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Windows 10

Office 365 Outlook Downloaded Version Open the Control Panel in Windows 10

In Windows 10, the Control Panel has largely been superseded by the **Settings App**, which you can access by opening your Start Menu and clicking the gear icon (③)

However, the traditional Control Panel is still available



From the Start Menu

- 1. Open the Start Menu.
- 2. Scroll down to W, click Windows System, then click Control Panel.



From the Cortana search bar

- 1. The Cortana search bar is located on the left side of your taskbar, next to the Start Menu button. Click the search bar to place your cursor in this box.
- 2. Type the word **control**. Cortana will list best matches above as you type. In this list, click **Control Panel**.



Type Mail in search bar

🖼 mail - Control Panel			×
$\leftarrow \rightarrow \checkmark \uparrow$ 🔟 > Control Panel	~ Ū	mail	×
Mail (Microsoft Outlook 2016)			
Search Windows Help and Support for "mail"			

Select Email Accounts

🧶 Mail 1	Setup - Outlook	×
Email Ac	counts	
	Setup email accounts and directories.	Email Accounts
Data File	s	
1	Change settings for the files Outlook uses to store email messages and documents.	Data Files
Profiles -		
	Setup multiple profiles of email accounts and data files. Typically, you only need one.	Show Profiles
		Close

Select New

Account Settings	×
Email Accounts You can add or remove an account. You can select an account and change its settings.	
Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Bo	ooks
😡 New 🕅 Repair 🖀 Change 🛇 Set as Default 🗙 Remove 🔹 🔹	
Name Type	
Selected account delivers new messages to the following location:	
gregory.gieinig@iive.com\inbox in data file C:\Users\areao\\Microsoft\Outlook\areaory.aleinia@live.com.ost	
	Close

Select Email Account

Add Account		×
Auto Account Setup Outlook can automa	atically configure many email accounts.	×
Email Account		
Your Name:		
	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Password		
Returne Password		
Neighe Passiona.	Type the password your Internet service provider has given you.	
	dilianal serves trues	
O Manual setup or ad	dditional server types	
	< Back Next > Cancel	l Help

Enter the following information:

- 1. Your Name
- 2. Full email address (alias@domain.com)
- 3. Password to email account

Click next and it should auto setup the account.

- If account creates, congrats your email.
- If Error continue to section labeled "Select Manual setup or additional server types"

Select Manual setup or additional server types

Email Account		
Your Name:		
L	Example: Ellen Adams	
Email Address:		
	Example: ellen@contoso.com	
Racquerdu		
Passworu,		
Retype Passivoru,	Type the password your Internet service provider has given you.	
Manual setup or ac	Iditional server types	

Select Exchange ActiveSync

👼 Add Account					×
Choose Your Account Type					×
Office 365 Automatic setup for	Office 365 accounts				
Email Address:	Example; ellen@contoso.con	1			
OPOP or IMAP Advanced setup for	POP or IMAP email accounts				
Exchange ActiveSyr	ıc				
Advanced setup for	services that use Exchange Activ	reSync			
		< Back	Next >	Cancel	Help

Add Account

Mail	Server:	mail.y	ourserver.com	

Add Account							×
Server Settings Enter the informa	ation that is required to connect to an I	Exchang	e ActiveSync	service.			× K
User Information Your Name: Email Address: Server Information Mail server:							
Logon Information User Name: Password:	· · · · · · · · · · · · · · · · · · ·						
Offline Settings Mail to keep offline:	Remember password	All					
			< Back	Next >	Car	ncel	Help

Test Account Settings

Test Account Settings					
Congratulations! All tests completed successfully. Click Close to continue.	Stop				
	Close				
Tasks Errors					
Tasks Status					
✓ Log onto Exchange ActiveSync mail s Completed					