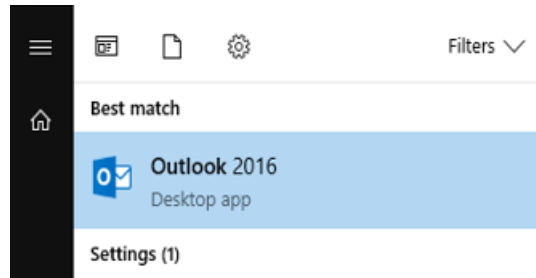


01. Scope and Applicability

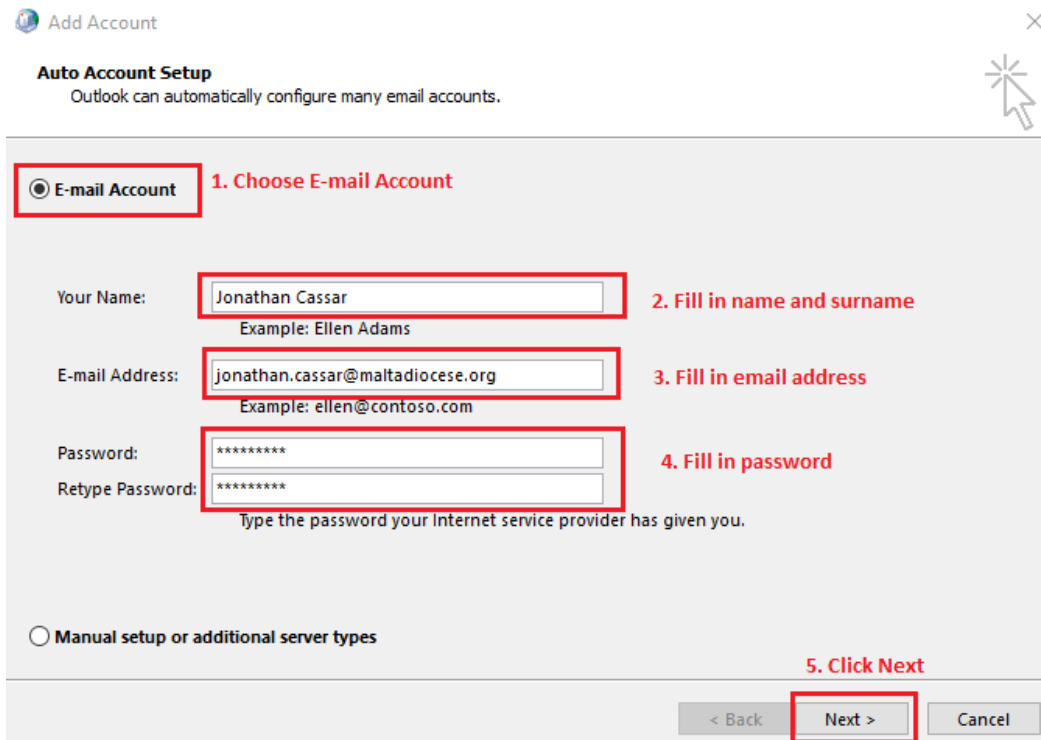
The scope of this document is to outline the process required when configuring Outlook 2016 in Windows 10.

02. Technical Guidelines

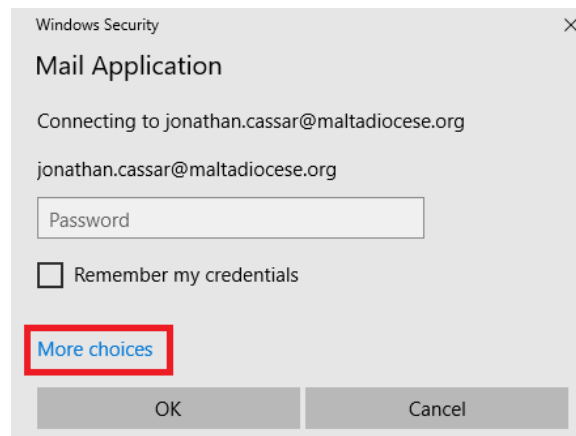
1. Go to Start and search for Outlook 2016 Desktop Application



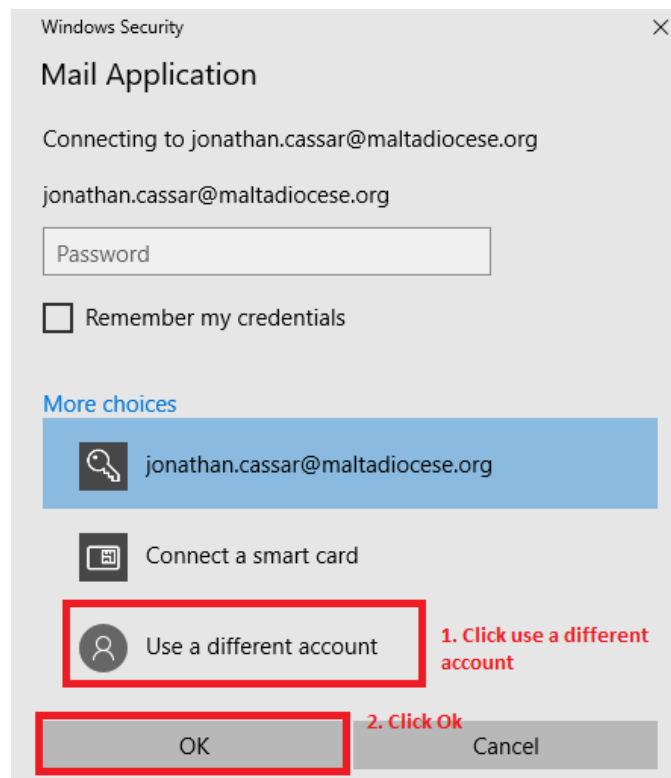
2. Open Outlook 2016 application and in the Add Account window choose 'E-mail Account'. Proceed in filling your name, email address and password (see example below). Click 'Next' when ready.

