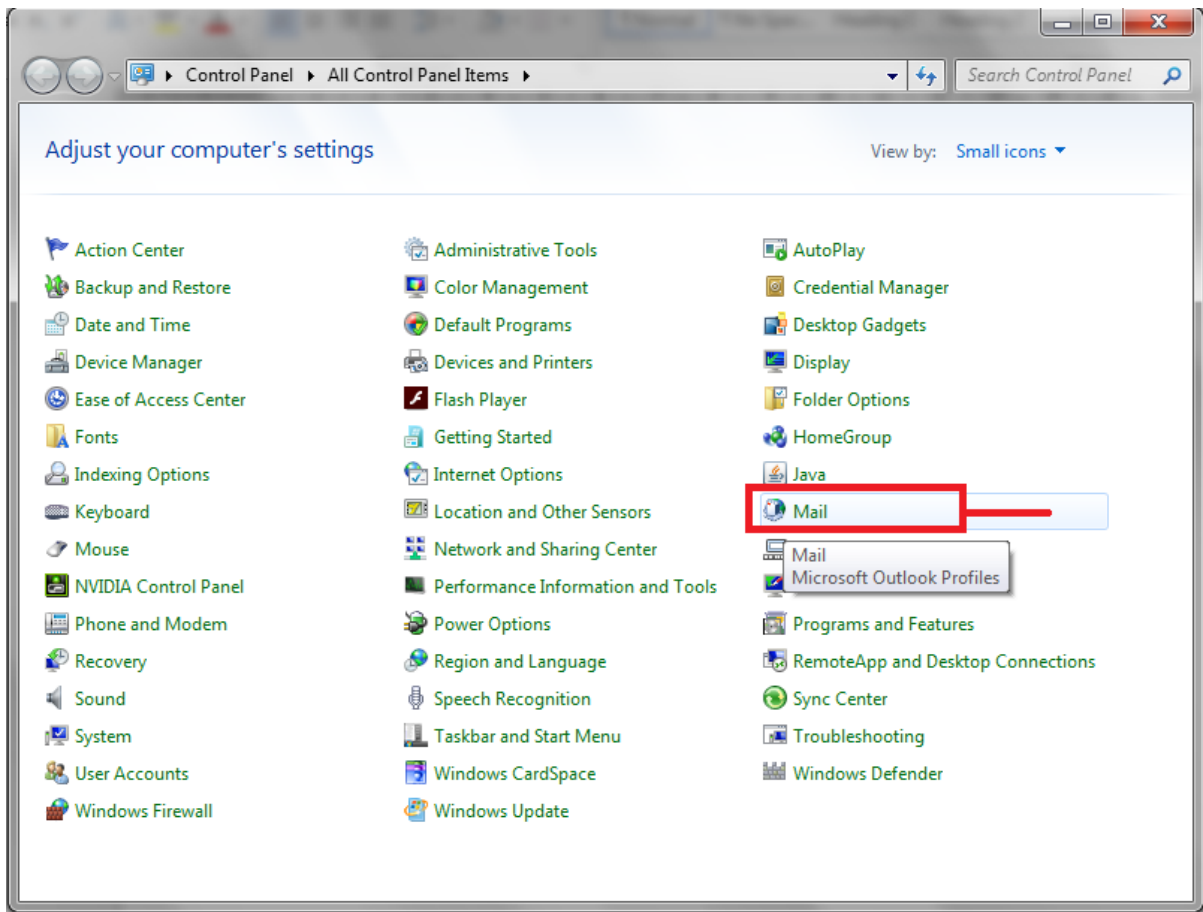
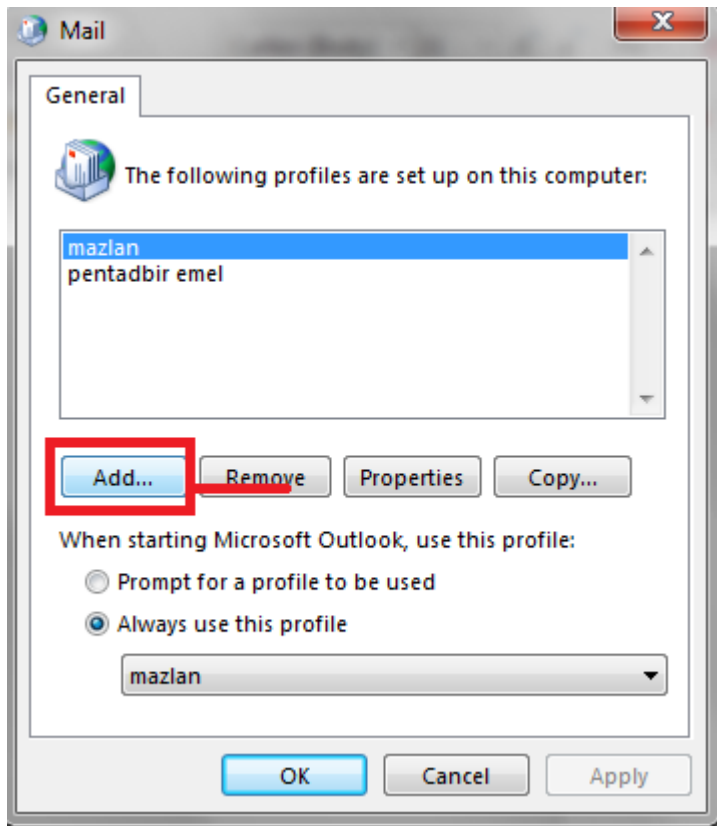


