

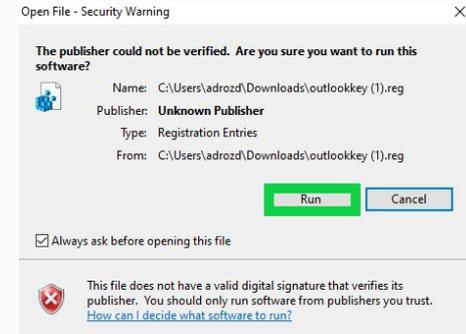
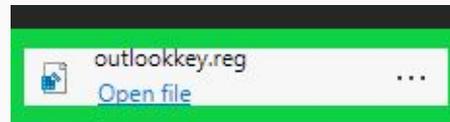
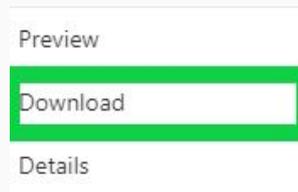
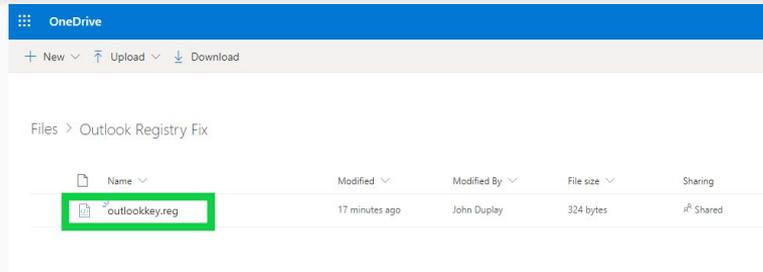
Microsoft Outlook 16

Email Setup After Purchasing Office Pro 16



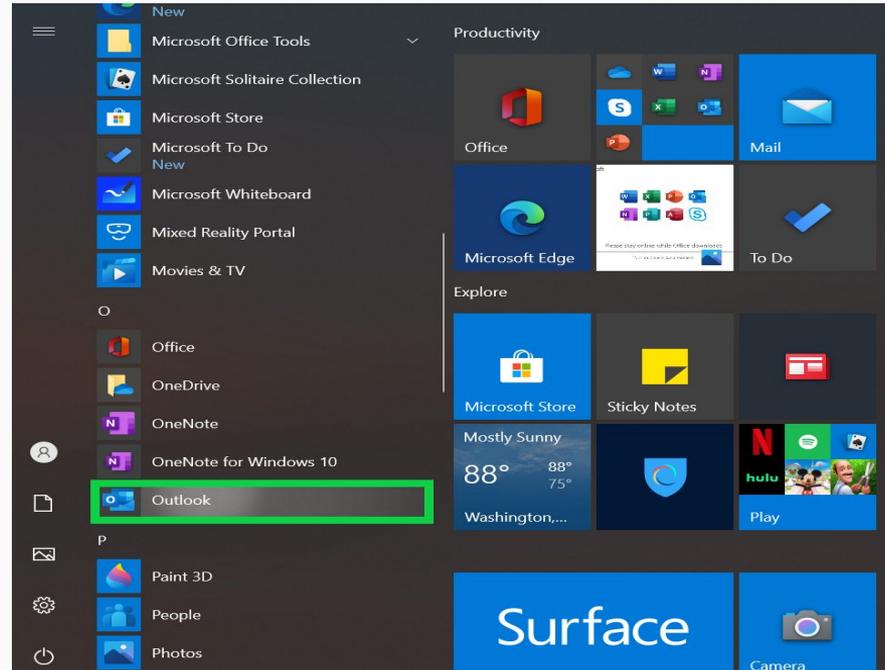
Microsoft Outlook 16

- [Outlook Key Link \(click to open\)](#)
 - Right click on outlookkey.reg
 - Click Download
 - Double click (Outlookkey.reg)
 - Click Run
 - Say yes to any prompts



