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Set up my Office 365 email on Outlook 2016 (Windows)

Learn how to set up your Office 365 Email account on Outlook 2016. Then you can send and receive business emails from Outlook on your Windows computer.

Watch a [short video](#) of this task farther down the page.

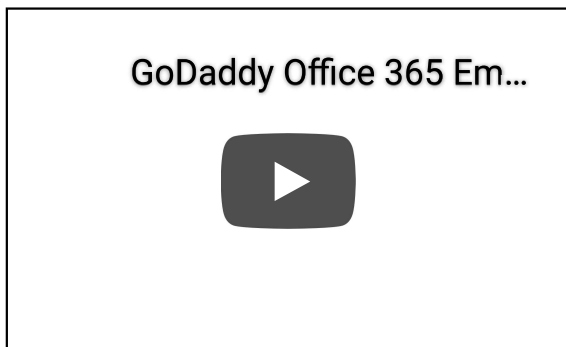
1. Open Outlook 2016, click **File** then **+ Add Account**. If this is your first time setting up Outlook 2016 email account see [install Outlook 2016](#).
2. On the Auto Account Setup page, enter the following:

Field	What to enter...
Your Name	Enter your first and last name.
E-mail Address	Enter your email address.
Password and Retype Password	Enter your password in both fields.

3. Click **Next**.
4. Once Outlook is done configuring your account, click **Finish**

? **Note:** If you have more than one profile, you can [set Outlook to prompt for a profile](#).

Show me how



Next step

- [Set up Outlook email on my iPhone Outlook app](#)
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More info

- You can also [set up your Outlook automatically](#), with the Outlook Setup Assistant.
- [Alternative Microsoft interface: Add an email alias](#)

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