
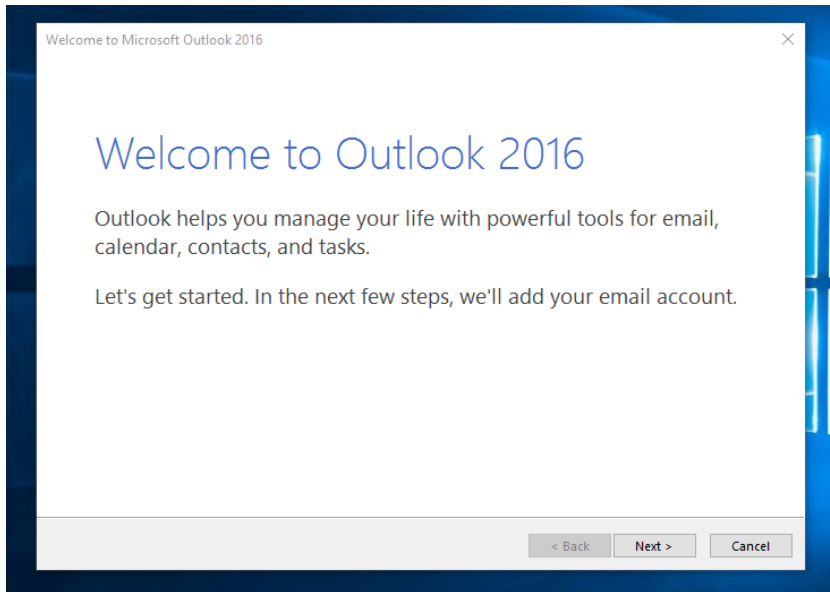
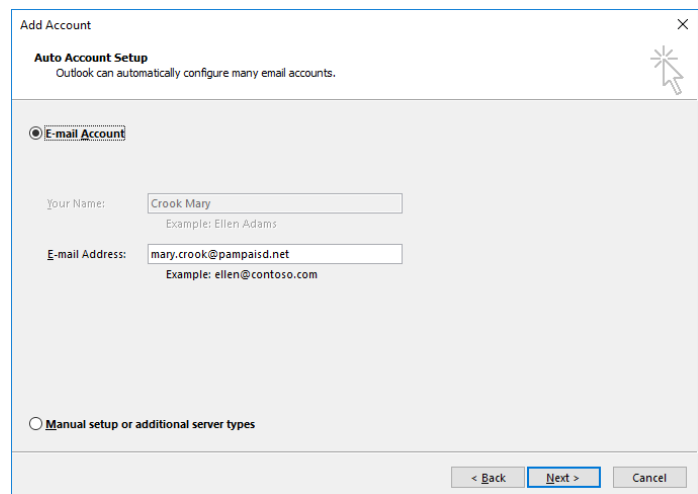
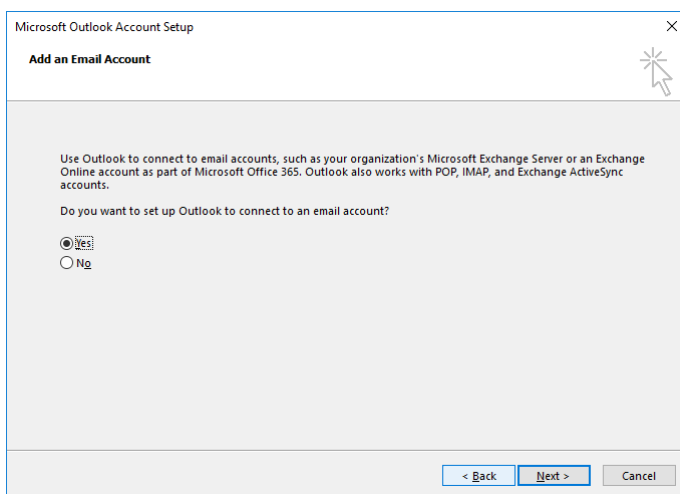


