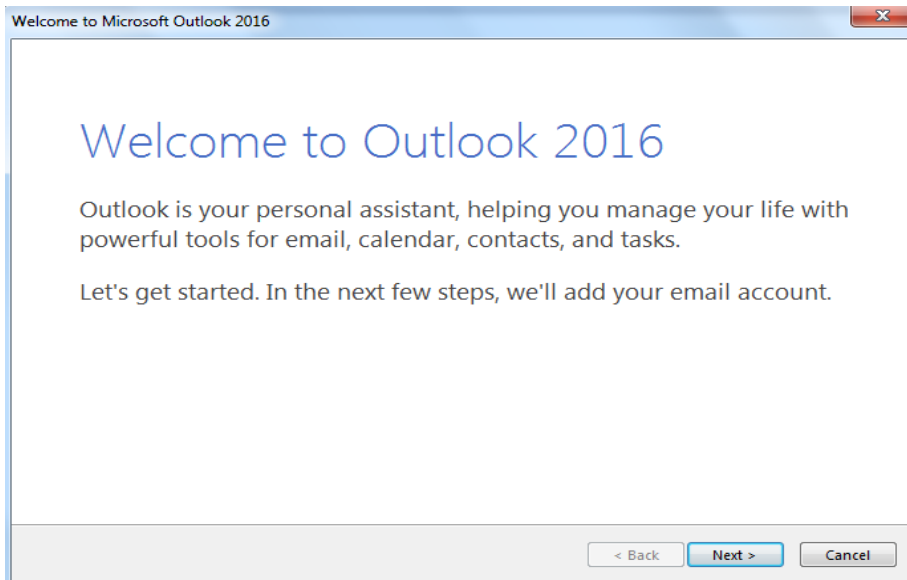


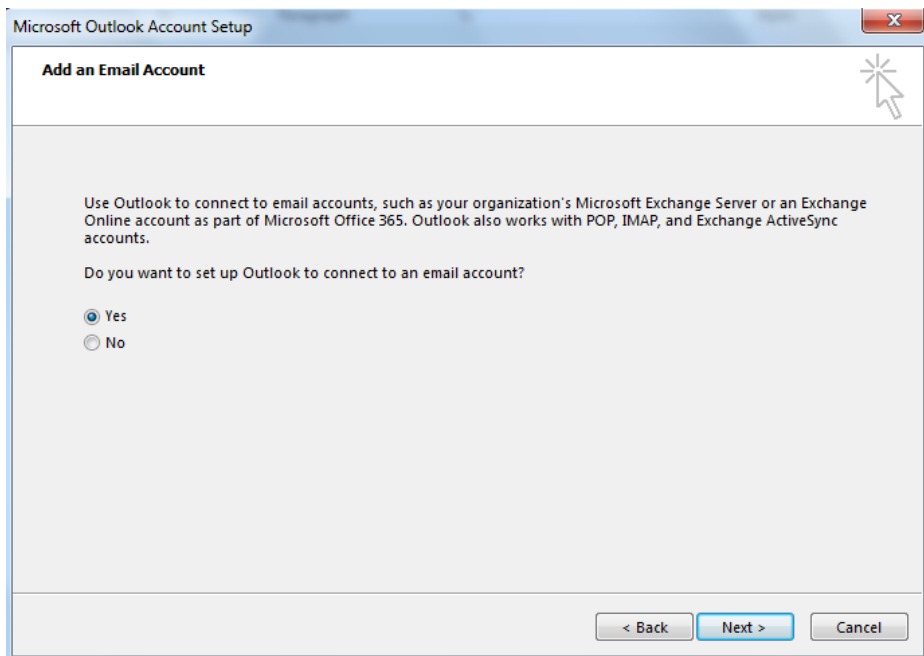
Microsoft Outlook 2016 (Client)

Microsoft Outlook Client 2016 should be able to configure the server configuration automatically to reflect the new deployed server architecture. Please use the following guideline to rectify the Microsoft Outlook Client connectivity.

