Outlook 2016 configuration with Office365

1. Launch Outlook 2016
2. Next screen should autofill:

   ![Add Account dialog](image)

   - **Your Name**: Joe Kite Admin
   - **E-mail Address**: Joe.KiteAdmin@christina.k12.de.us

   **Manual setup or additional server types**

   Click Next

3. Put in password when prompted

   ![Windows Security dialog](image)

   - **E-mail Address**: Joe.KiteAdmin@christina.k12.de.us
   - **Password**
   - **Remember my credentials**

   Click Next.
4. Click OK to restart Outlook, if prompted.

   ![Add E-mail Account](image1)

   You must restart Outlook for these changes to take effect.

   ![OK button](image2)

5. Click Finish

   ![Add Account](image3)

   **Congratulations!**

   **Configuring**

   Outlook is completing the setup for your account. This might take several minutes.
   - Establishing network connection
   - Searching for Joe.KiteAdmin@christina.k12.de.us settings
   - Logging on to the mail server

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

   ![Check box](image4)

   Change account settings

   ![Buttons](image5)

   < Back  Finish  Cancel  Add another account...