Setting Up Outlook

The first time you launch Outlook it will proceed through the connection wizard, the steps below will guide you through.

1. Open Outlook 2016, the profile name TAMUExchange should auto-populate, click OK

![Choose Profile]

2. On the Welcome screen, click Next

![Welcome to Outlook 2016]

Welcome to Outlook 2016

Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let’s get started. In the next few steps, we’ll add your email account.
3. On the following window, select Next

Use Outlook to connect to email accounts, such as your organization’s Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

- Yes
- No
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4. On the next screen, your name and email address will auto-populate, click Next
5. The next window will begin the connection to your mailbox.
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6. A Windows Security box requesting credentials will pop up, this box may pop up behind the previous window and you may need to drag the window to the side to see it. On this box, you will need to click on “More choices” directly above the OK button.
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7. Then select the option to “Use a different account”
8. In the User name field enter your NetID formatted as: netid@tamu.edu
In the Password field enter your NetID password.
Check the box to “Remember my credentials”
Click OK
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9. You should then see three green checkmarks on the Add Account window. Click Finish.

10. Outlook will now load your mailbox. This process may take several minutes, depending on the size of your mailbox. There is a status bar at the bottom that will indicate folders are updating and upon completion will read “All folders up to date.” If you have access to any shared mailboxes they will auto-populate within an hour or so.