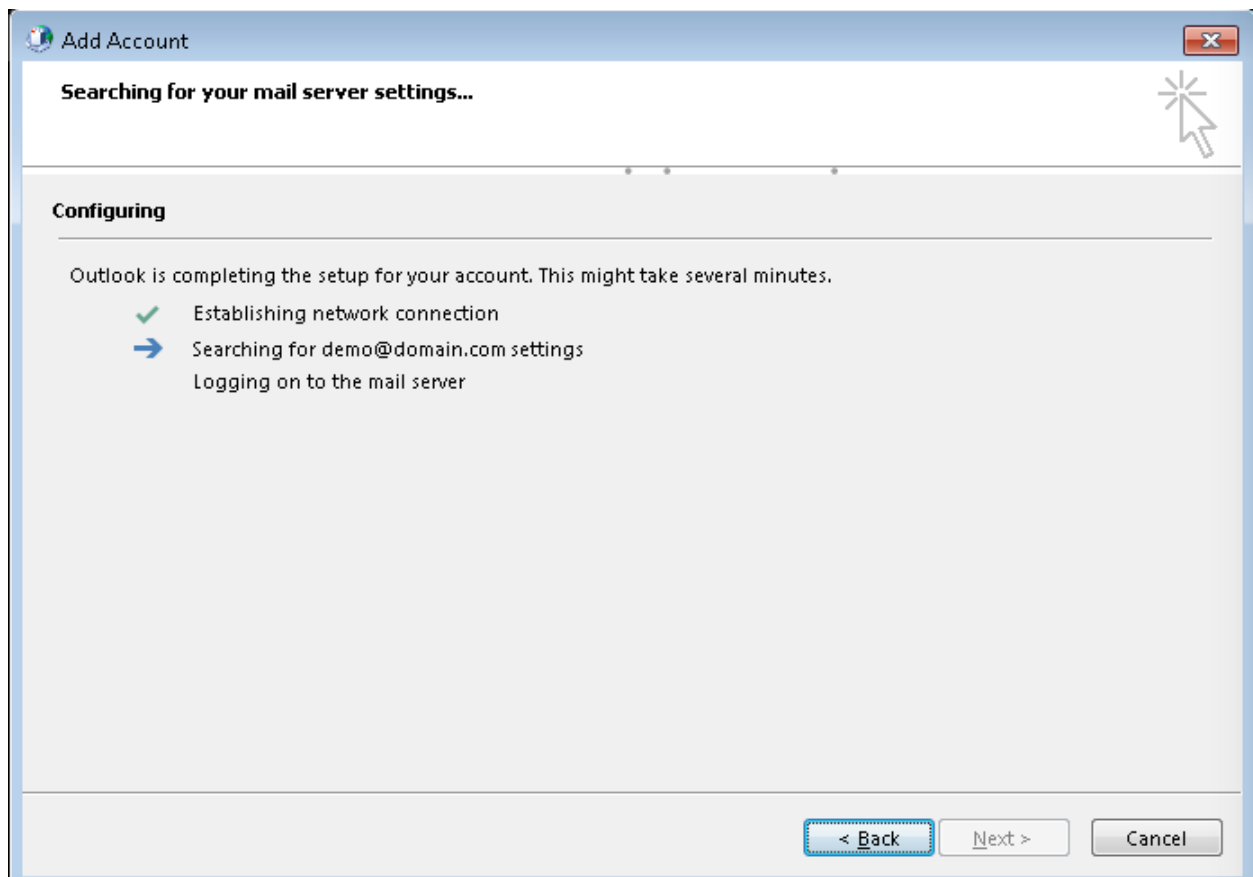


Windows: Outlook 2016 (Office 365)

