Connecting KSUmail to Microsoft Outlook 2016 for the PC

The following explains how to connect KSUmail to Microsoft Outlook 2016 for the PC.

1. From your Program files, click Outlook 2016.

![Figure 1 - Click Outlook 2016](image)

2. In the Welcome to Outlook 2016 window, click Next.

![Figure 2 – Welcome to Outlook 2016](image)

3. The Add an Email Account window will appear. Under Do you want to setup Outlook to connect to an email account, select Yes and click Next.

![Figure 3 - Setup an email account](image)
4. The *Add Account* window will open. Verify that your *name* and *email address* appear in their respective fields and click **Next**.

![Add Account Window](image)

**Figure 4 - Click Next**

**Note:** If you are connecting Microsoft Outlook 2016 for the PC at your home computer, you will be prompted to enter your email address and password.

5. Microsoft Outlook begin to configure your account. If prompted by *Windows Security*, enter your **NetID Password** in the *password field* and click **OK**.

![Windows Security Window](image)

**Figure 5 - Click OK**

6. Your account will be configured. At the *Configuration* window, click **Finish**

7. You will be taken into Microsoft Outlook 2016 for the PC.