Office 365 at TCCS
Outlook 2016 New Profile - Windows 10

Step 1: Open your Outlook client and you should see the following greeting window

Step 2: When asked if you would like to set up Outlook to connect to an email account select Yes and hit Next

Step 3: Your email address and name should automatically populate if you are logged into the computer under your own user account. Hit Next.

Step 4: Your profile should automatically set itself up and give you the below message. Outlook may request you restart the application. Once restarted your email should be configured.

*Reminder* you will need to setup your signature and map any archives you have post migrating to Office 365. Please reference the appropriate job aids for instruction.