



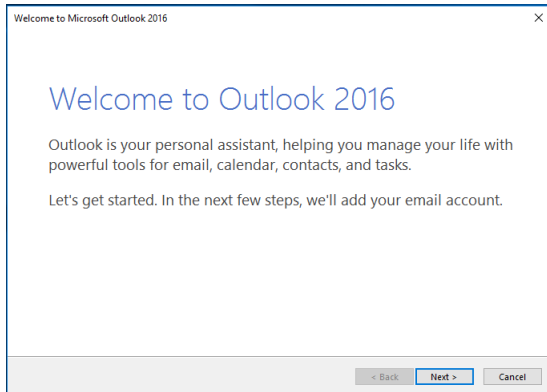
Office 365 | PC

Configure Outlook 2016 for McDaniel Email



Once you've downloaded and installed Office 2016, you can configure Outlook Mail to work with your McDaniel Email account.

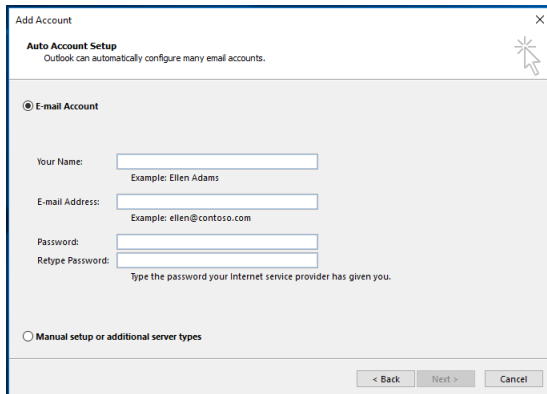
1. Launch Outlook 2016, click **Next** at the Welcome screen.



2. Click **Next** on Add an E-mail Account.

3. In the **Auto Account Setup** screen, enter the following information:

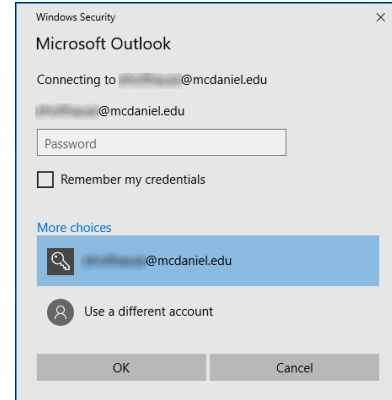
- your name,
- your full McDaniel e-mail address,
- enter your password,
- then enter it once more to confirm



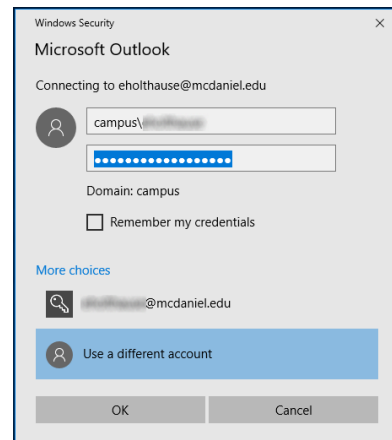
Click Next.

After a moment, a **Windows Security** screen will appear asking you to log into your McDaniel email account.

4. Click on **More choices**, then **Use a different account**.



5. A new screen will appear, which now shows an extra field for your username.



In the first field, type: `Campus\your username`
In the second field, type your McDaniel password.

Check the box next to Remember my credentials if don't want to log in each time you launch Outlook.

Click OK. If everything was entered in correctly, your McDaniel email should now be set up.

Click Finish.

It may take several minutes for all of your email and calendars to sync.