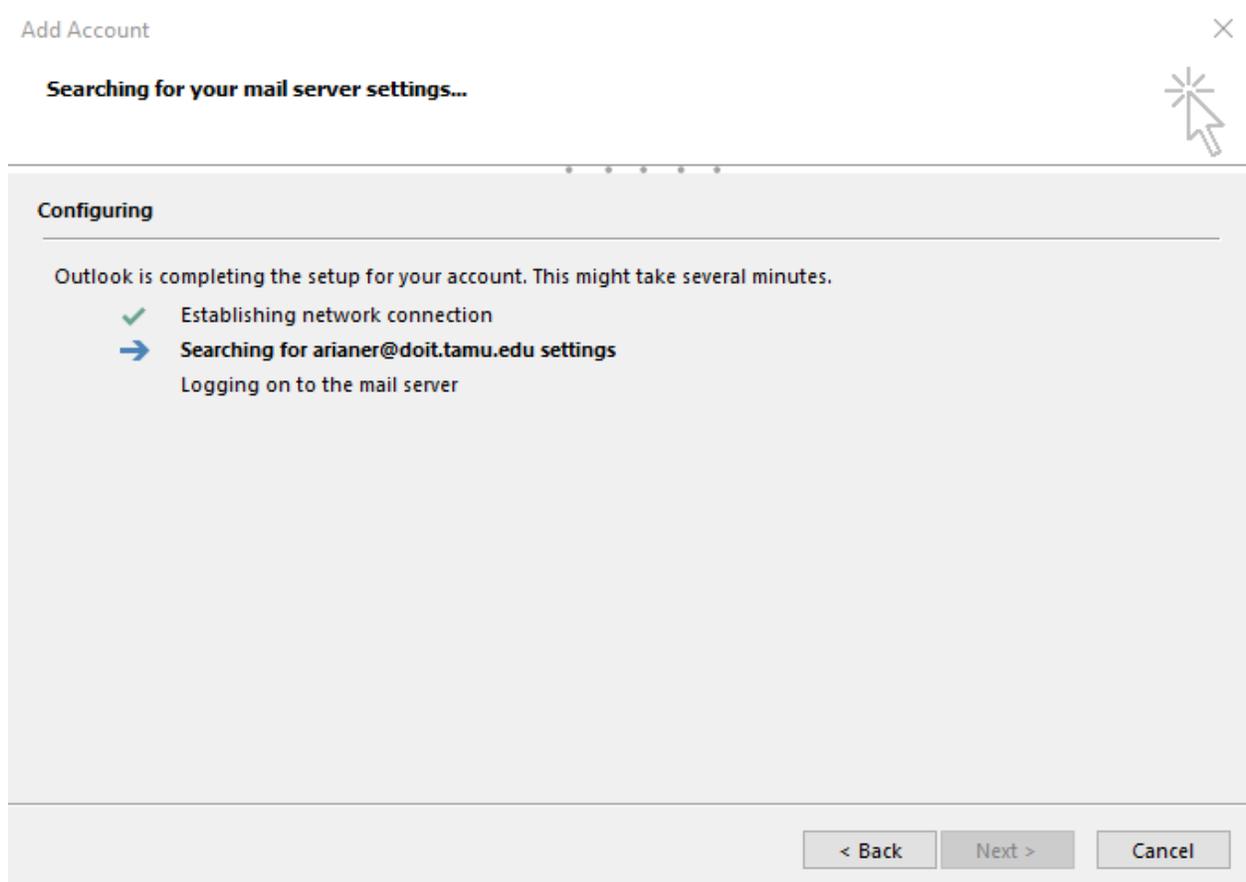
< Back

Next >

Cancel

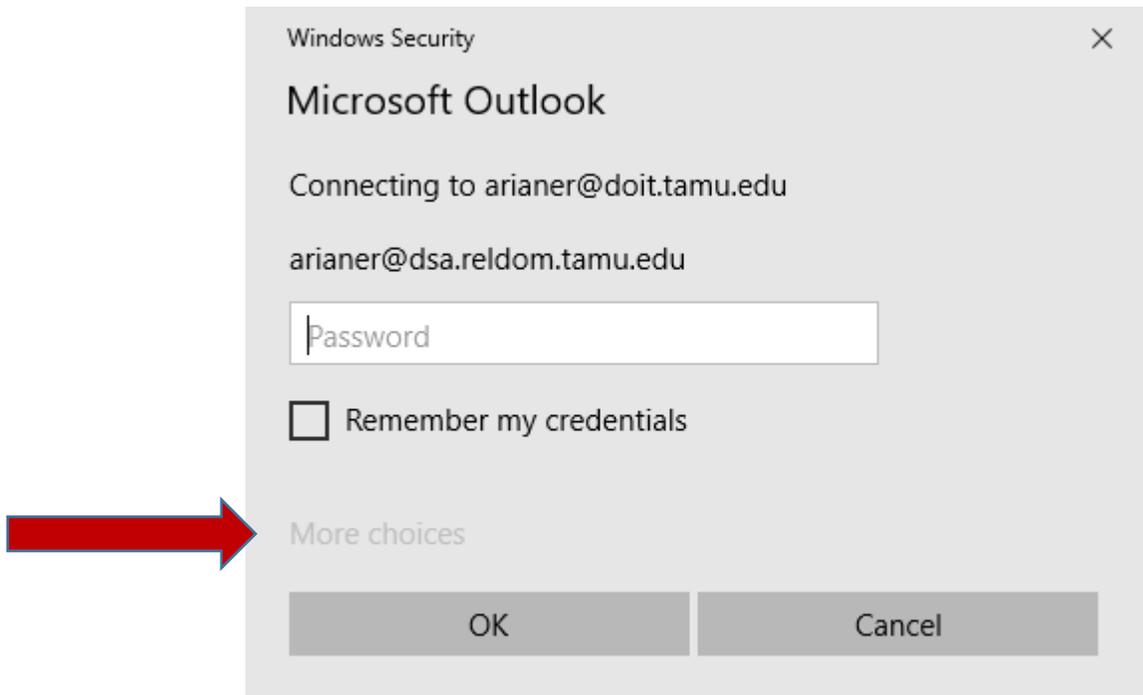
Setting Up Outlook

5. The next window will begin the connection to your mailbox.



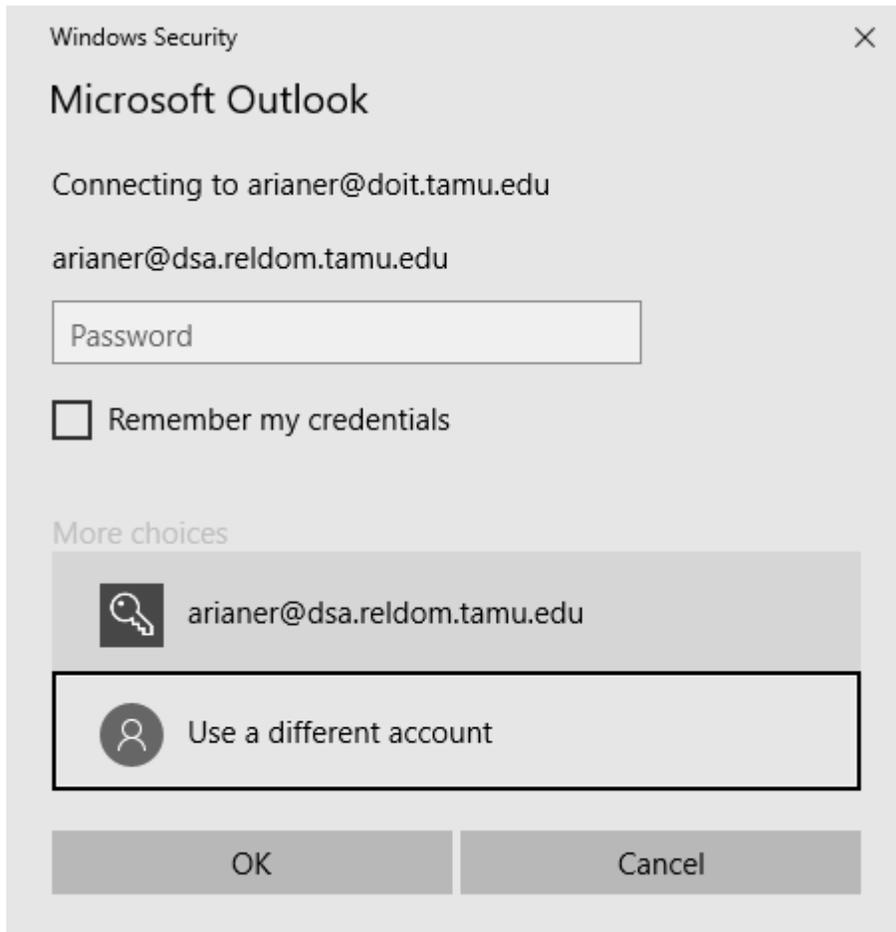
Setting Up Outlook

