



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:

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back   Next >   Cancel

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

Windows Security

Microsoft Outlook  
Connecting to Firstname.Lastname@utoronto.ca

Remember my credentials

OK   Cancel

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.