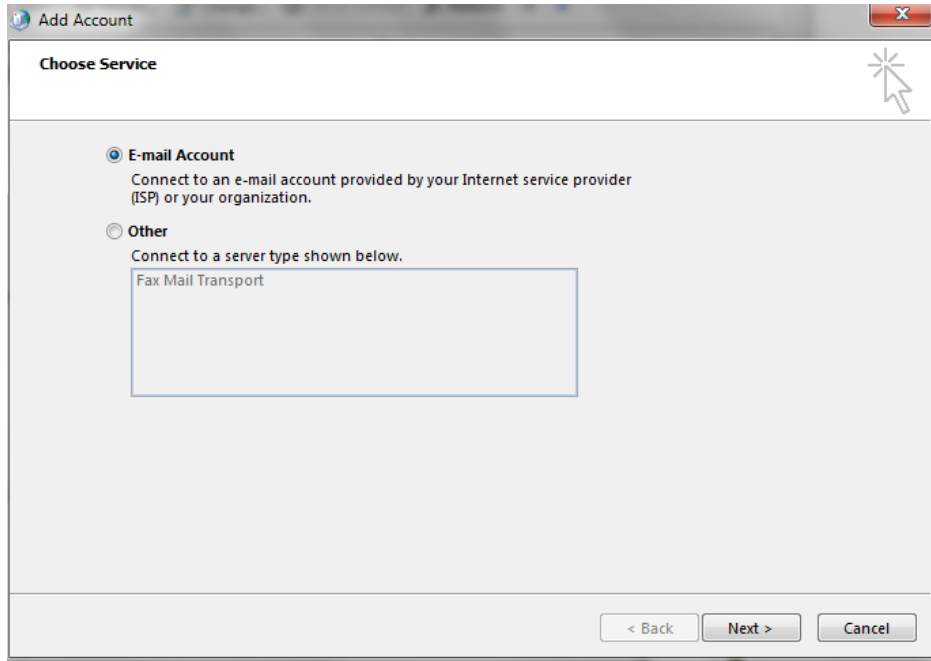
1. After installing the Microsoft Outlook 2016, launch the Microsoft Outlook 2016. You will prompt with the welcome pop-up as below. Click the **"Next >"** button.



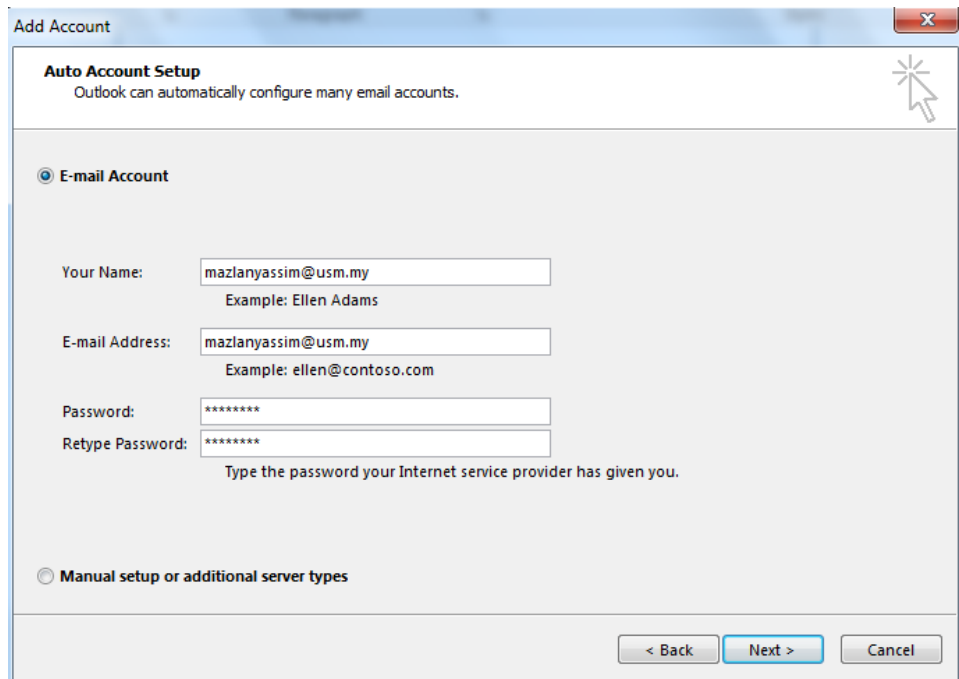
2. Choose **"Yes"** and click the **"Next>"** button.