6. A Windows Security box requesting credentials will pop up, this box may pop up behind the previous window and you may need to drag the window to the side to see it. On this box, you will need to click on "More choices" directly above the OK button.



Setting Up Outlook

7. Then select the option to “Use a different account”



Setting Up Outlook

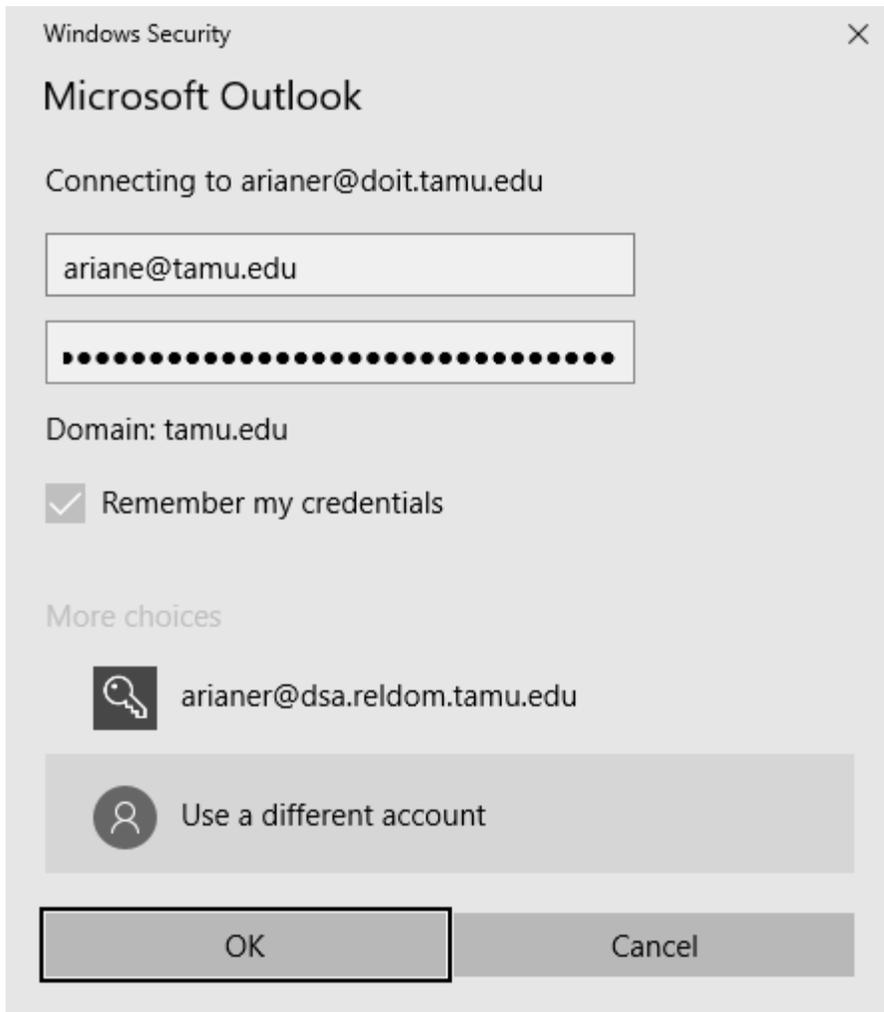
8. In the User name field enter your NetID formatted as:

netid@tamU.edu

In the Password field enter your NetID password.

