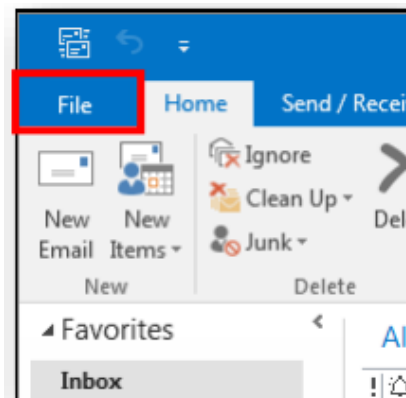


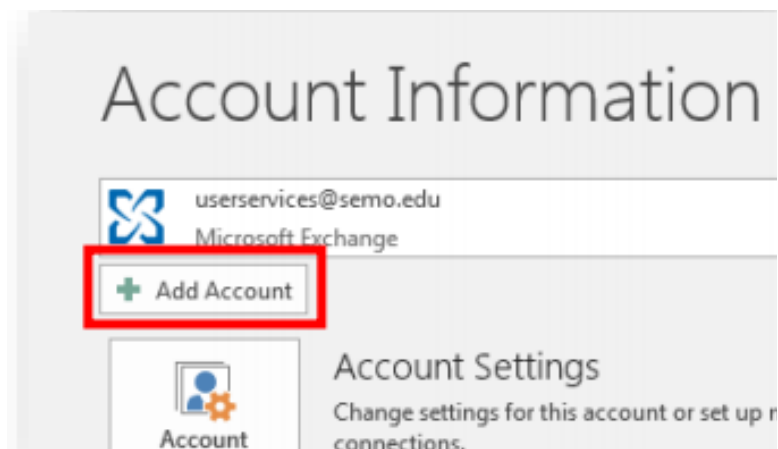
Office 365 Email Setup –Outlook 2016

Email is a vital part of your Southeast experience so in this tutorial we will show you how to get Outlook 2016 setup.

Step 1: In Outlook, choose the **File** tab.

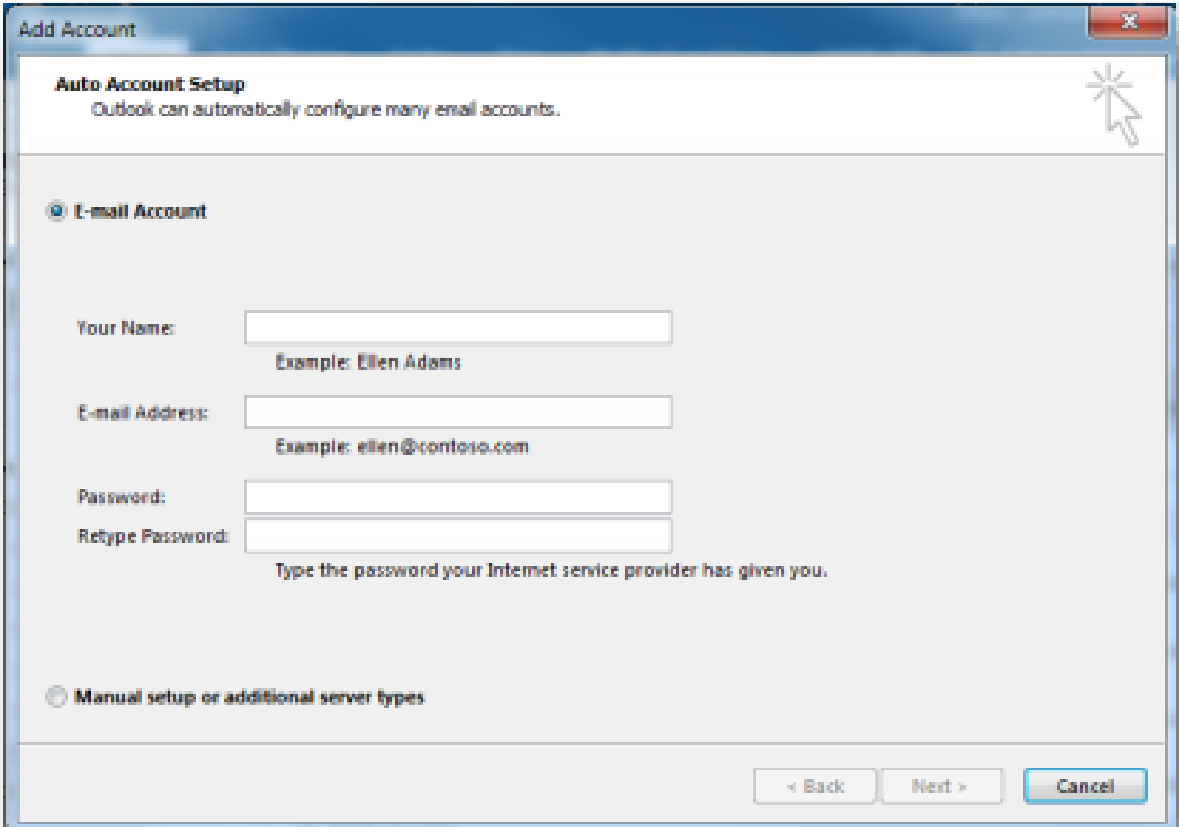


Step 2: Under **Account Information**, choose **Add Account**



Office 365 Email Setup –Outlook 2016

Step 3: On the **Auto Account Setup** page, enter your name, SE Key Email Address, and password, and then choose **Next**. Then after authenticating click **Finish**.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. The main heading is 'Auto Account Setup' with the subtext 'Outlook can automatically configure many email accounts.' Below this, there are two radio button options: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under the 'E-mail Account' section, there are four input fields: 'Your Name:' with an example 'Ellen Adams', 'E-mail Address:' with an example 'ellen@contoso.com', 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Didn't work for you? If your problem still persists, call the IT Help Desk at
573-651-4357