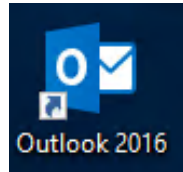


## How to setup UABHS email in Outlook 2016.

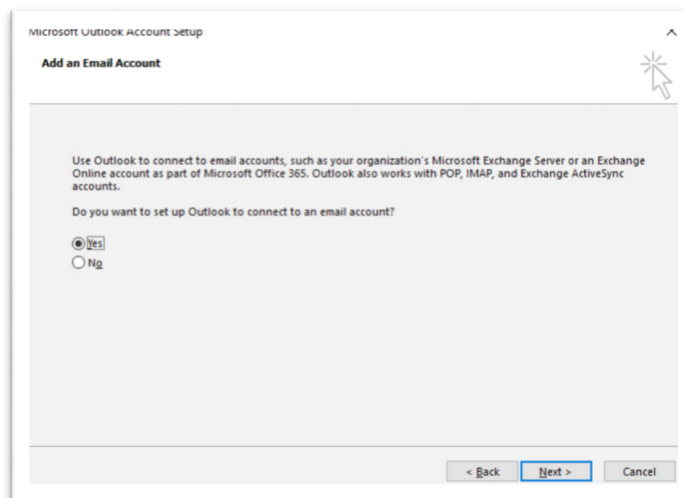
1. **If you are at home, you must connect to the UAB Campus VPN (separate instructions).**  
Otherwise continue with step 2.
2. Double click on the Outlook 2016 icon on DESKTOP or under START MENU



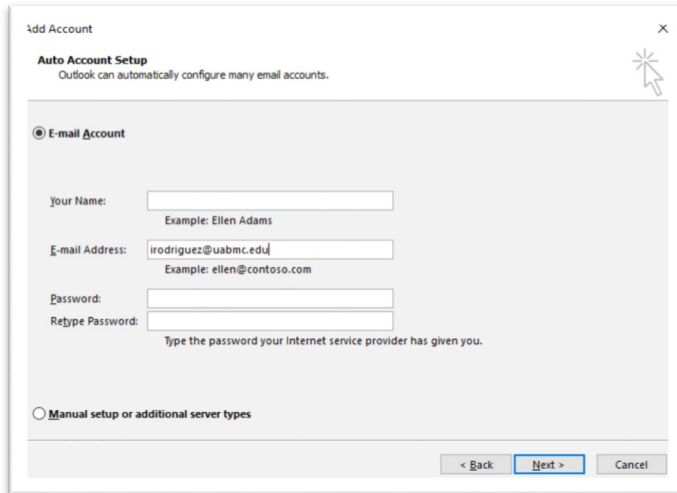
3. At the Welcome to Outlook 2016 screen, click on the **Next** button.



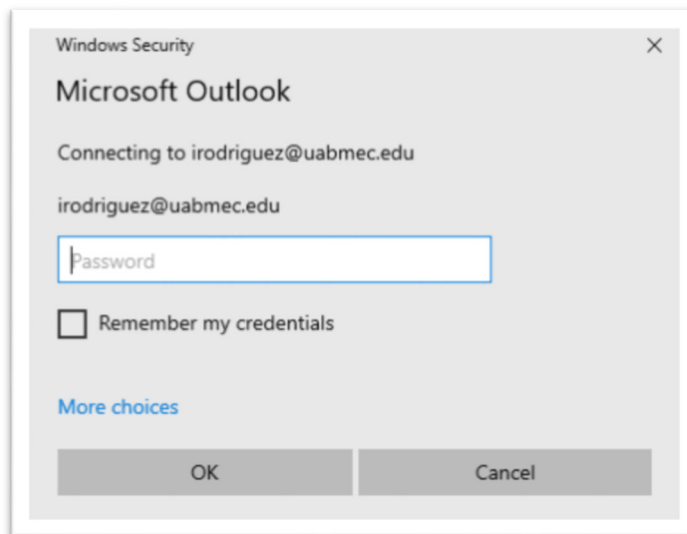
4. Click on the **Next** button again.



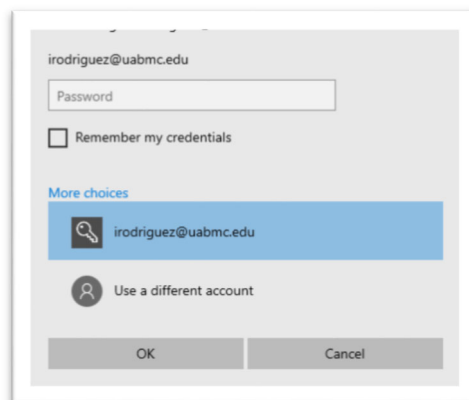
5. Replace the @uab.edu displayed by default in the **Auto Account Setup** window with your @UABMC email address. Delete completely the “Your name:” field. Click on the **Next** button.



