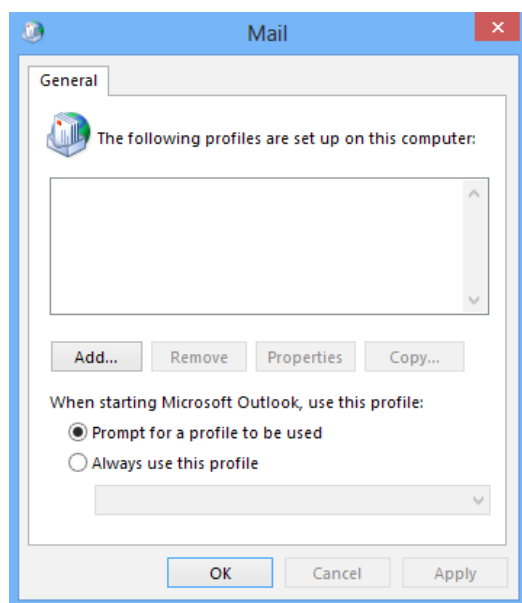




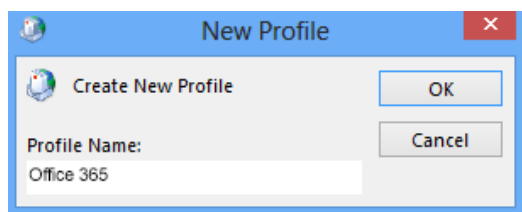
OUTLOOK 2016 FOR WINDOWS **UTMAIL+ SETUP**

Close Outlook if you have it open.

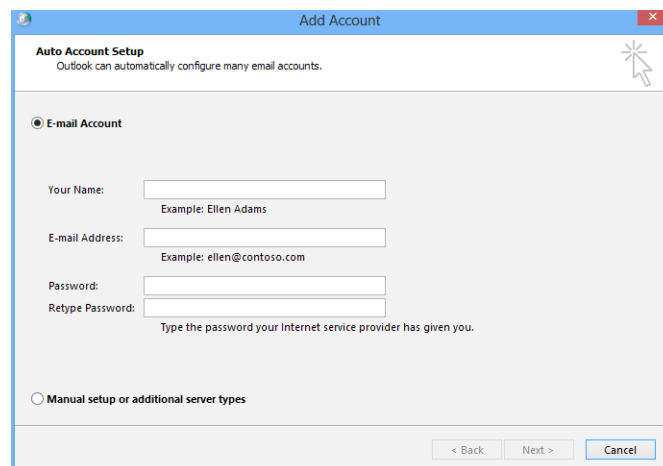
1. Start the Mail applet:
 - in Windows 7 - Go to **Start** > **Control Panel** and type **Mail** in the search field
 - in Windows 8 and up - Go to **Start** and type **Control Panel**.
2. Click on Control Panel to open it, then type **Mail** in the Search box in the Control Panel window
3. Double-click the **Mail** (or **Mail (32-bit)**) icon.
4. You may see one of the two following windows: the Mail Setup window (if there are existing profiles) or the Mail window (if there are no existing profiles). If you see the Mail Setup window, you will need to click on **Show Profiles** before proceeding. Once you see the Mail window, click **Add**.



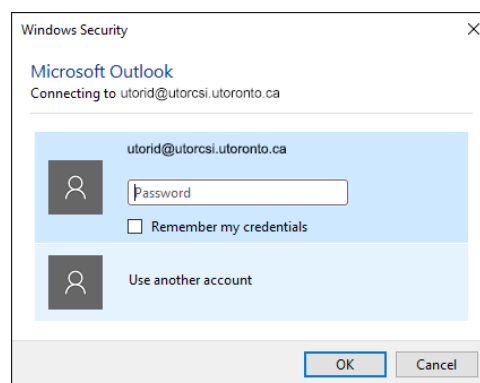
5. Under Profile Name type **UTmail+**, and click **OK**.



6. Under **Your Name**, type your first name and last name, under **Email Address** type your email address (usually of the form "firstname.lastname@utoronto.ca"). Under **Password** and **Confirm Password** type in the password associated with your UTORid and click **Next**.



7. Outlook will try to search for server settings. This may take several minutes.
8. Click **Allow** when the warning shows up.
9. Outlook will search for your accounts settings. When the login screen appears, type your **Username** (this is the same as your email address and is usually of the form "firstname.lastname@utoronto.ca") and the password associated with your UTORid under password. If a Username for a different account appears, click on **Use another account**, then type your UTmail+ Username and password.



- Click **OK**. If instead, you see a window with the Weblogin page, enter your UTORid and password and click **Log in**.
10. Click **Finish** to save the settings.
11. In the Mail window, choose either **Prompt for a profile to be used** (eg. if you have more than one), or **Always use this profile**. If selecting Always use this profile, click on the drop down menu below and select the Office 365 profile. Click **OK**.
12. Go back to the Start screen and click **Outlook 2016** to open it. Enter your email address and password when prompted for User name and password and click **OK**.