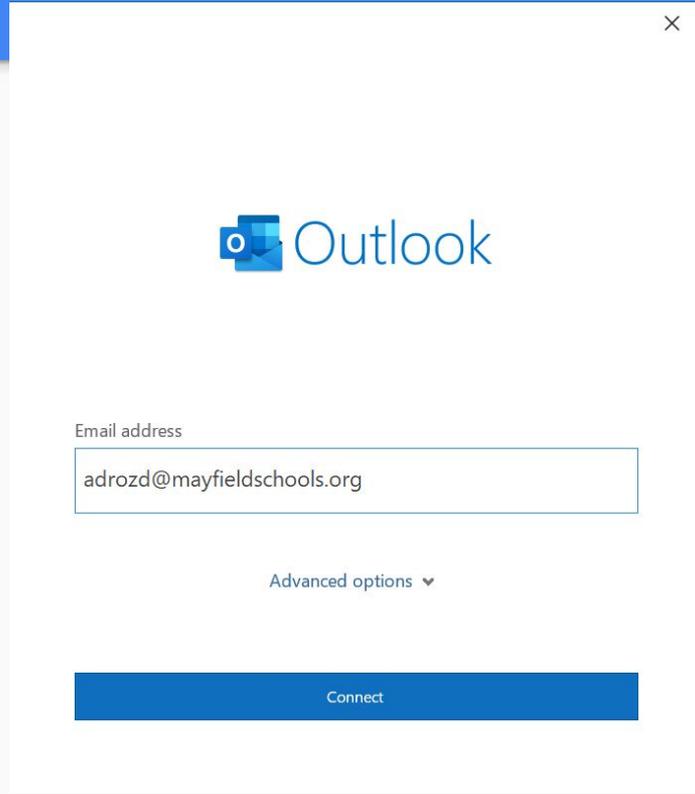
Microsoft Outlook 16

- Click on Windows Start Menu and open up Outlook



Microsoft Outlook 16

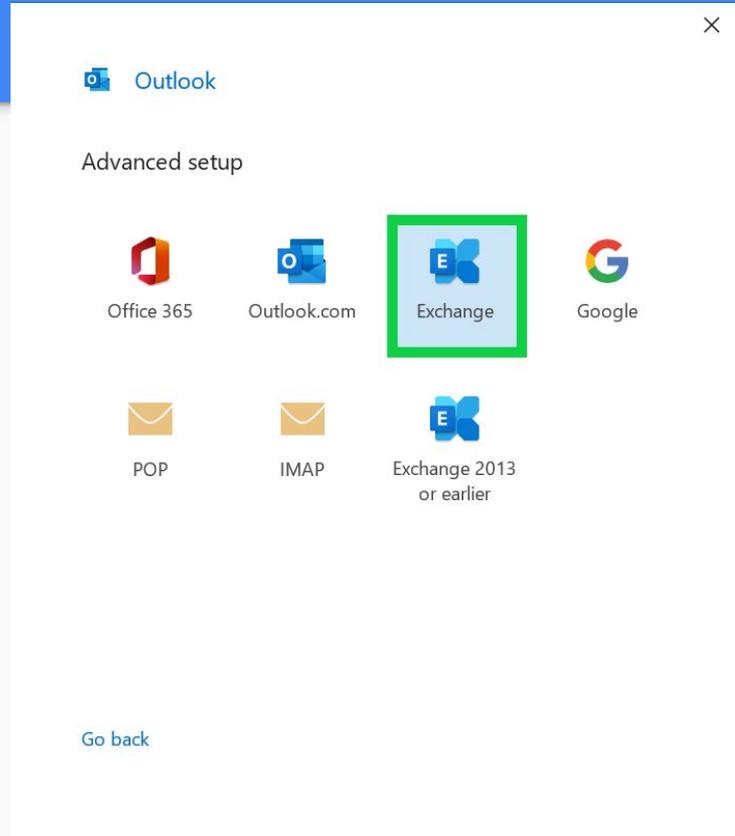
- Type your email address
 - Click on **connect**



The screenshot shows a white dialog box with a close button (X) in the top right corner. In the center, there is the Outlook logo, which consists of a blue square with a white 'O' and a blue envelope icon, followed by the word 'Outlook' in a blue sans-serif font. Below the logo, the text 'Email address' is positioned above a text input field. The input field contains the email address 'adrozd@mayfieldschools.org'. Underneath the input field, there is a link labeled 'Advanced options' with a downward-pointing chevron icon. At the bottom of the dialog box, there is a prominent blue button with the word 'Connect' written in white text.

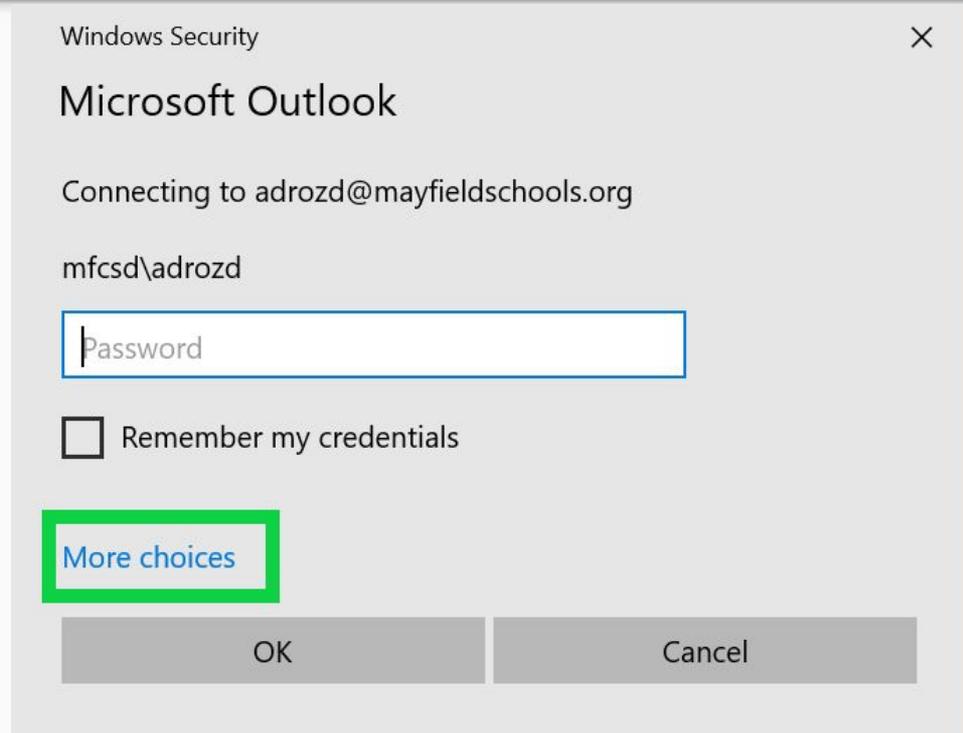
Microsoft Outlook 16

- Click on **Exchange**



Microsoft Outlook 16

- Click on **More Choices**



Microsoft Outlook 16

- Fill in the highlighted boxes with your
 - Mfcsd\username
 - Password
- Click check box (remember my credentials)
- Use a different Account
- Click OK

Windows Security

Microsoft Outlook

Connecting to adrozd@mayfieldschools.org

mfcsd\adrozd

••••••••

Remember my credentials

More choices

 mfcsd\adrozd

 Connect a smart card

 Use a different account

OK Cancel

Microsoft Outlook 16

- Click **Done**

