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.