Configuration Instructions for Outlook 2016 On and Off Campus

Objectives

- Configure Outlook 2016 on campus
- Set-up your Default Address Book
How to Configure Outlook 2016

1. Begin by opening Outlook, enter a profile name if prompted to create a new profile, and then push OK.

2. Enter your email address if not already entered, press Next to proceed.

3. You will be prompted that Outlook will need to restart.
4. Outlook will now search for the server configuration automatically, when prompted to restart Outlook, press **OK** then **Finish**.

4. Outlook is now configured and will open to your account.
How to Set-Up Your Default Address Book

1. Click on the Address Book icon while in the Mail view.
   
   a. In the Address Book window, click on Tools from the menu bar and select Options.

   i. In the Addressing Window make the following selections:
1. Choose the **Custom** button under the **When sending email, check address lists in this order** section.

![Addressing dialog box](image)

2. Click the **Add** button. This will open the **Address List** window.
   - a. Scroll down and select from one of the three options you want to add to your list (e.g., **Faculty and Staff**). Click the **Add** button.
   - b. Select your next option (e.g., **Student Employees**) and click the **Add** button.
   - c. Arrange the address lists in order of importance to you.
   - d. Click the **Close** button to close this window.

3. Select the address list you want to be your default and click the up arrow until that option is the first address listed.

4. Once complete, click **OK**.

2. Click the red **X** to close the **Address Book**.

![Add Address List dialog box](image)