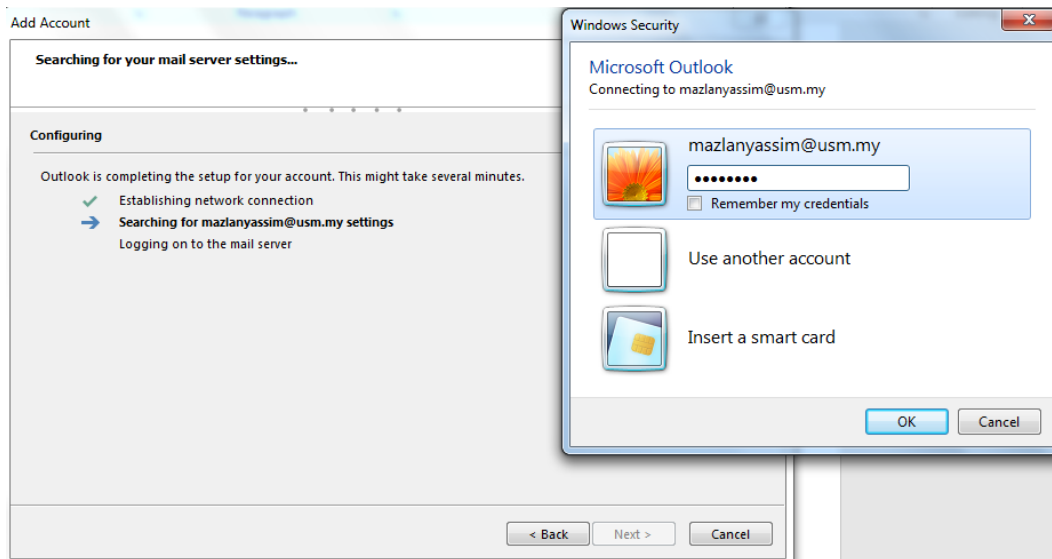
3. You may also go to **Start** → **Control Panel** → **Mail** → **Email Accounts** → **New**. Choose **E-mail Account** and click the **"Next>"** button.



4. Choose **E-mail Account** and type your USM e-mail address in the "Your Name" field as well as E-mail Address field. Then, key-in your USM e-mail password. Retype your password again before you click the **"Next>"** button.

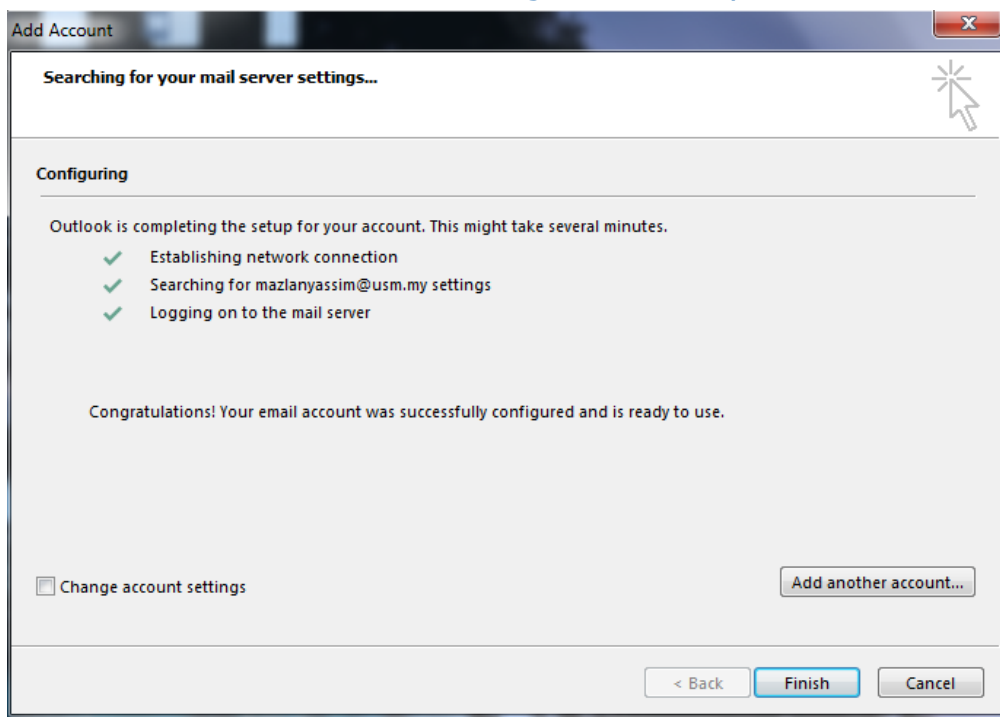


5. It will take several minutes for the server setting to be completed.



6. If your account is successfully configured, click **Finish** to complete the account setup.

Note: If the automatic configuration fails, the Auto Account Setup feature tries to connect by using a connection that is not encrypted. If this method also fails, then the account must be configured manually.



7. You may also add another e-mail account by clicking at the "Add another account" button and follow the step 1-6 until finish.