A screenshot of the Outlook "Add Account" window. The window title is "Add Account" and it has a close button (X) in the top right corner. Below the title bar, there is a section for "Auto Account Setup" with the text "Outlook can automatically configure many email accounts." and a mouse cursor icon. The main content area is titled "1. Choose E-mail Account" and has a radio button selected for "E-mail Account". Below this, there are four input fields, each with a red box around it and a corresponding instruction: "Your Name:" with the value "Jonathan Cassar" and instruction "2. Fill in name and surname"; "E-mail Address:" with the value "jonathan.cassar@maltadiocese.org" and instruction "3. Fill in email address"; "Password:" with "*****" and instruction "4. Fill in password"; and "Retype Password:" with "*****" and the instruction "Type the password your Internet service provider has given you." Below these fields, there is an unselected radio button for "Manual setup or additional server types". At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a red box), and "Cancel". The instruction "5. Click Next" is placed above the "Next >" button.

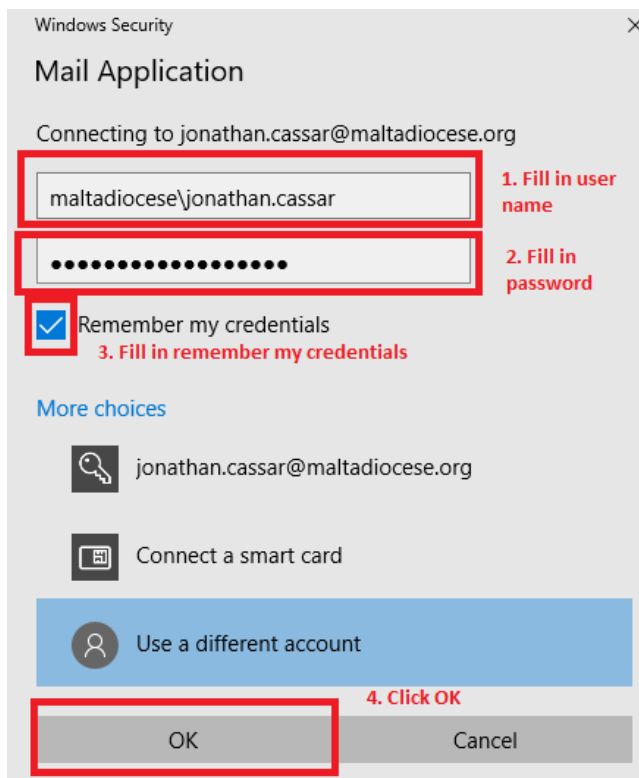
3. In the 'Windows Security' popup, click 'More Choices'



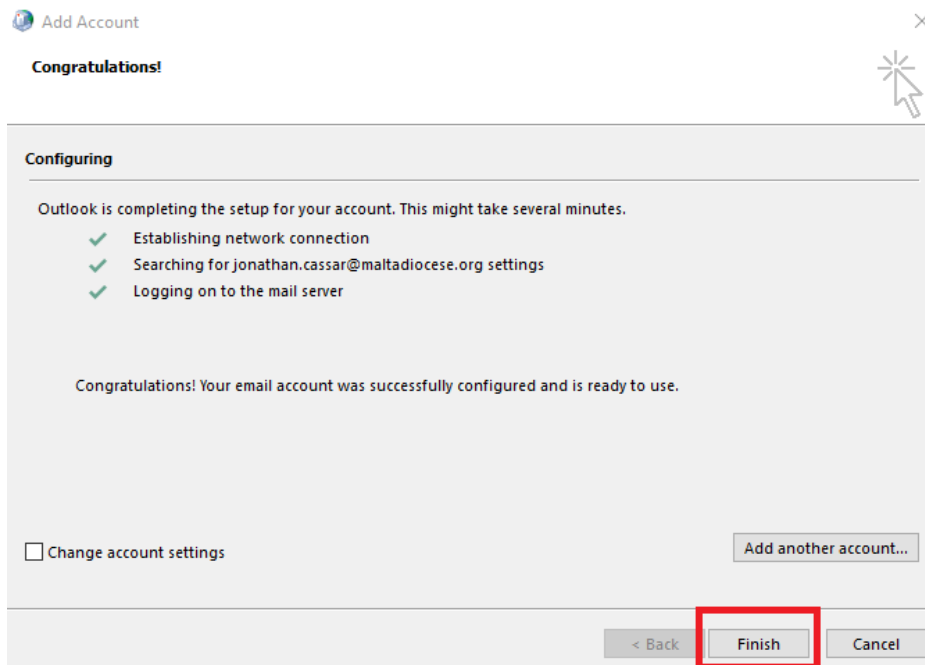
4. Click 'Use a different account' and then click 'Ok'



5. Type in the username using the format maltadiocese\name.surname e.g. maltadiocese\jonathan.cassar Type in the password in the password field and tick 'Remember my credentials'. Click ok when ready.



6. In the 'Add Account' window click 'Finish'



7. Outlook is now configured and, emails can be viewed using Outlook 2016 Application.

03. Modification History

Version	Date	Author	Comments
Draft 0.1	03/09/2018	Jonathan Cassar	Draft version for internal review
Version 1.0	05/09/2018	Jonathan Cassar	First version for release

04. Authorisation

Issuing Authority
 Signature and Date: Name: Jonathan Cassar Position: IT Principal Officer

Approval Authority
 Signature and Date: Name: Oliver Caruana Position: IT Support Manager