# SETUP O365 ON OUTLOOK 2016 FOR WINDOWS

1. Make sure Outlook is closed (if you have it open). You'll need to launch the **Mail** applet – depending on what version of Windows you are running, you can find it in several locations:

   Windows 7: Go to **Start** > **Control Panel**, then search for **Mail** in the search field.
   Windows 8: Go to **Start** and type in "Control Panel". Click on the **Control Panel** option that comes up. Search for **Mail** in the search field.
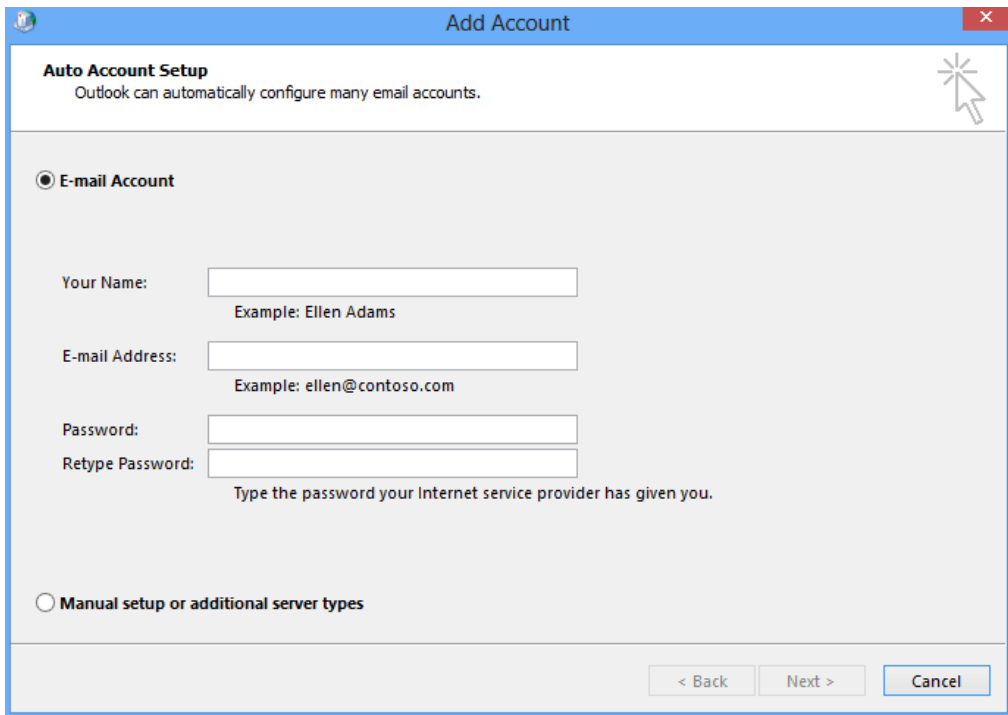   **Windows 10:** Go to Start and type in "Control Panel". Click on the **Control Panel** option that comes up. Under **User Accounts**, you should see an option for **Mail**.
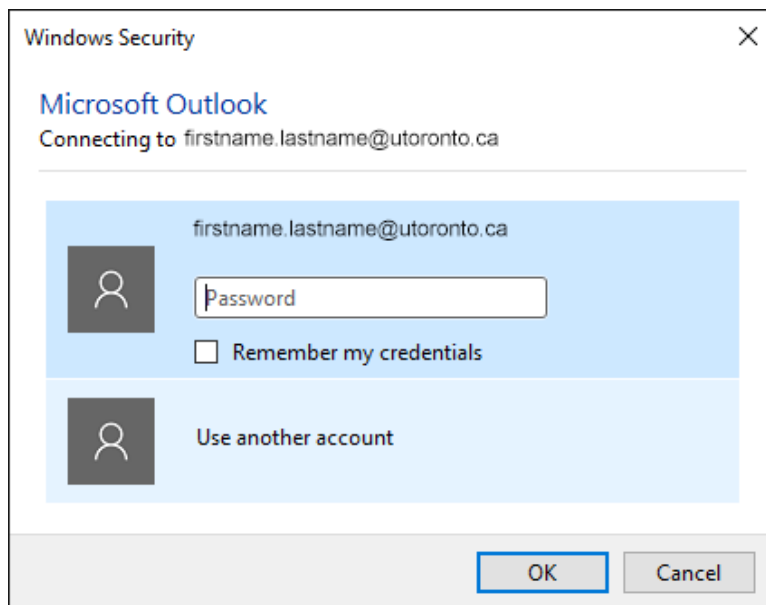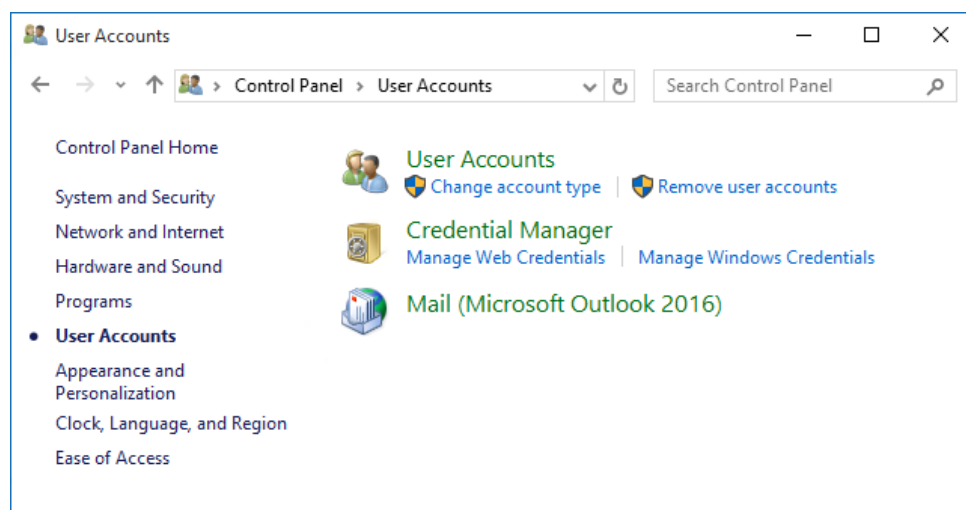

