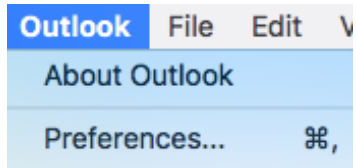
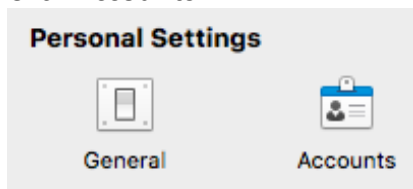


How To: Add Exchange Account in Outlook 2016 for Mac

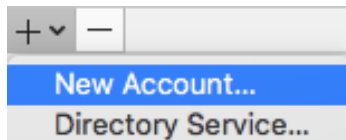
1. Open Outlook 2016
2. Click **Outlook > Preferences...**



3. Click **Accounts**



4. Click + then **New Account...**



5. Enter your email address. ie; youremail@yourdomain.com and click **continue**

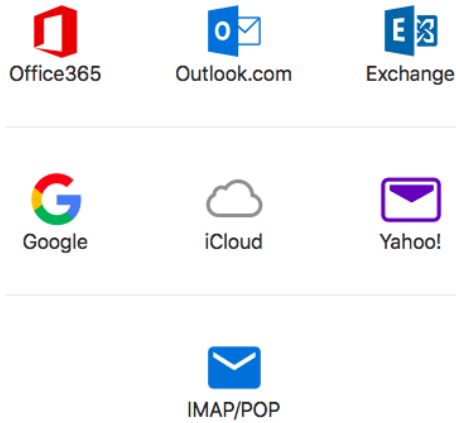


Please enter your email address

|yourname@provider.com

Continue

6. Choose **Exchange**



7. Enter the fields as follows; entering your email address in place of “youremail@yourdomain.com”

A screenshot of an account configuration form for Exchange. At the top is the Exchange logo. Below it are several input fields: 'Method' with a dropdown menu showing 'Username and Password'; 'Email Address' with the text 'youremail@yourdomain.com'; 'DOMAIN\username or Email' with the text 'youremail@yourdomain.com'; 'Password' with a masked field of ten dots; a checkbox for 'Show Password' which is unchecked; and 'Server (optional)' with the text 'mail.webdesknet.com'. At the bottom is a blue button labeled 'Add Account'.

8. Click **Done**