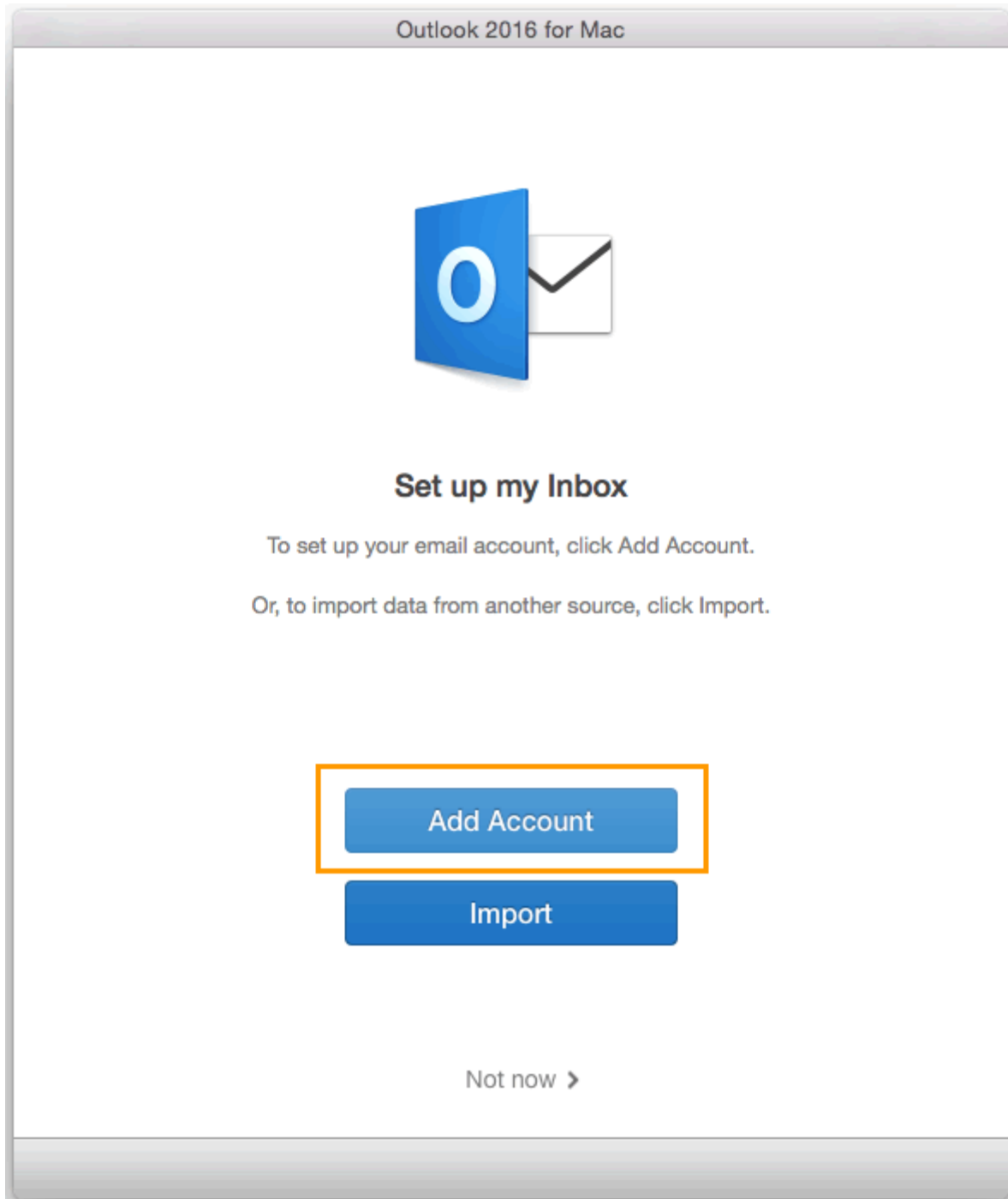
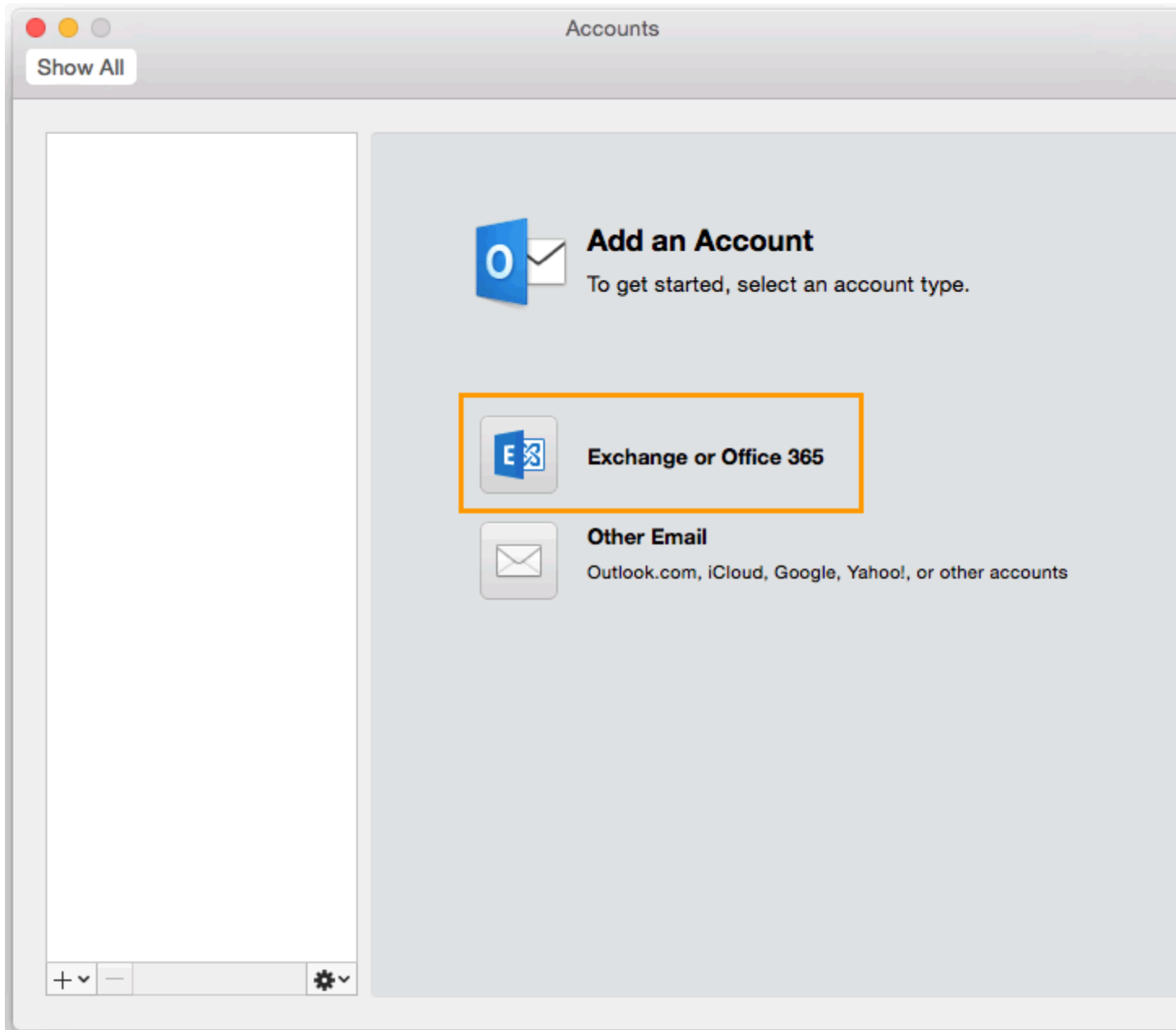


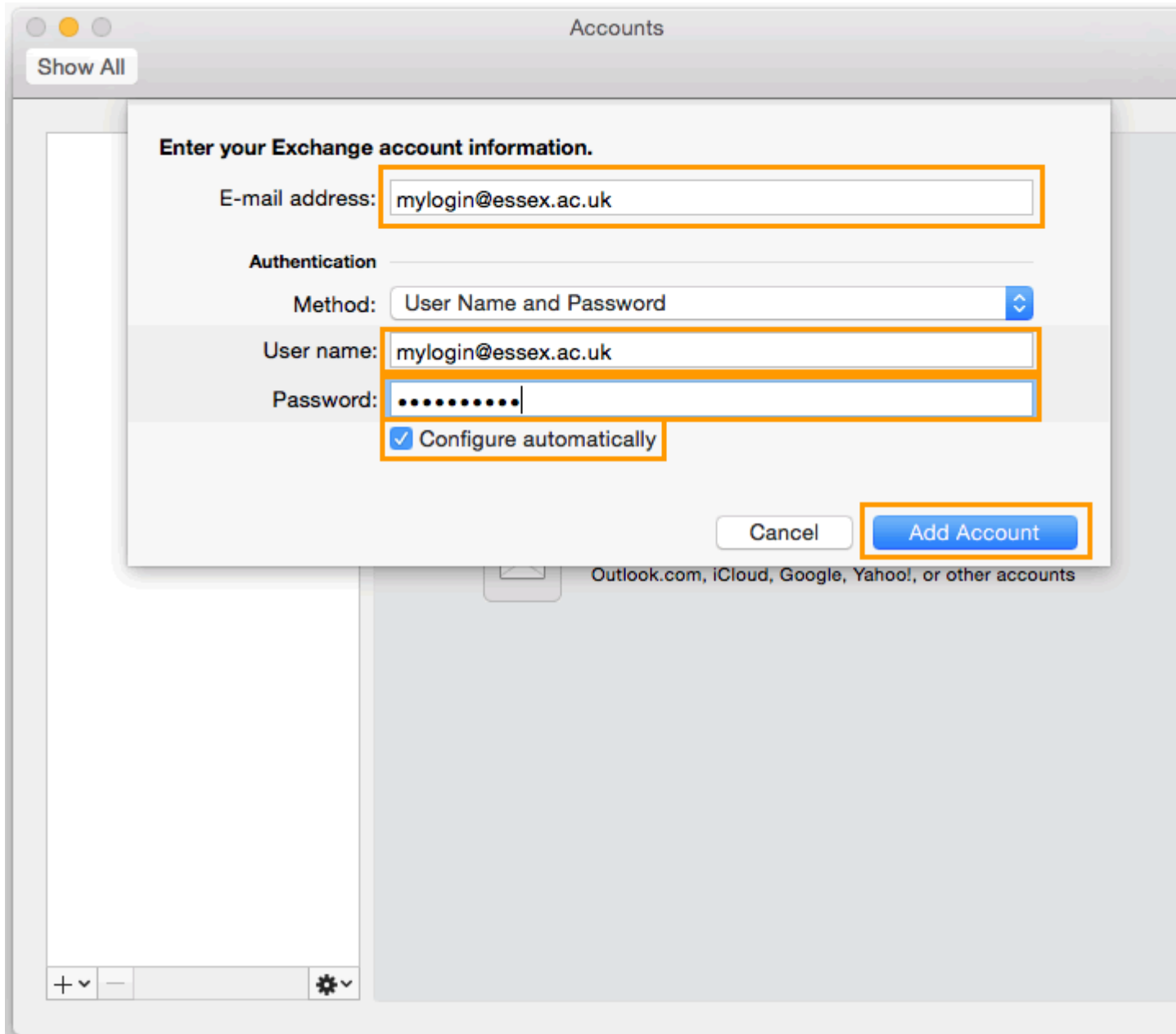
1. Open **Outlook 2016**.
2. If you're setting up Outlook for the first time, a window will appear asking you to add an account, if so click **Add Account**. Otherwise click **Outlook** → **Preferences** → **Accounts**.



