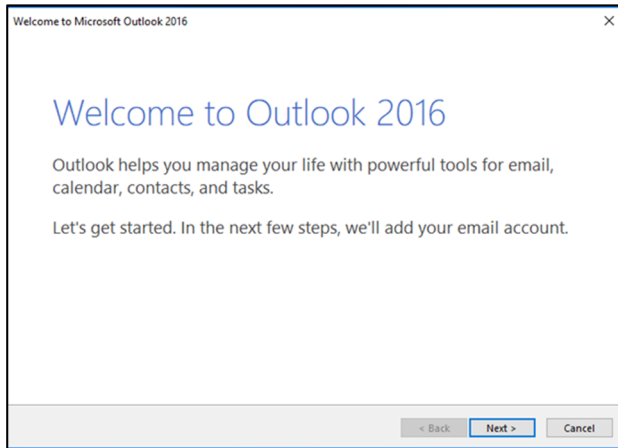


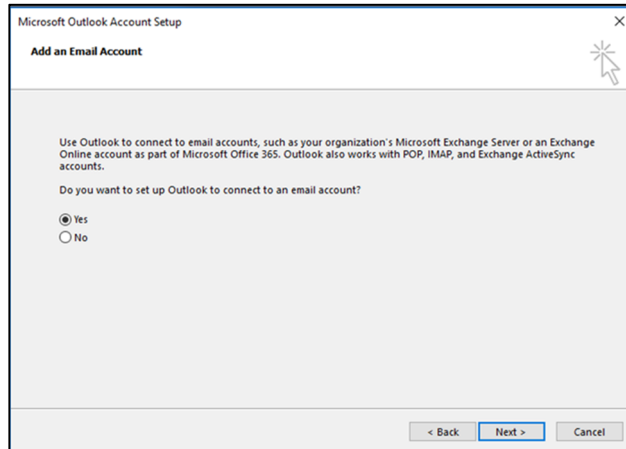
# Office 365 at TCCS

## Outlook 2016 New Profile - Windows 10

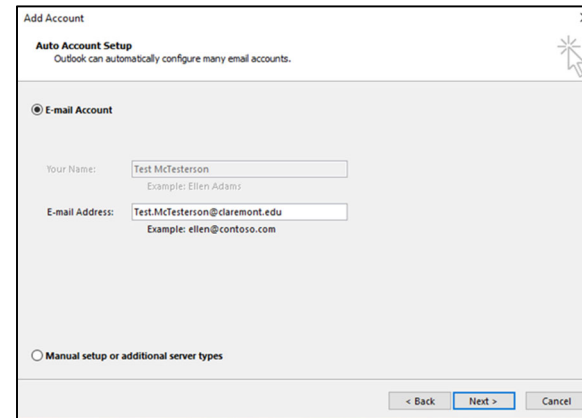
**Step 1:** Open your Outlook client and you should see the following greeting window



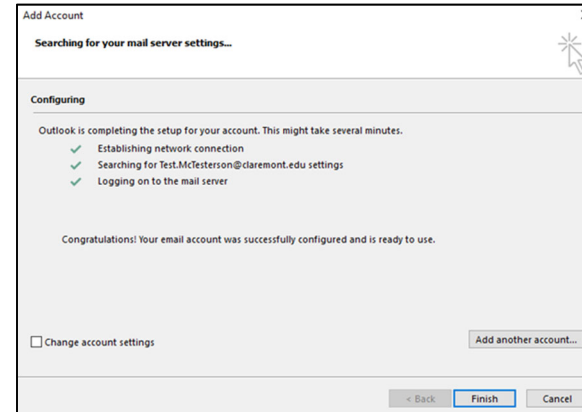
**Step 2:** When asked if you would like to set up Outlook to connect to an email account select Yes and hit Next



**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.