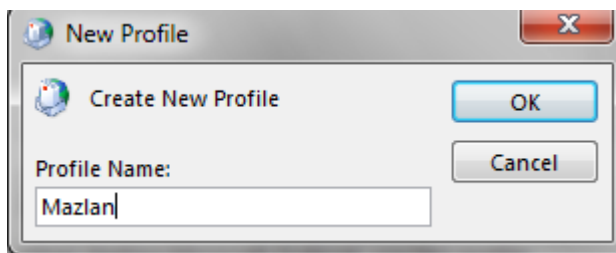
## Setting Outlook 2016 for student account



- 1) Go to control panel.
- 2) Choose Mail



3) Click Add button.



4) Provide a name for the Profile Name and click OK button.

Add Account

### Auto Account Setup

Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:  **Type student email address**  
Example: Ellen Adams

E-mail Address:  **Type student email address**  
Example: ellen@contoso.com

Password:  **Type email password**

Retype Password:  **Type email password**  
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

**Click Next button**

< Back **Next >** Cancel

Add Account

### Congratulations!

**Configuring**

Outlook is completing the setup for your account. This might take several minutes.

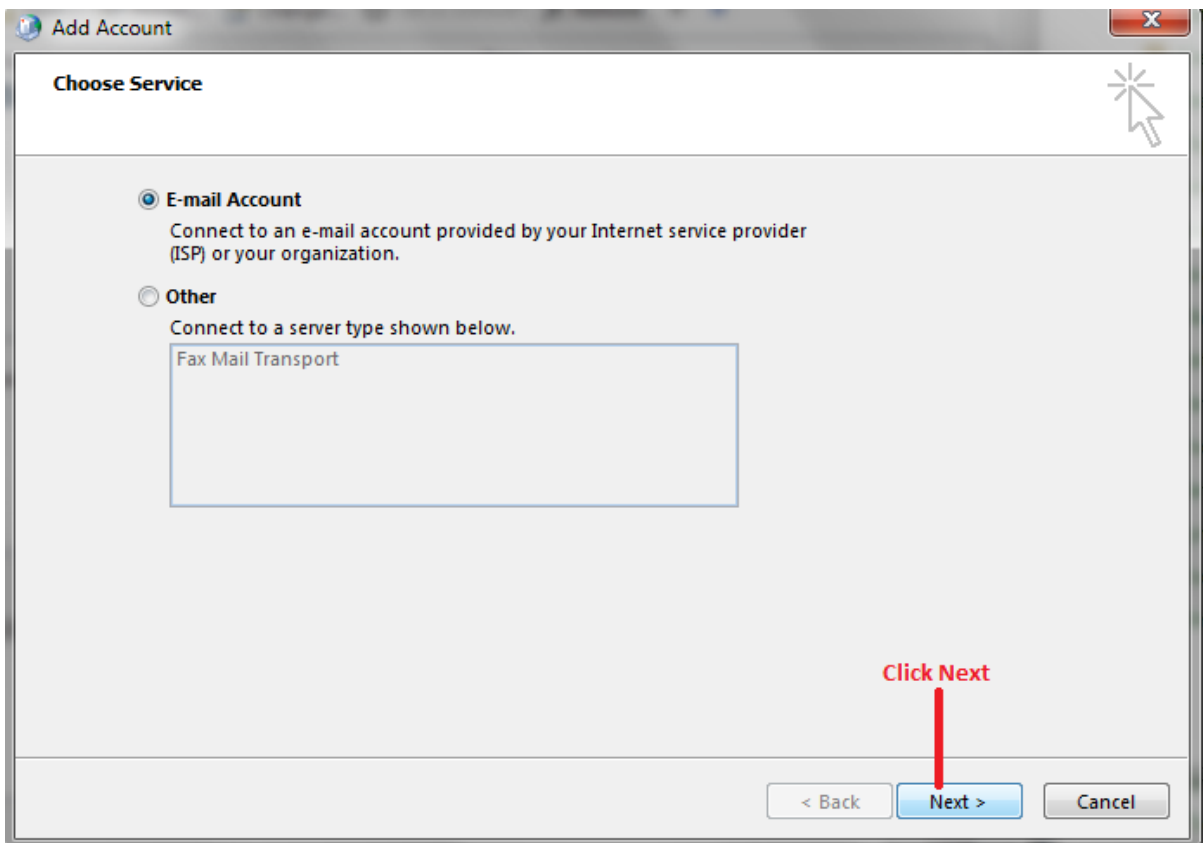
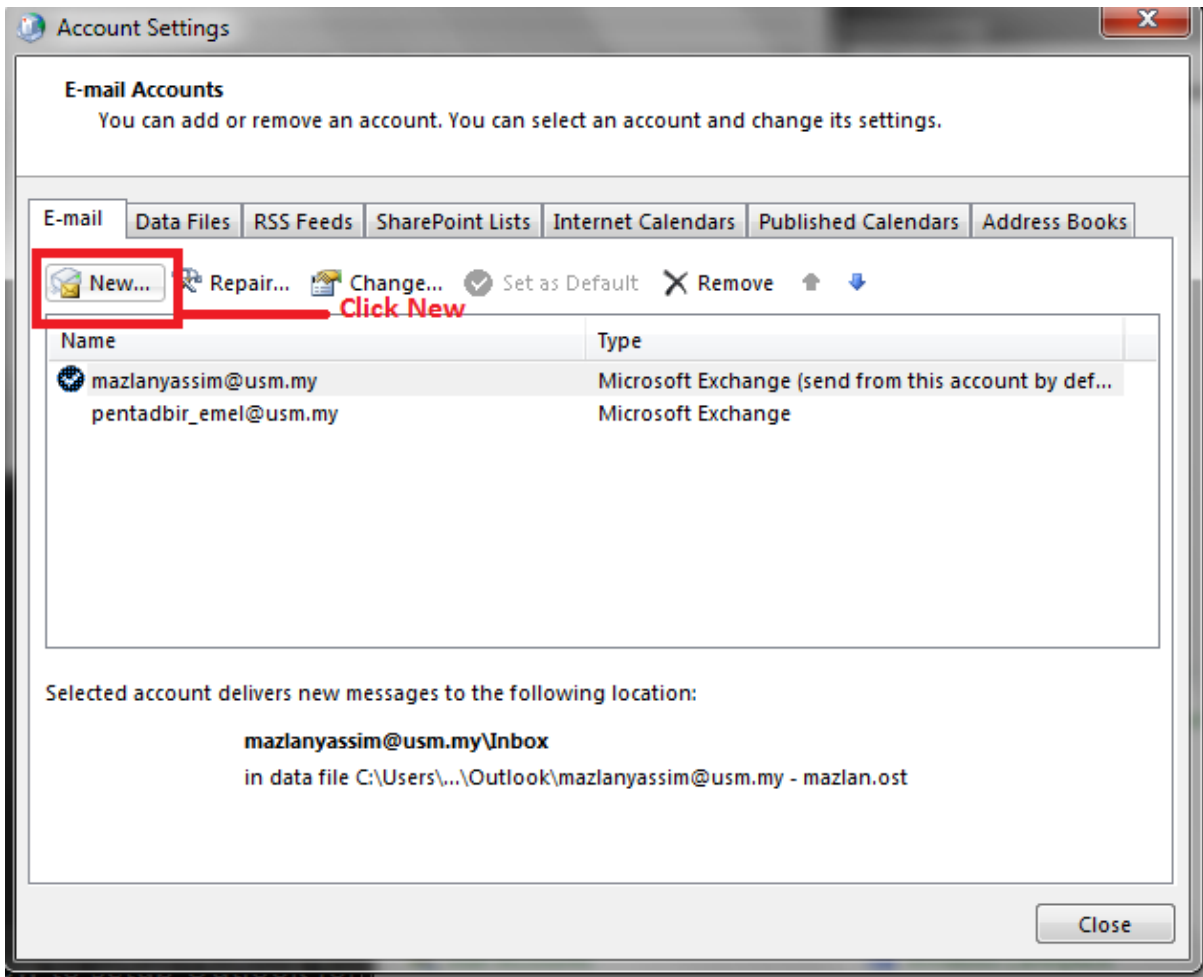
- ✓ Establishing network connection
- ✓ Searching for mmy15\_si057@student.usm.my settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

