Configuring Outlook 2016 for your Email

Note: If Outlook will not load, please contact the ITS Service Desk at 877-327-9260/304-293-4444 or ITSHelp@mail.wvu.edu.

To make Outlook work for you, please follow the steps below.

1. Click on Start and then select Outlook 2016 from the menu (Windows 10) or select All Programs and then scroll to find Microsoft Office 2016, select, and then click on Outlook 2016.

2. At the Welcome to Outlook 2016 screen click on [Next].

3. You should see the screen titled “Add an Email Account.” Click on [Next].

4. Next, you’ll see the “Add Account” screen. This is where you will type your name, email address, and current Login password.

Outlook will search for the mail server settings for your account, and this may take a few minutes.
5. When prompted for your password, type in your current Login password.

   Configuration Note: If you have to enter the password more than a few times and you know it’s the correct password, you might need to enter your email address in the form of:

   First.Last@mail.wvu.edu

6. Once you see three, green check marks and “Congratulations! Your email account was successfully configured and is ready to use,” then you are ready to begin using Outlook.

7. Click on [Finish].

8. If you see the message “Outlook is not currently your default program for E-Mail, Calendar and Contacts. Would you like to make it the default program?” uncheck “Always perform…” and then click on [Yes].

**Resources for Learning Outlook 2016:**

*Basic Tasks in Outlook* - [https://support.office.com/en-us/article/Basic-tasks-in-Outlook-192eb102-2ee2-4049-b7f5-aa0eb4231fbb](https://support.office.com/en-us/article/Basic-tasks-in-Outlook-192eb102-2ee2-4049-b7f5-aa0eb4231fbb)


You also can search the web using the phrases “Outlook 2016” or “Outlook 2016 Microsoft” for training videos and other helpful information.