Setting up email in Outlook 2016

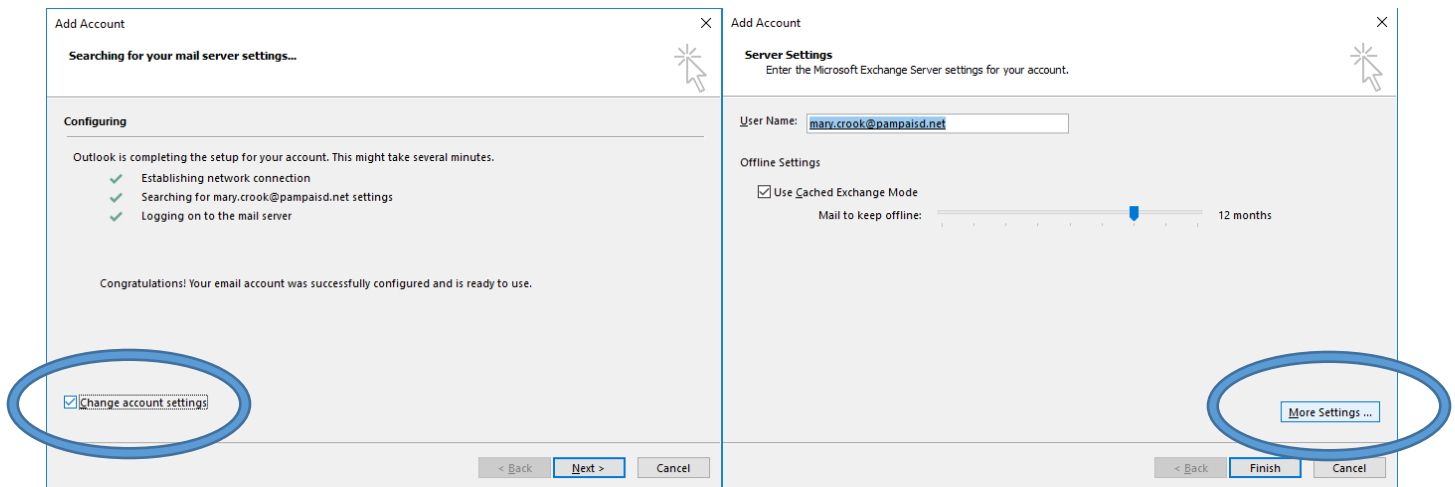
This is the welcome screen when you first open Outlook .



Click next.

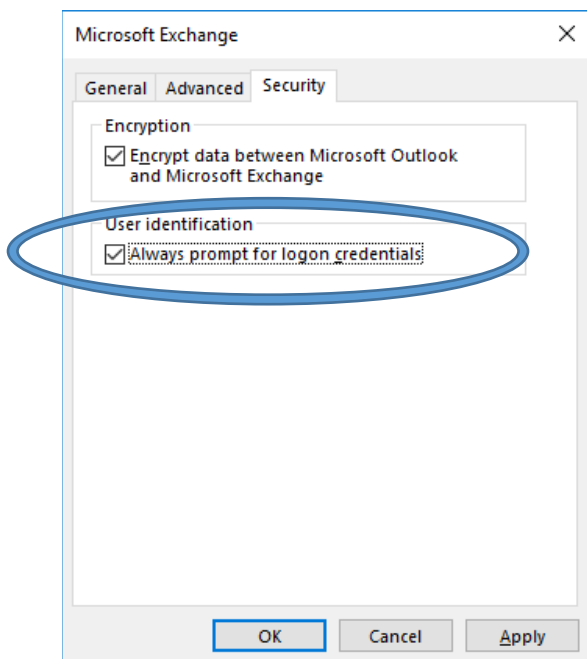


Click on Next about 2 more times and wait until you see your information appear in the correct fields. Do not click on Manual setup. Click next again and wait for it to configure your settings. When it is done configuring you should see a window like below. Click on the box next to "Change Account Settings" and then Next. (see below)



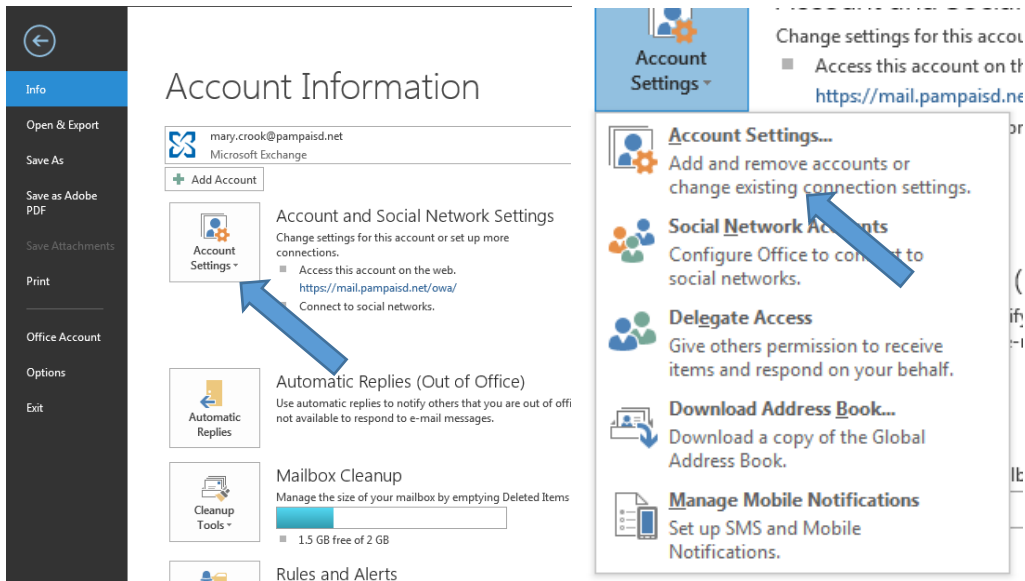
On the next window click on More Settings. (see above)