**Click Finish button**

< Back **Finish** Cancel



Add Account

### Auto Account Setup

Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:  **Type student email address**  
Example: Ellen Adams

E-mail Address:  **Type student email address**  
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### Congratulations!

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Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

**Click Finish button**



search folders

- Archives
- Inbox
  - Sent Items
  - Deleted Items
  - Drafts
- Junk E-Mail
  - Outbox
- RSS Feeds
  - Sent
- Sync Issues
  - Trash
  - Search Folders

mmy15\_si057@student.usm...

- Inbox 55**
- Drafts (1)
- Sent Items
- Deleted Items
- Archive
- Clutter
- Conversation History
- Junk Email
- Outbox
- Search Folders

Pengarah Pusat Sejahtera

SharePoint Lists

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All Unread Search Current Mailbox (Ctrl+E) Current Mailbox

	FROM	SUBJECT	RECEIVED	SIZE	CATEGORIES
<b>Date: Yesterday</b>					
	Pentadbir ...	HEBAHAN JEMPUTAN MENYERTA MEL... Maklumat Hebahan. (BM) Assalamualaikum w.b.t dan Salam Sejahtera	Tue 29/8/2...	1 MB	
	Pentadbir ...	Hebahan Semakan Permohonan Kursus ...	Tue 29/8/2...	272 KB	
	Pentadbir ...	Selamat Menyambut Hari Kemerdekaan ... Assalamualaikum dan salam sejahtera. Kami dari Entrepreneurship Center (EpiQ)	Tue 29/8/2...	208 KB	
	Pentadbir ...	Jemputan Ke "Hands-On CRISPR Genom... BM: Assalamualaikum W.B.T dan Salam Sejahtera Dato'/Datin/Prof./Prof.	Tue 29/8/2...	368 KB	
<b>Date: Last Week</b>					
	Pentadbir ...	HEBAHAN JEMPUTAN MENYERTA PERT... Maklumat Hebahan. (BM) Assalamualaikum w.b.t dan Salam Sejahtera	Fri 25/8/20...	3 MB	
	Pentadbir ...	Sambutan Hari Kebangsaan Malaysia Ke... Dekan/ Pengarah/ Penyelaras/ Ketua Jabatan / Penggawa Pusat Pengajian/ Pusat/	Thu 24/8/...	82 KB	
	Penerbit U...	ANNOUNCEMENT : Get Penerbit U... Choose over 200 Penerbit USM	Thu 24/8/...	3 MB	
	Pentadbir ...	Corpus Linguistics Research Workshop BM Salam sejahtera. Tujuan bengkel ini adalah untuk membiasakan	Wed 23/8/...	332 KB	
	Pentadbir ...	HEBAHAN AKTIVITI PENDAFTARAN KUR...	Wed 23/8/...	341 KB	
	Pentadbir ...	Workshop on Researching Women and ... BM Salam Sejahtera,	Tue 22/8/2...	1 MB	
	Pentadbir ...	Maklumat Kadar Sewaan Kemudahan P... Y.Bhg Dato'/Prof./Dr./Tuan/Puan, Assalamualaikum WTH dan Salam Sejahtera,	Tue 22/8/2...	2 MB	
	Pentadbir ...	HEBAHAN AKTIVITI PENDAFTARAN KUR...	Tue 22/8/2...	341 KB	
	Pentadbir ...	FW: Hebahan : HID/DNA Unit Capsule C... Teks untuk hebahan Y. Bhg Dato'/Prof./Dr./Tuan/Puan, Assalamualaikum	Tue 22/8/2...	351 KB	