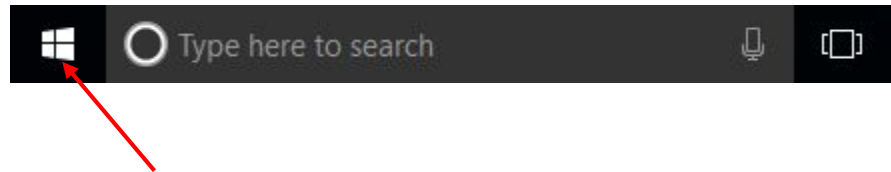
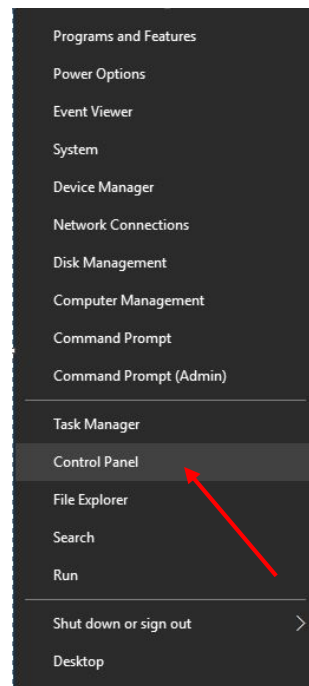


# Microsoft Outlook 2016 Setup

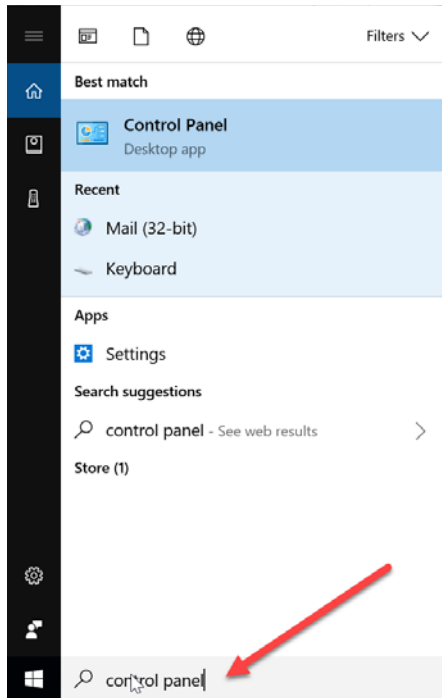
To set up your Office 365 E-mail account in Outlook 2016 please follow this guide.



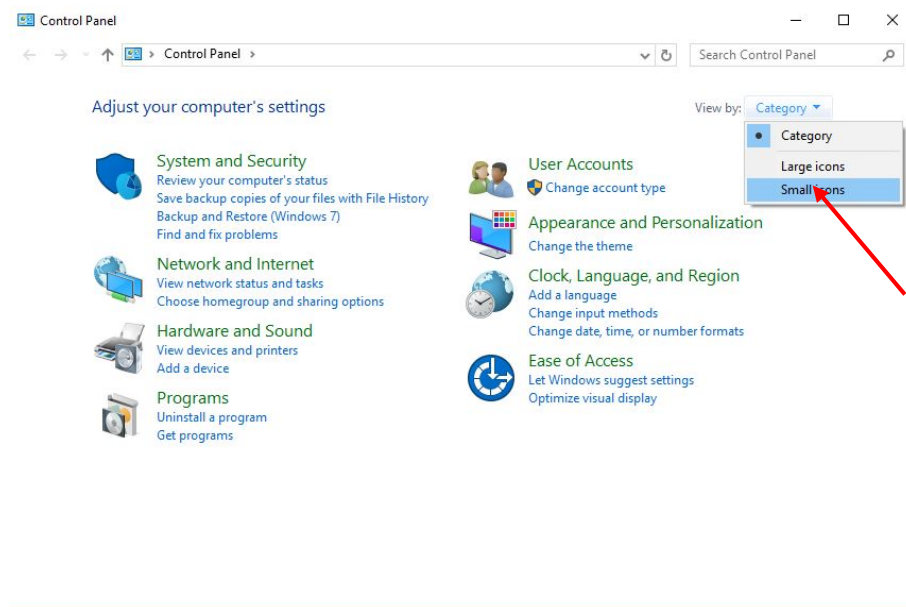
**Right click** on the Start Menu on the bottom left corner on your screen.



