1. Launch Outlook 2016

2. Select Exchange or Office 365

3. Type your McDaniel username. Then type `campus\yourusername`, and then your McDaniel password. Uncheck the box next to *Configure Automatically*, and a text field will appear. Type:

   `mail.mcdaniel.edu`

   Then click Add Account.

4. Your McDaniel email is now configured on Outlook 2016. Depending on the amount of emails in your account, it may take several minutes for your email to sync.