2. You may see one of two windows: a **Mail Setup** window (existing email already setup) or the **Mail** window (shown below). If you see **Mail Setup**, click on **Show Profiles** to see the **Mail** window.
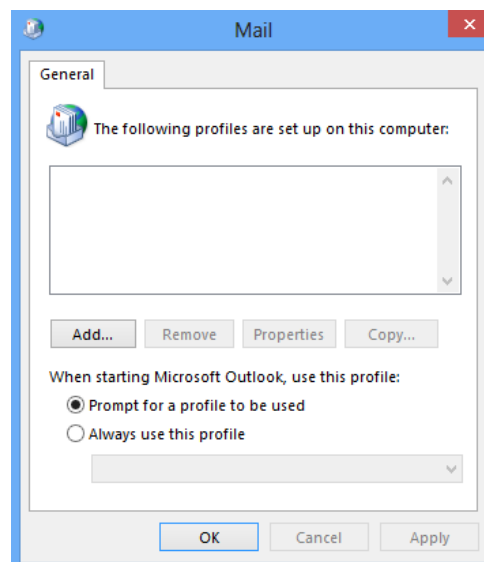
3. In the **Mail** window, click on **Add**. Give your new email profile a name (e.g. "Office365") and click **Ok**. You will immediately see a window called **Add Account**. Type in your Name, email address and UTORid password in the spaces provided. Click **Next** when ready to proceed.

4. Outlook will attempt to populate the server information for you. This could take several minutes. If you receive a warning message, click **Allow**.

5. If you are prompted for credentials, use your firstname.lastname@utoronto.ca as a username and your UTORid password. If the username is some other address (not your email address), click on the option "**Use another account**" and type in the correct information.

6. You should see the screen below (with all green checkmarks) if your mail was connected successfully. Click **Finish** to complete the process. Once complete, you should now be able to launch Outlook 2016. Please note that since this will be the first time launching Outlook after setting up your account, it could take some time to synchronize your email on your device.