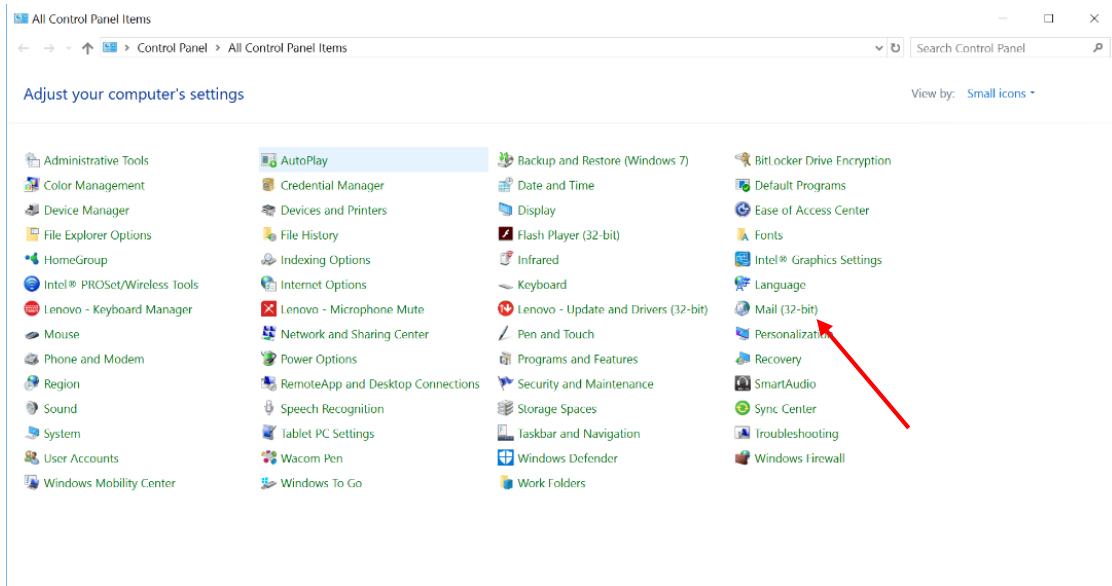
Click on "Control Panel".



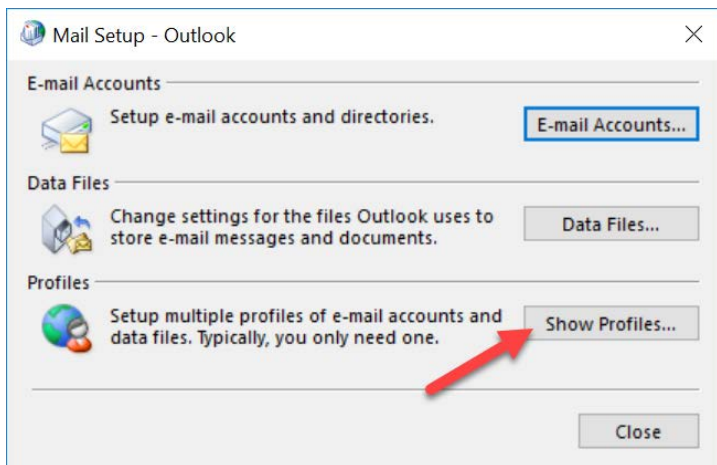
If you don't see "Control Panel" in the list of choices, type "Control Panel" in the search bar and then click on "Control Panel".



