How to setup Microsoft Outlook 2016?

1. Configure outlook 2016

Start Outlook 2016.

Welcome to Outlook 2016

Outlook is your personal assistant, helping 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.

Microsoft Outlook Account Setup

Add an Email Account

Use Outlook to connect to email accounts, such as your organization’s Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

- Yes
- No
Setup Email using Microsoft Outlook 2016 inside Campus

Auto Account Setup
Outlook can automatically configure many email accounts.

- **E-mail Account**
  - **Your Name**: Example: Ellen Adams
  - **E-mail Address**: buuser1@hkbu.edu.hk
    - Example: ellen@contoso.com
  - **Password**: ********
  - **Retype Password**: ********
    - Type the password your Internet service provider has given you.

Manual setup or additional server types

Windows Security
Microsoft Outlook
Connecting to buuser1@hkbu.edu.hk

- buuser1@hkbu.edu.hk
  - Password: ********
  - Remember my credentials
  - Use another account

[OK] [Cancel]
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Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- Establishing network connection
- Searching for buuser1@hkbu.edu.hk settings
- Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

[Add another account...]