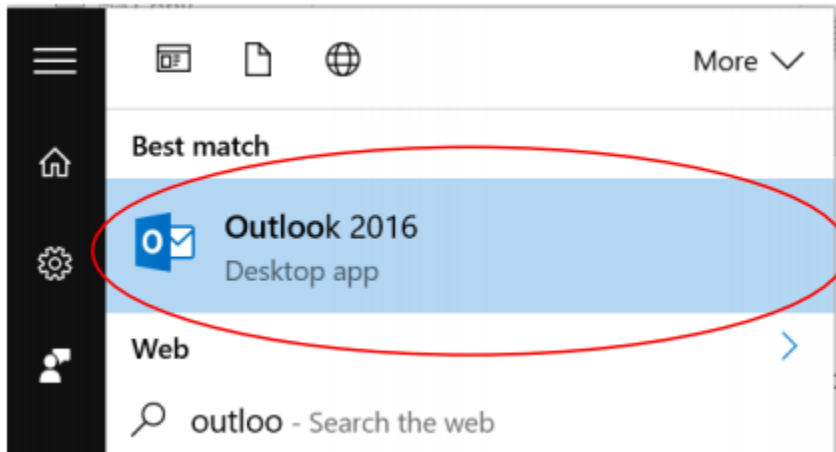# Setting Up Outlook

Outlook is an application for email.
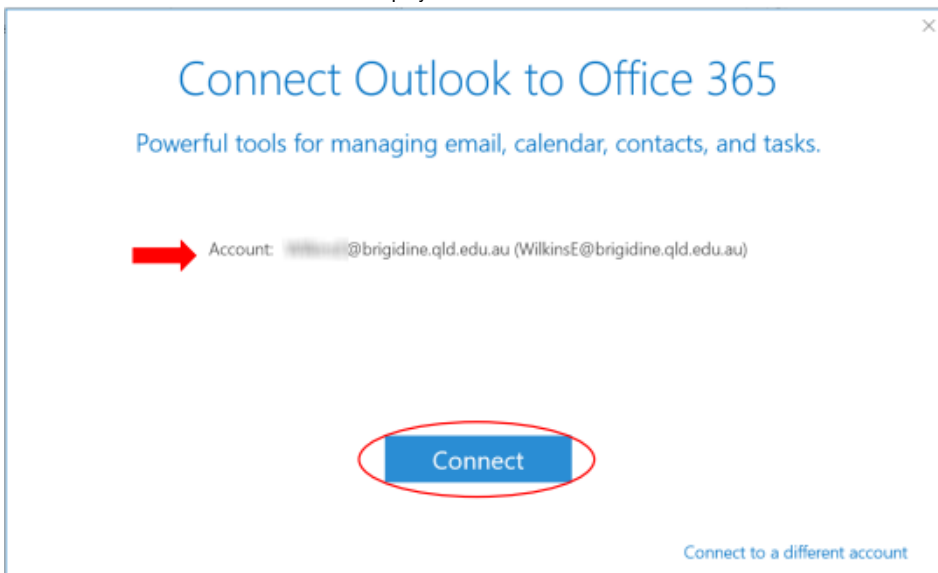Use this tutorial to set up Outlook on your computer.
Note: You can also access your email by clicking *Office365* on BrigNET.

Instructions

1. Press the windows button, search for *Outlook 2016* and open it.
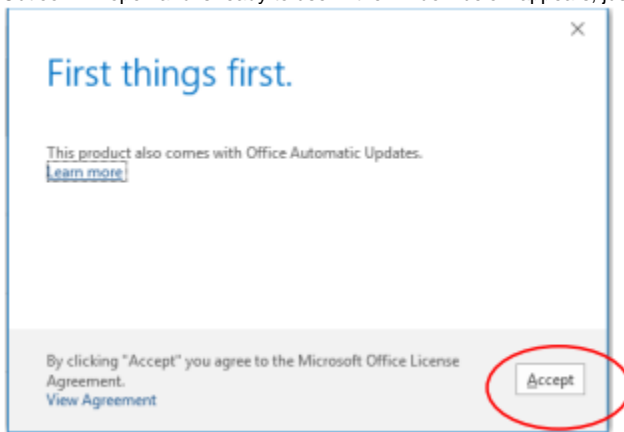

2. Double-check that the correct account is displayed and select *Connect.*

3. After Outlook connects, a window should appear that prompts you for your password. Enter it and tick *Remember my credentials*.

4. Outlook will open and is ready to use! If the window below appears, just select *Accept*.

Related articles