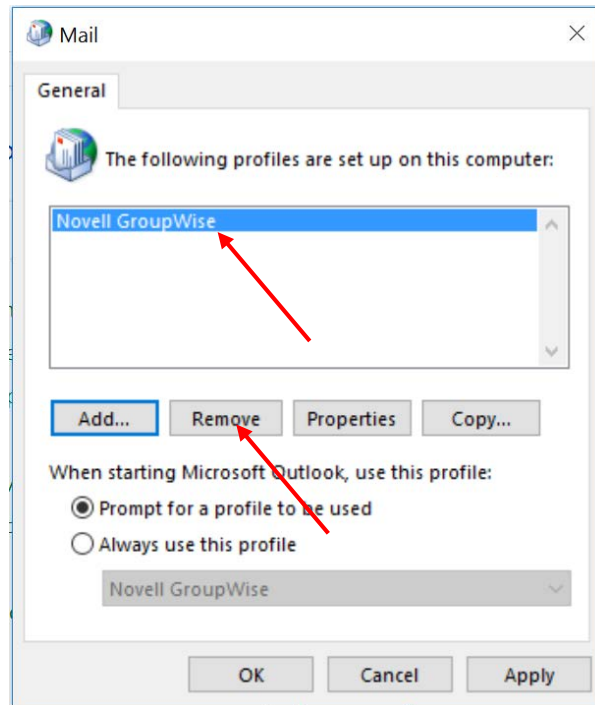
Click on "Category" then "Small icons".



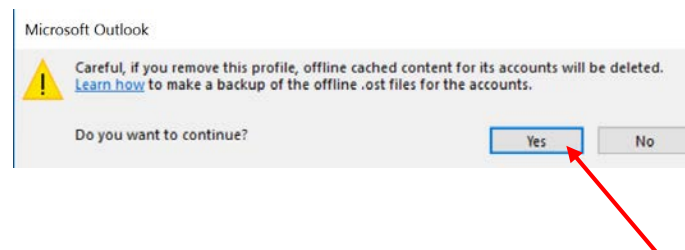
Click on “Mail (32-bit)”.



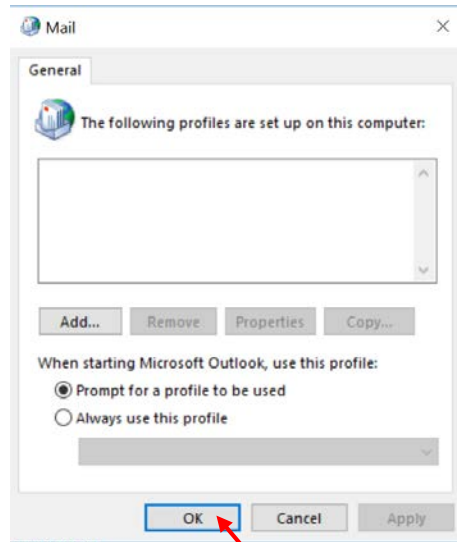
Click on “Show Profiles...”



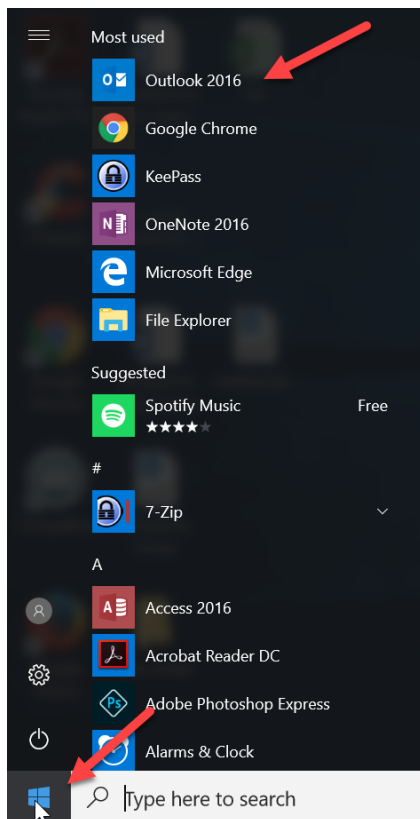
Select "Novell GroupWise" then "Remove".