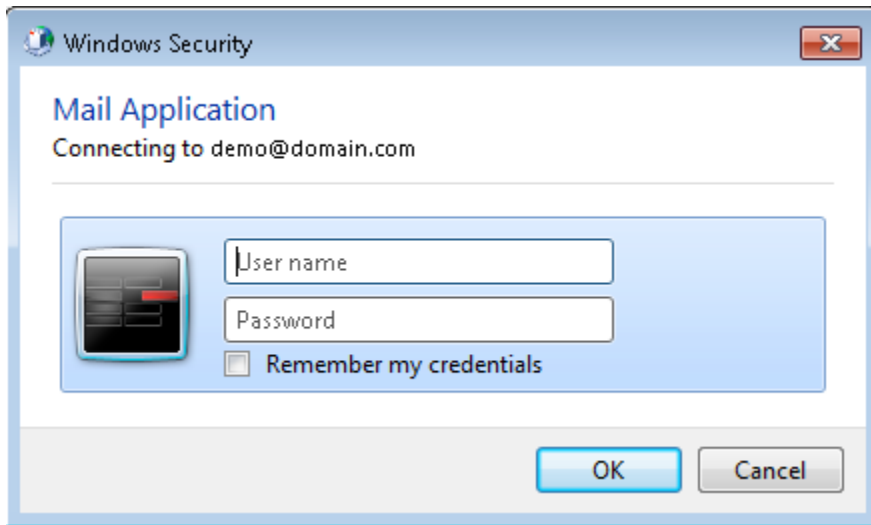
- Windows 7/10: Start Menu -> Control Panel. Double-click on "Mail".
Windows 8: Open the "Charms" by moving your mouse to the top right of your screen. Select Search. Search for "Mail".
- When the Mail Control Panel opens, select "**Show Profiles**".
- Select "**Add**" to add a new profile. Enter any name you wish and select "**OK**".
- Ensure "**E-mail Account**" is selected.

- Enter the following:
 1. "**Your Name**": Enter your first and last name.
 2. "**E-mail Address**": intuneuser@365mafia.com
 3. "**Password**": Enter your password.
 4. "**Retype Password**": Enter your password.

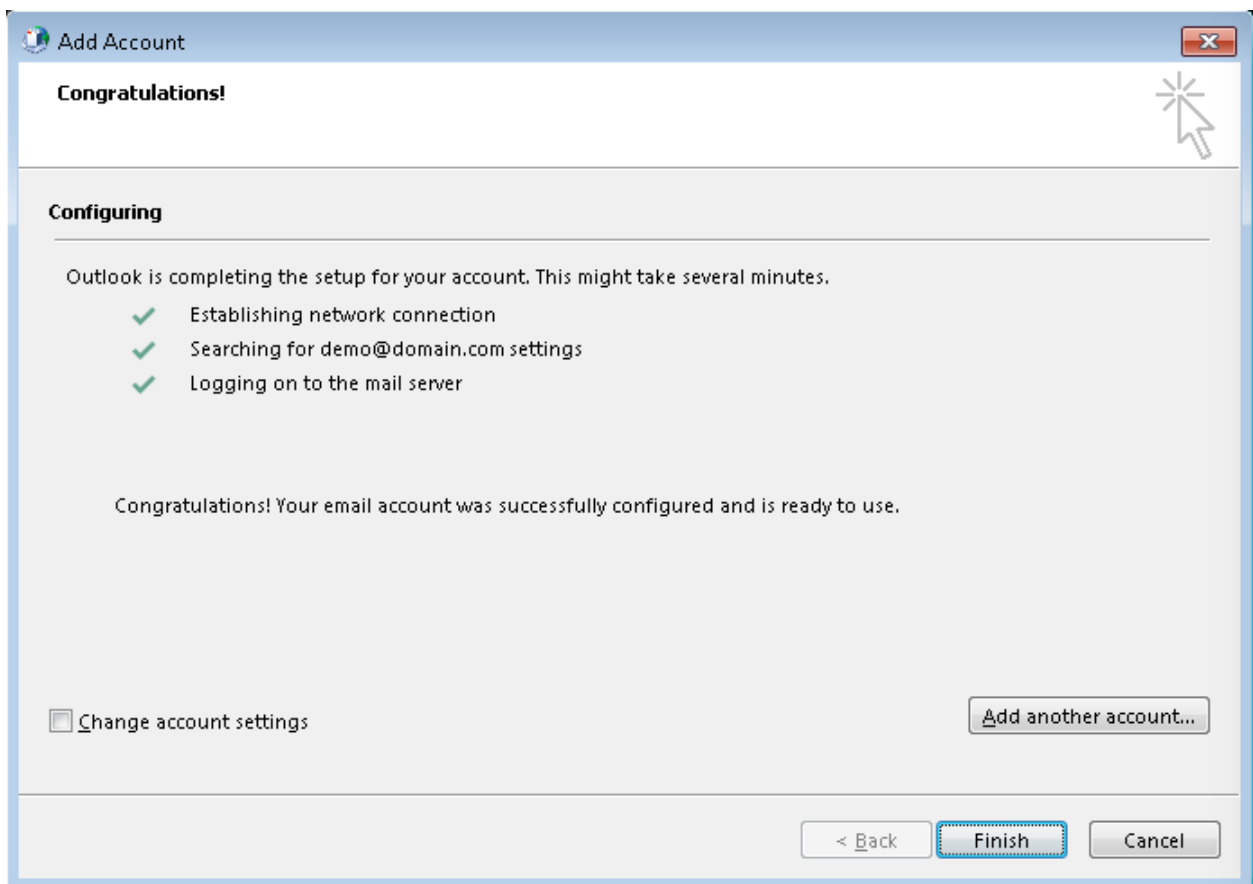
- Click the "**Next >**" button.
- On the following screen, Outlook will attempt to configure itself automatically. Please wait.