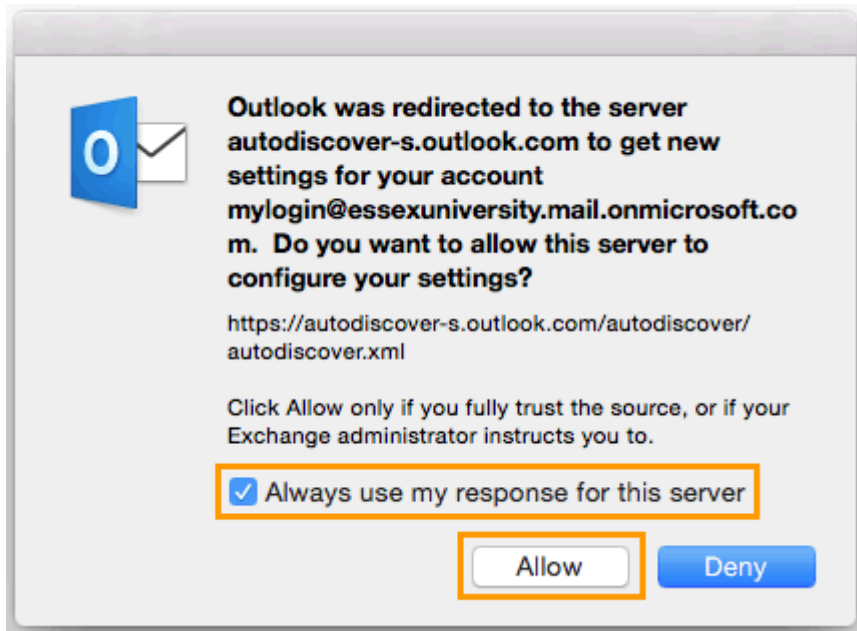
3. Click **Exchange or Office 365**.



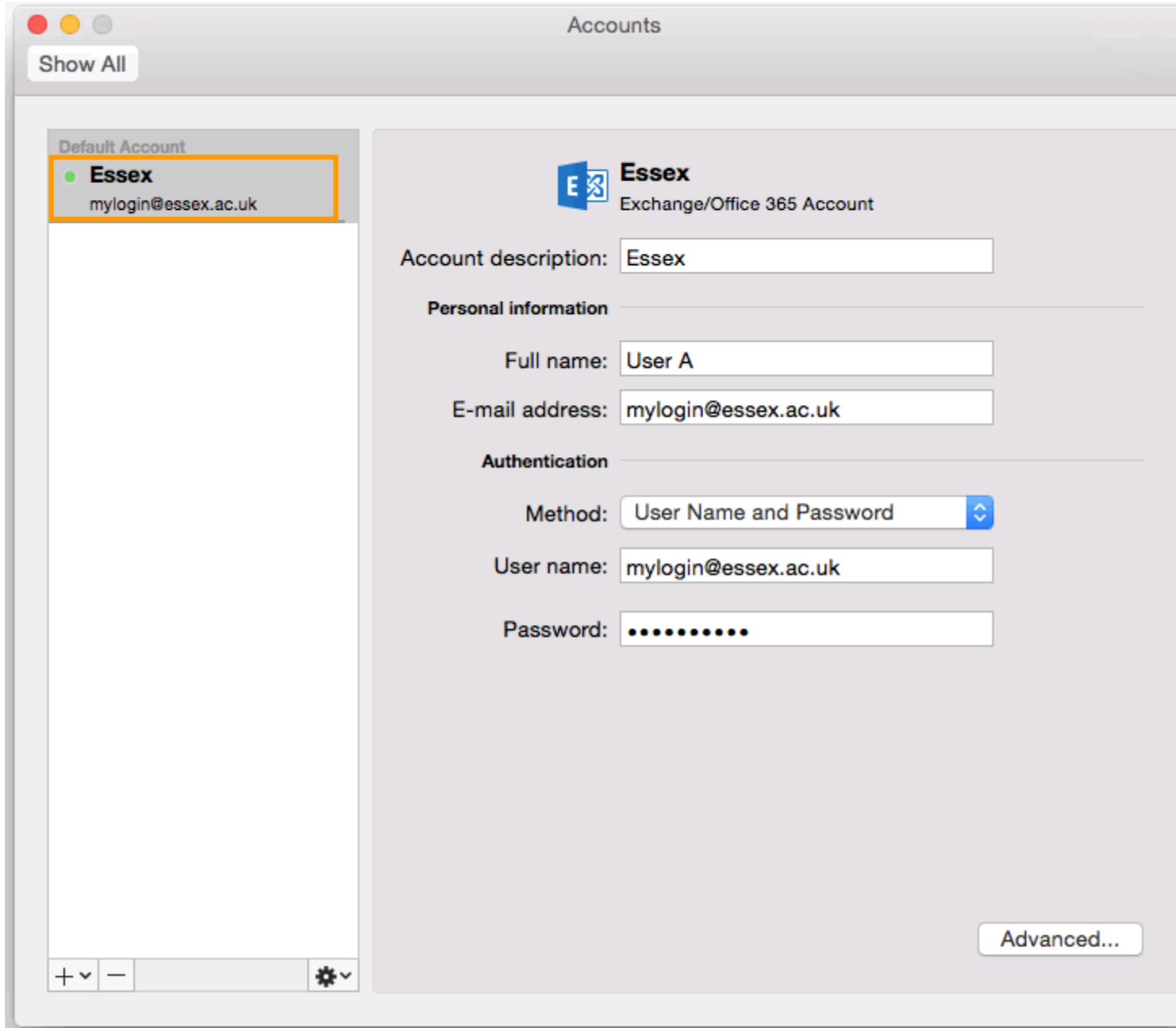
4. Enter your Essex ID (twice) and your password. Ensure **Configure automatically** is checked, and then click **Add Account**.



5. Click **Allow**.



6. Wait until you see a **green dot**, and then close the Accounts window.



7. After a few moments your University email should appear in your inbox.