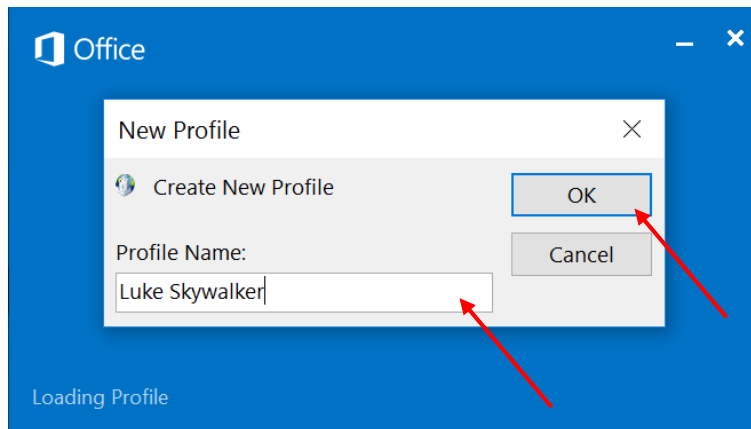
Click on "Yes".



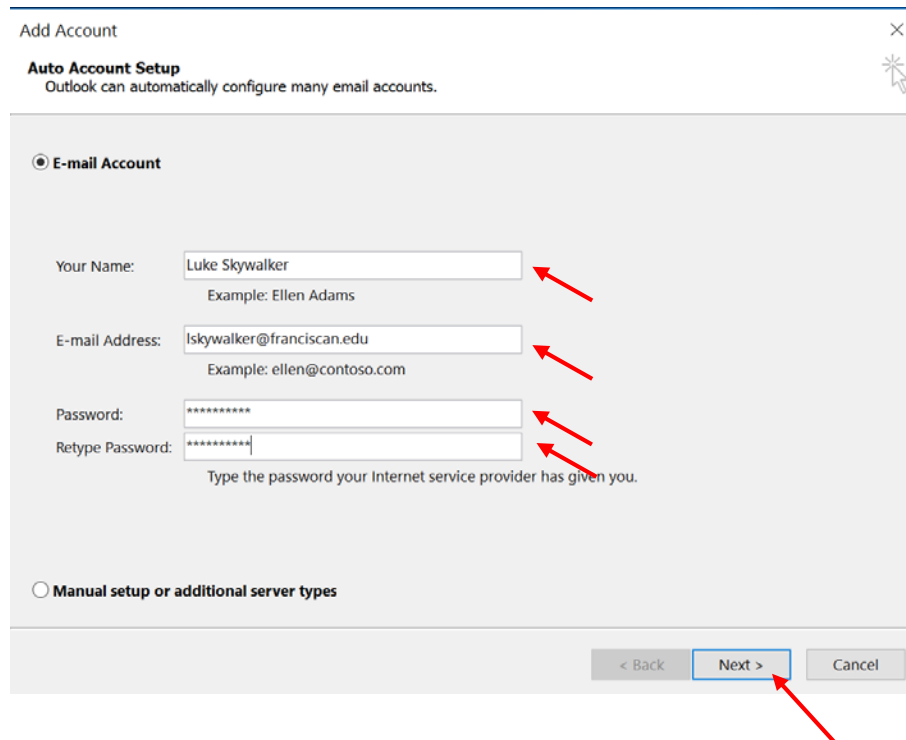
Click on “OK”.



