How to set up Outlook 2016 for Exchange Email at the University of Manitoba

If you have Microsoft Office 2016 installed on your computer, and do not have an email account set up yet, follow these instructions on configuring your UofM Exchange email account:

Start up Outlook 2016 from the start menu.

If you have not previously configured an email account, the following welcome screen will be shown:

Welcome to Outlook 2016

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.

Select “Next”
Select “Next” to add an email account.

Add your email address as shown in the example above.
Type in your email password in two boxes and then select “Next”.

You will be asked to re-enter your password.
Check the box “Remember my credentials”
Press ok
The following screen will be displayed showing that the account if correctly configured.

Select “Finish” and start using Microsoft Outlook 2016 to access your email and calendar.

Note: Depending on how much mail you have, it may take a few moments for all your mail and folders to appear.