UTMAIL+ SETUP INSTRUCTIONS

OUTLOOK 2016

If you are experiencing difficulty connecting, you may need to verify your UTORid account credentials. Please visit this website: https://www.utorid.utoronto.ca/cgi-bin/utorid/verify.pl If everything is ok, you should see the message: “Your UTORid and password have been checked and should work.”

1. Launch Outlook 2016. At the Welcome screen, click “Next”, then click “Yes” when asked to ‘Add new mail’.

2. Fill out your account details as shown below:

3. When prompted with a login screen, use your email address as a username, with your UTORid password, as shown below:

4. Outlook will begin downloading your messages into Outlook. Please be patient – this process may take some time if you have a lot of email.