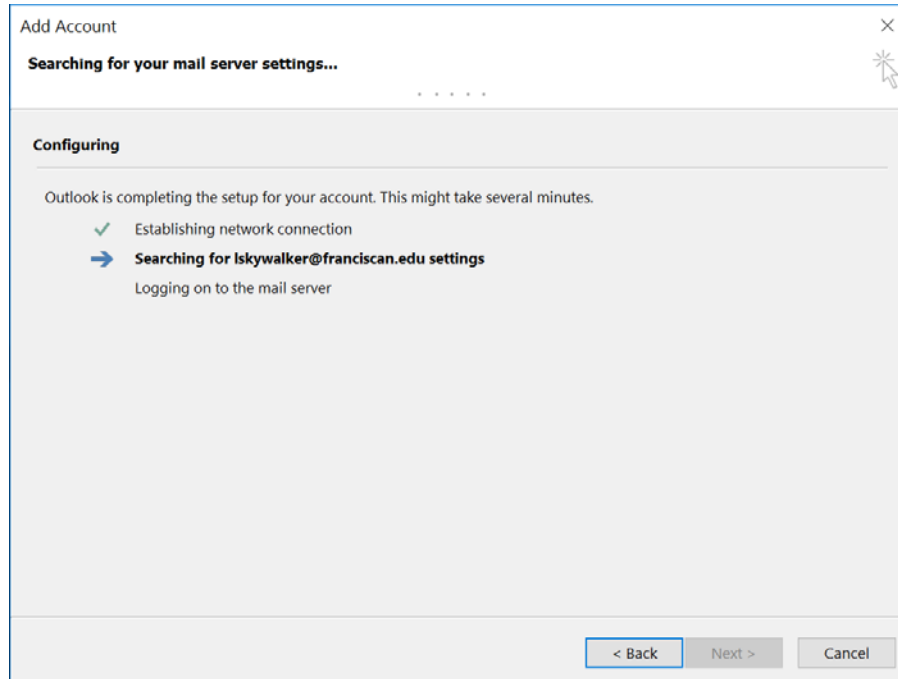
Open Outlook 2016: click on Start, then “Outlook 2016”



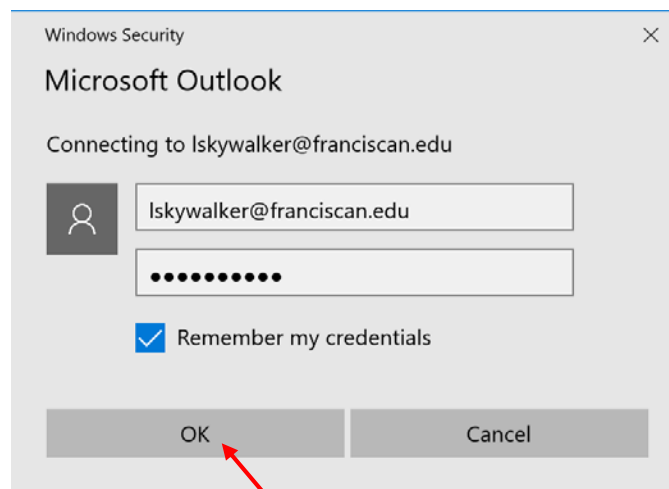
Enter Your Name in the “Profile Name:” field and click “OK”.



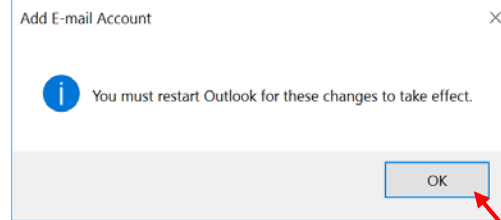
Enter your Name, E-mail Address and your “AccessFUS” (Domain) password twice than click “Next”.



