

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**.

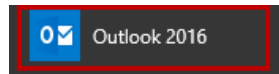


Figure 1 - Click Outlook 2016

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

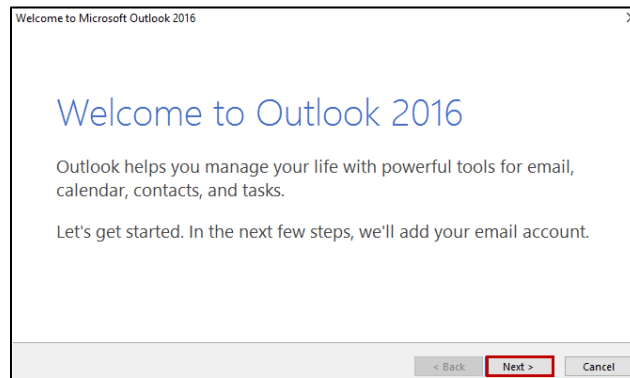


Figure 2 – Welcome to Outlook 2016

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**.

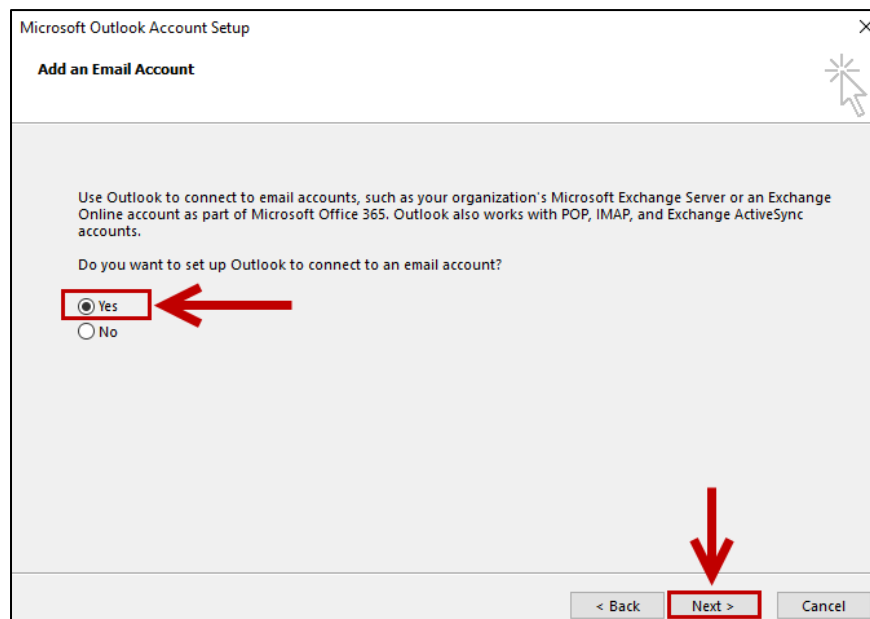


Figure 3 - Setup an email account

- The *Add Account* window will open. Verify that your *name* and *email address* appear in their respective fields and click **Next**.

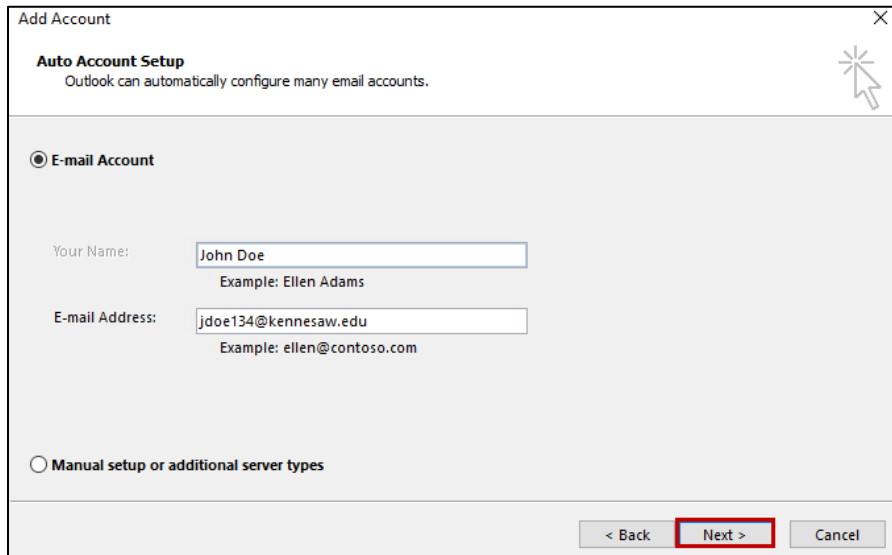


Figure 4 - Click Next

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.

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

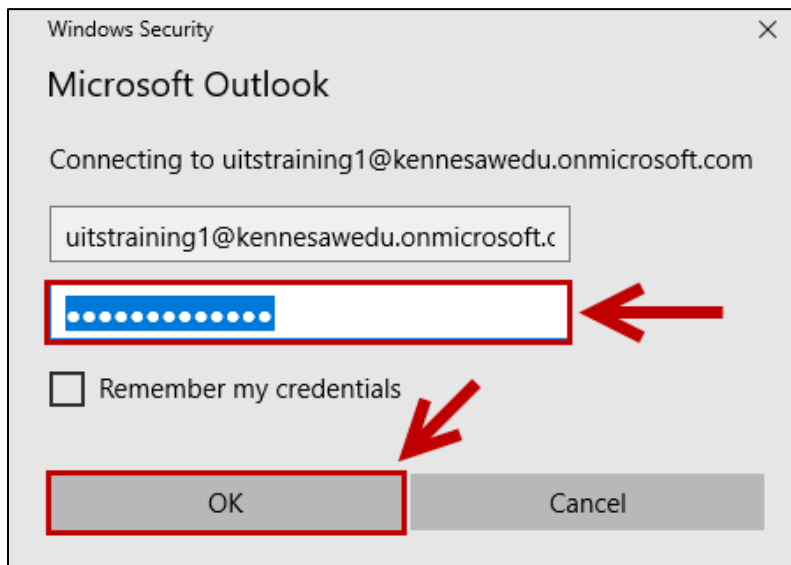


Figure 5 - Click OK

- Your account will be configured. At the *Configuration* window, click **Finish**
- You will be taken into Microsoft Outlook 2016 for the PC.