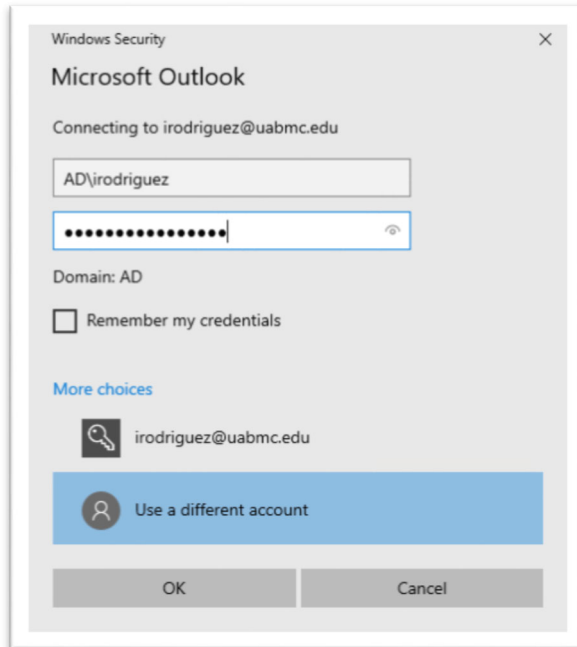
6. On a pop up window, you will be asked for your EMAIL login. Click on **More Choices**.



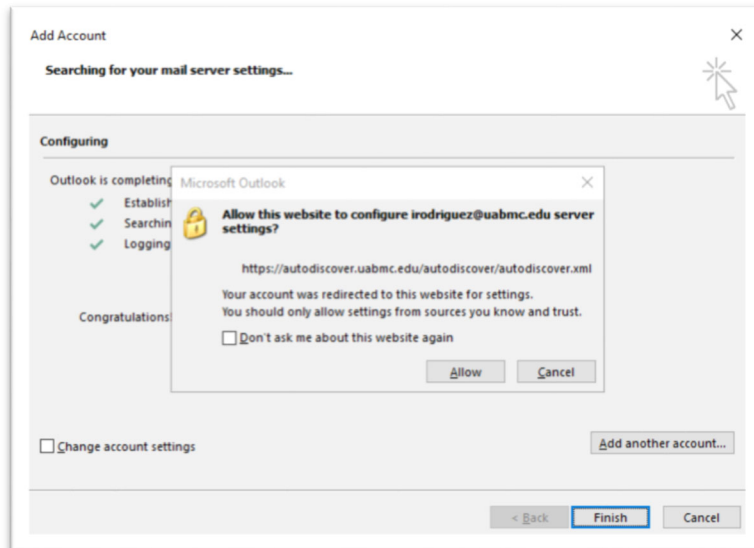
7. Select **Use a different account**.



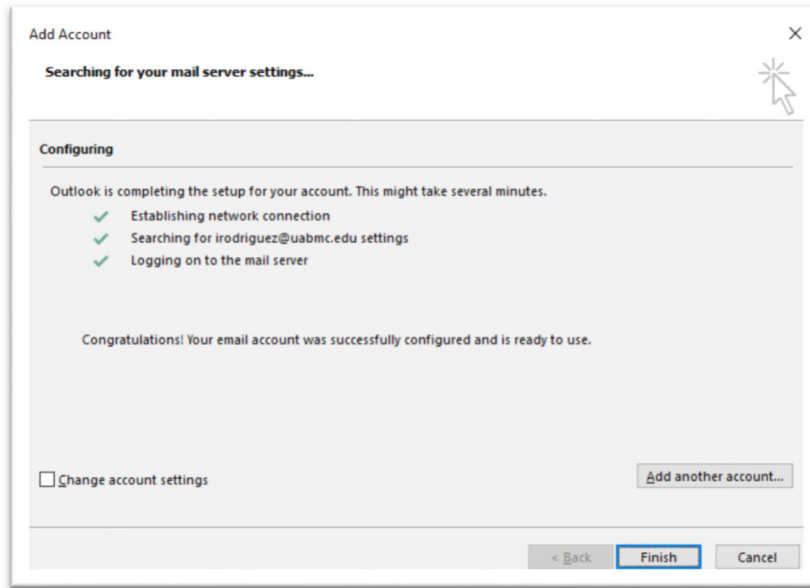
- Put your @UABMC email login (example is irodriguez) but enter it in the form “AD\irodriguez” (without the quotes, as in the example) then put your @UABMC email password. Click on **OK**.



- Put a check mark on Don't ask me about this website again. Click on the **Allow** button.



10. On the Add Account screen, all options should have a CHECK MARK so click on the **Finish** button.



11. Outlook 2016 should pop up. It might be empty for a few seconds and then you will see it populating.