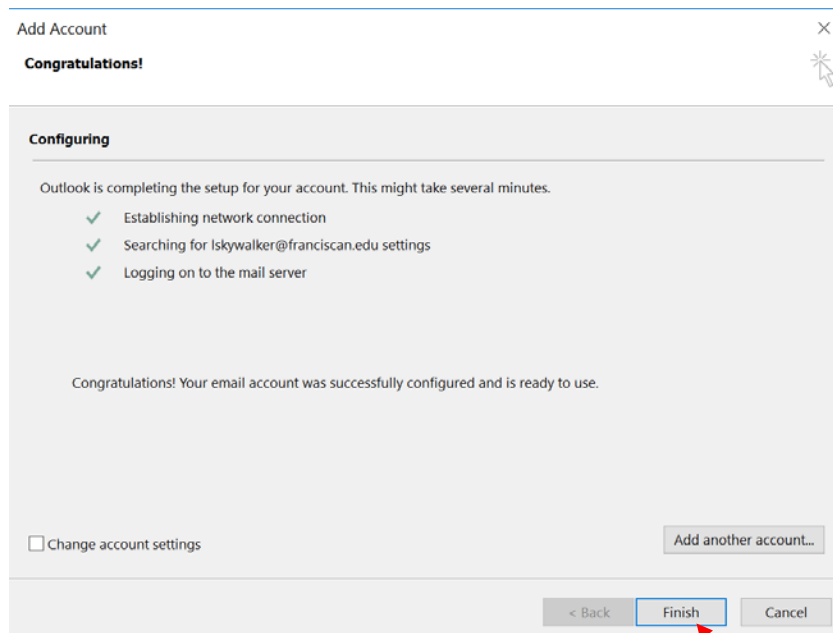
Wait for the Outlook to configure your account.



Enter your password again and select the “Remember my credentials” checkbox if you don’t want Outlook to ask for your password every time you open it, then click “OK”.

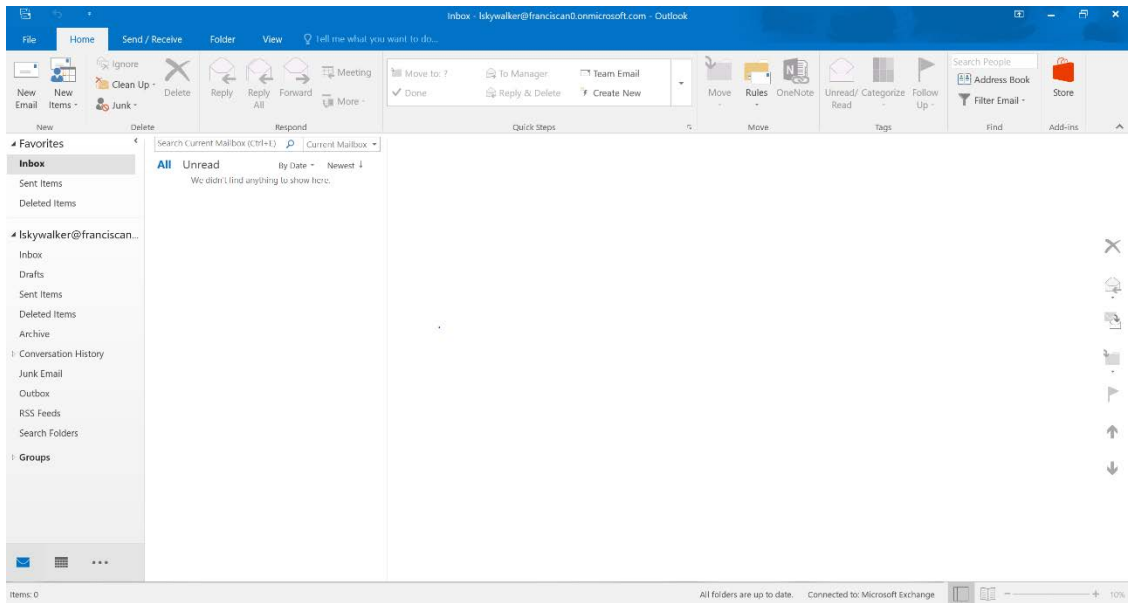


Click "OK"



Click on "Finish"





Outlook will open and start syncing your E-mails from the server.

It may take a few minutes to several hours for all E-mails to get synced, depending on how many E-mails you have in your mailbox.

If you need any assistance during this process, please contact the ITS Helpdesk at 740-283-4357 or [itshelpdesk@franciscan.edu](mailto:itshelpdesk@franciscan.edu)