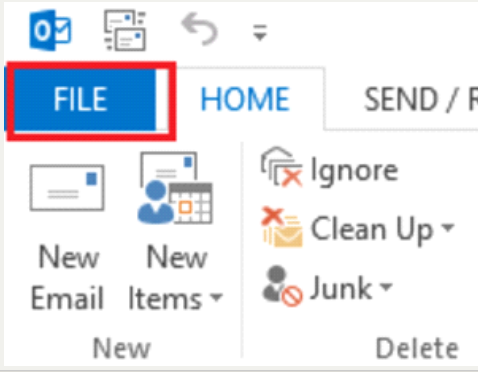
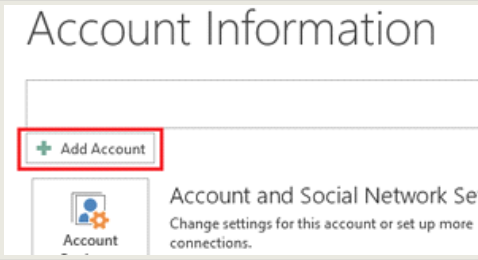
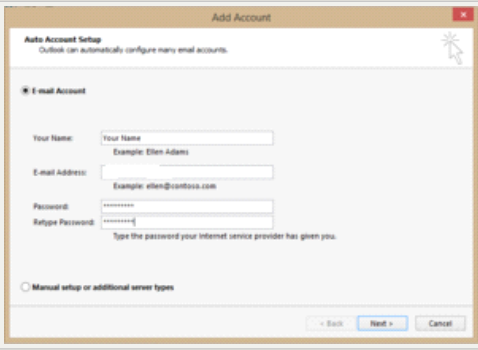


Outlook 2016

Note: If you are starting Outlook for the first time, skip to Step 3.

Click File	
Click Add Account	
Enter the following information and click Next: <ul style="list-style-type: none">• Your Name: Your Name• E-Mail Address: firstname.lastname@mcsbfl.us• Password: Your Network Password	
Your account will configure. This may take several minutes. During this time you may be asked if you want to allow autodiscover, click Allow. You may also be asked to enter your password again and click Ok.	
Click Finish	
Restart Outlook to finish your configuration	