How to setup UABHS email in Outlook 2016.

Notes:

- If at home, connect to the UAB Campus VPN (separate instructions).
- If the temporary password issued by HSIS has NEVER BEEN USED, please first access email through the webmail interface, <u>https://webmail.uabmc.edu</u>. Follow the prompts for changing the password.
- 1. Double click on the Outlook 2016 icon on DESKTOP or under START MENU



2. At the Welcome to Outlook 2016 screen, click on the **<u>Next</u>** button.



3. Click on the **<u>Next</u>** button again.

Add an	Email Account
C	ise Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Inline account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync ccounts.
D	o you want to set up Outlook to connect to an email account?
0	lies
C) No

 Replace the @uab.edu displayed by default in the Auto Account Setup window with your @UABMC email address. Delete completely the "Your name:" field. Click on the <u>Next</u> button.

E-mail Account			
Your Name:			
	Example: Ellen Adams		
E-mail Address:	irodriguez@uabmc.edu		
	Example: ellen@contoso.com		
Password:			
Retype Password:			
	Type the password your Internet service pro	ovider has given you.	

5. When prompted for EMAIL login enter the current email password.

Windows Security	×				
Microsoft Outlook					
Connecting to irodriguez@uabm irodriguez@uabmec.edu	ec.edu				
Password					
Remember my credentials					
More choices					
ОК	Cancel				

6. If prompted "Allow this website to configure <u>xxx@uabmc.edu</u> server settings?" put a check mark on "Don't ask me about this website again." Click <u>Allow</u>.

Configuring		
Outlook is completing	Microsoft Outlook ×	
 Establish Searchin Logging 	Allow this website to configure irodriguez@uabmc.edu server settings?	
Congratulations	https://autodiscover.uabmc.edu/autodiscover/autodiscover.xml Your account was redirected to this website for settings. You should only allow settings from sources you know and trust. Don't ask me about this website again	
	<u>A</u> llow <u>Cancel</u>	

7. On the Add Account screen, all options should have a green CHECK MARK. Place a checkmark for "Change account settings" and click **Next**.

Add Account		\times
Congratula	tions!	×
Configuring		
Outlook is a	completing the setup for your account. This might take several minutes.	
~	Establishing network connection	
~	Searching for tawtrey@uabmc.edu settings	
~	Logging on to the mail server	
	atulations! Your email account was successfully configured and is ready to use. count settings	
	< Back Next >	Cancel

8. Uncheck "Use Cached Exchange Mode" and click **Finish**. Outlook 2016 should pop up. It might be empty for a few seconds and then you will see it populating.

Add Account	t	×
Server Se Enter ti	ettings the Microsoft Exchange Server settings for your account.	×
User Name:	tawfrey@uabmc.edu	
Offline Setti	tings	
Use C	Cached Exchange Mode	
	Mail to keep offline:	ar
		More Settings
	< Back	Finish Cancel