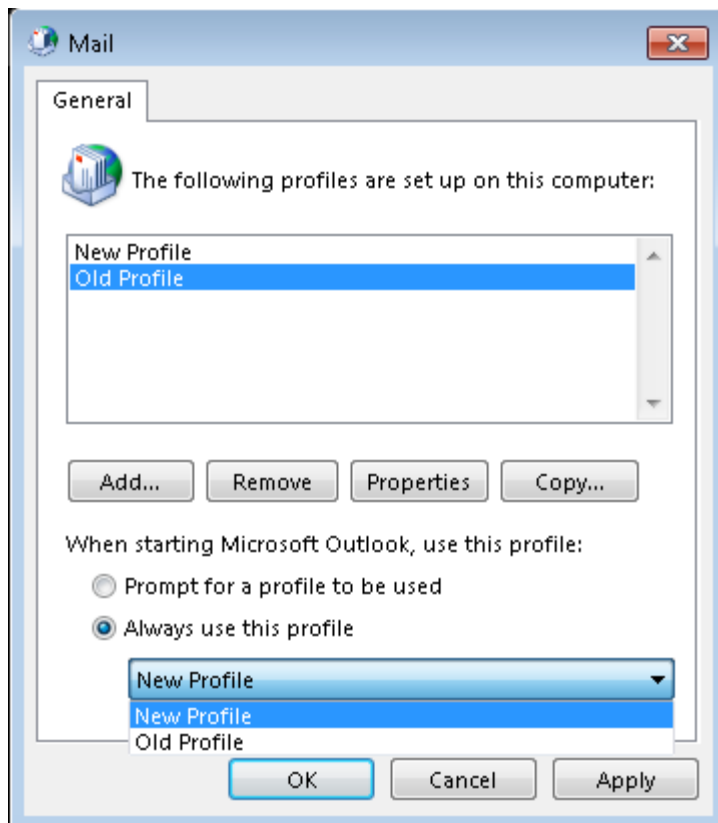
- After a few seconds, a password prompt should appear, like the below. Enter your email address and password once more.



- Once the configuration is complete, click "**Finish**".



- Within the "Mail" window, under "When starting Microsoft Outlook, use this profile:" be sure the new profile you just created is selected. Then click OK.



- Finally, launch Outlook. Your email should begin downloading shortly.