On the next window click on the Security Tab and then next to the “Always prompt for logon credentials”, make sure the box is checked. Then you can click ok and finish the process as prompted. **This step is very important! We want you to be prompted for your password to safeguard against other’s gaining access to your secure data. Please do not skip this.**

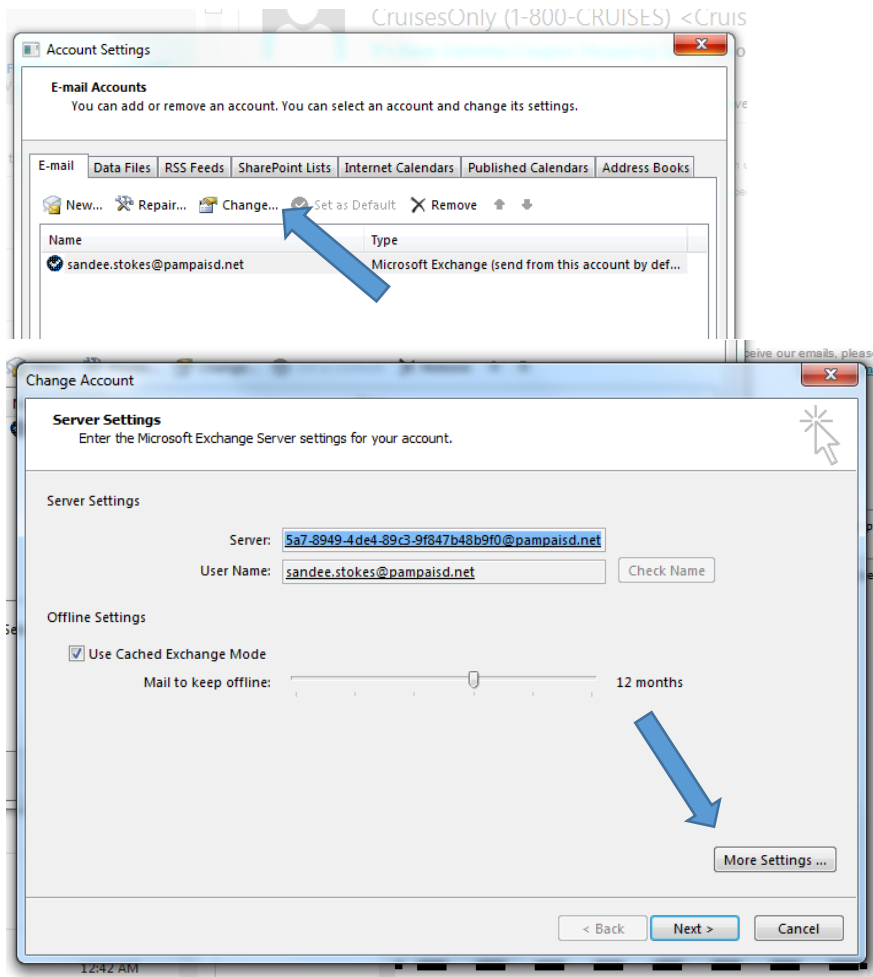


NOTE – if this is greyed out and already checked you do not need to do this step. Simply finish the set up and you will have completed the process.

If you for some reason cannot get to the settings this way there is another way. After you have set up your email you can open it up, log in and then go to the account settings. Click on the FILE tab at the top left corner of your program. Then on the next window click on the Account Settings menu. Then Click on the Account Settings again.



Highlight your email and then click the Change option



Then click on More Settings and then you will see the window described above in the previous method where you will click the security tab and change the settings to always prompt you for your credentials.