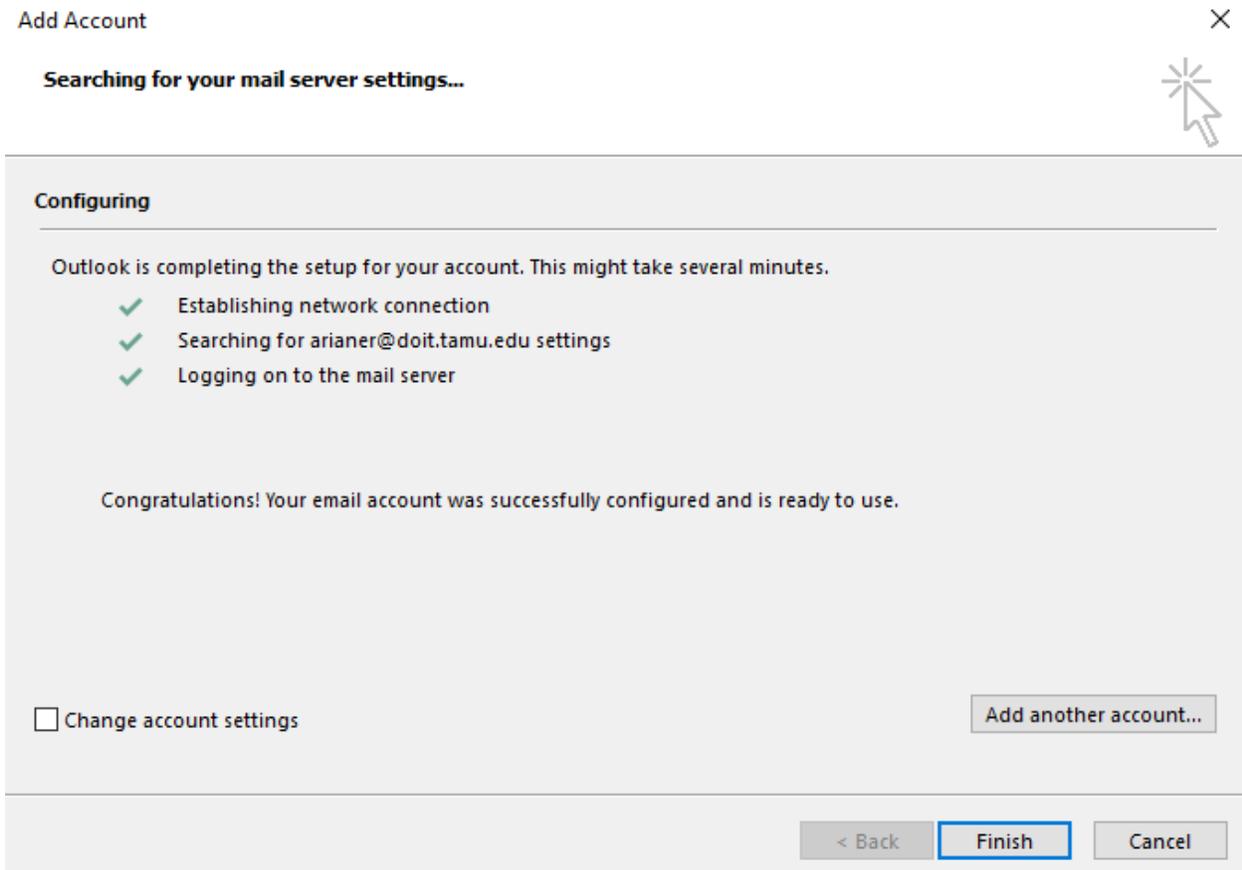
Check the box to "Remember my credentials"

Click OK



Setting Up Outlook

9. You should then see three green checkmarks on the Add Account window. Click Finish.



10. Outlook will now load your mailbox. This process may take several minutes, depending on the size of your mailbox. There is a status bar at the bottom that will indicate folders are updating and upon completion will read "All folders up to date." If you have access to any shared mailboxes they will auto-populate within an hour or so.