
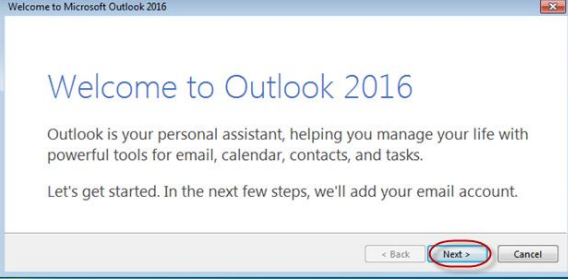
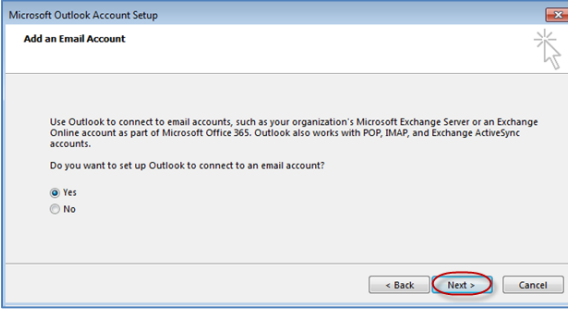
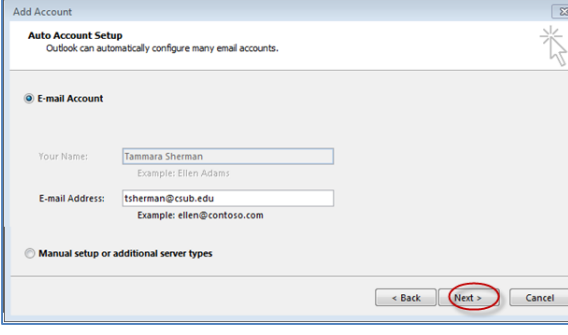
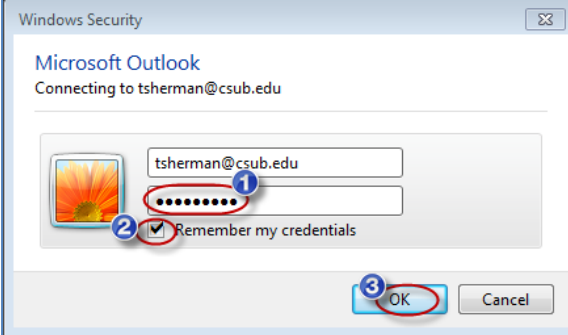




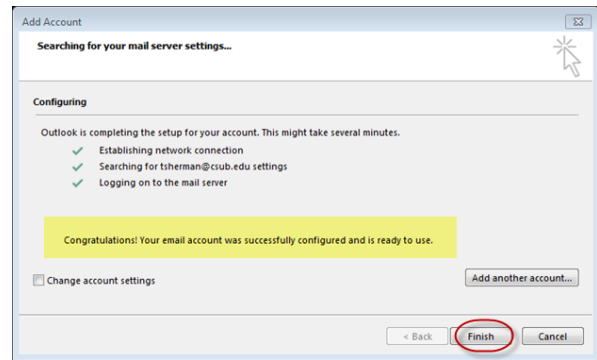
Outlook Setup Wizard

To get started using Outlook, you will need to run the Outlook Setup Wizard. These instructions will guide you in this process.

1. Open Outlook 2016	
2. On the Welcome screen, click Next	
3. On the Add an Email Account , click Next	
4. On the Add Account screen, click Next	
5. When the Windows Security screen appears, <ul style="list-style-type: none">• Enter your password• Check Remember my credentials• Click OK	

6. When your email account is located, the Add Account screen will display Congratulations!....

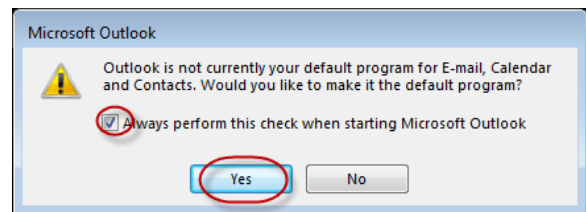
- Click **Finish**



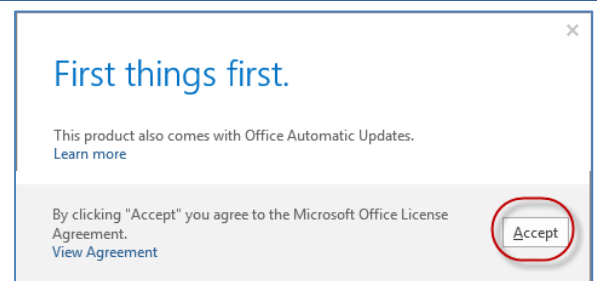
7. On the Microsoft Outlook,

- Uncheck **Always perform this check when starting Microsoft Outlook**
- Click **Yes**

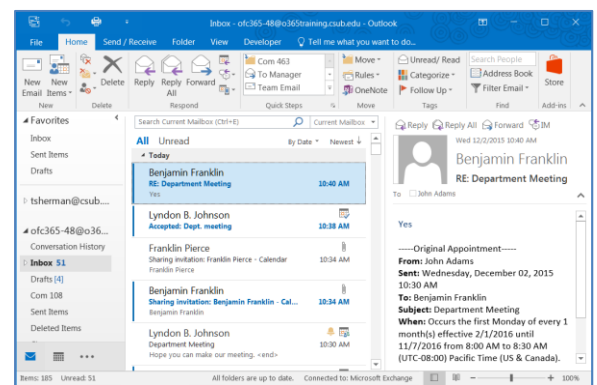
By selecting Yes, you will allow Outlook to be your default email client. This is helpful when clicking email address links on browsers, which allow your Outlook to open, as opposed to FirstClass.



8. When Outlook opens, you will see the message **First things first**, Click **Accept**.



9. Outlook opens to your Inbox.



10. If you experience any problems, please contact the Help Desk at 661-654-2307.