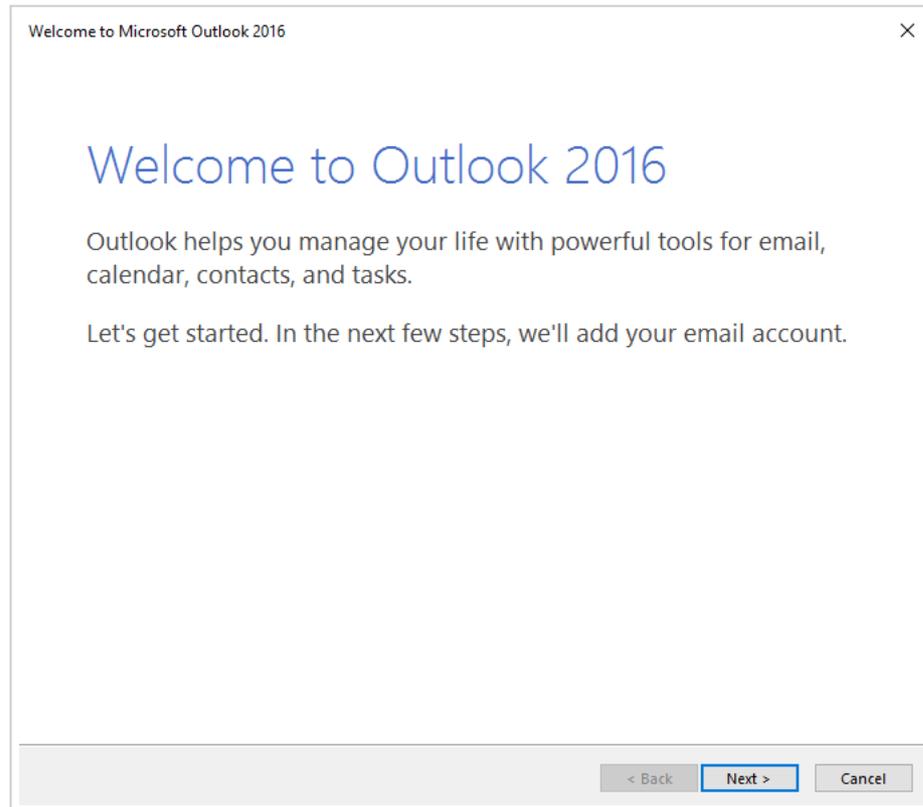


BYOD Self-installation guide for Windows

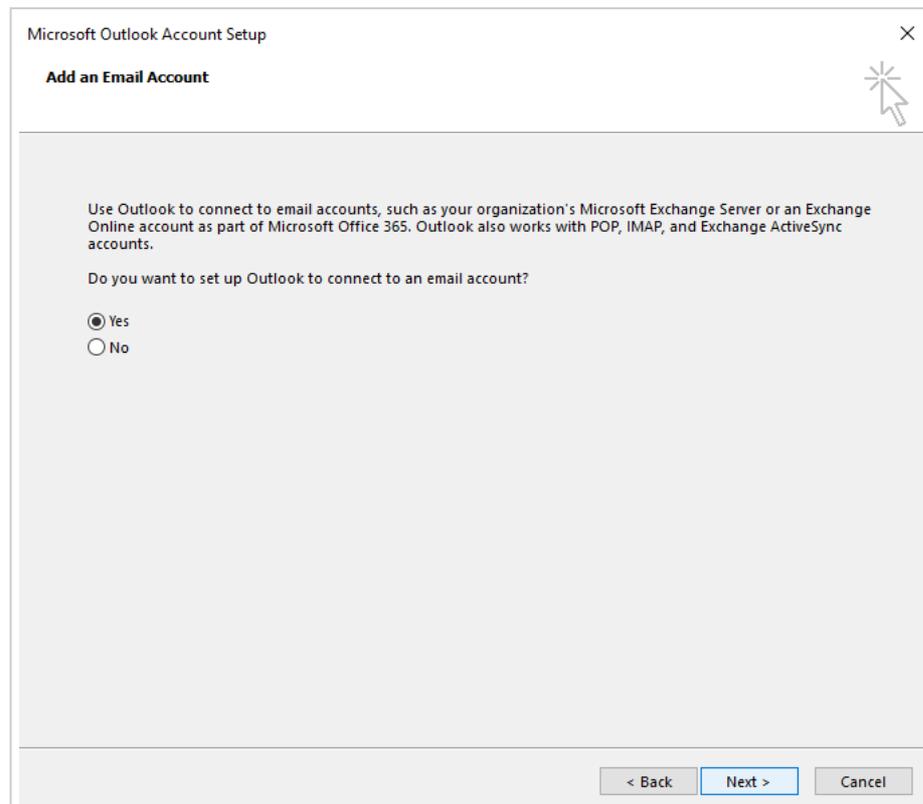
4. Install Office 2016

4.1. Set up Outlook 2016

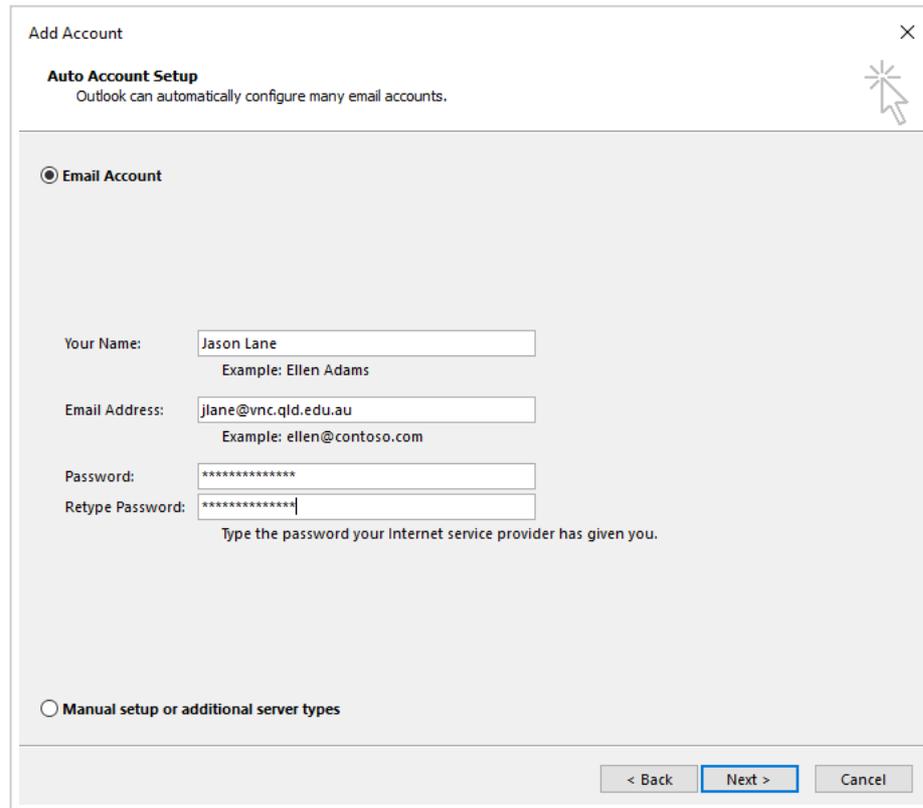
Open Outlook 2016. As this is the first time you have run this software, the following window will appear. Click the **Next** button.



When prompted to Add a Email Account, tick the **Yes** checkbox, then click the **Next** button.

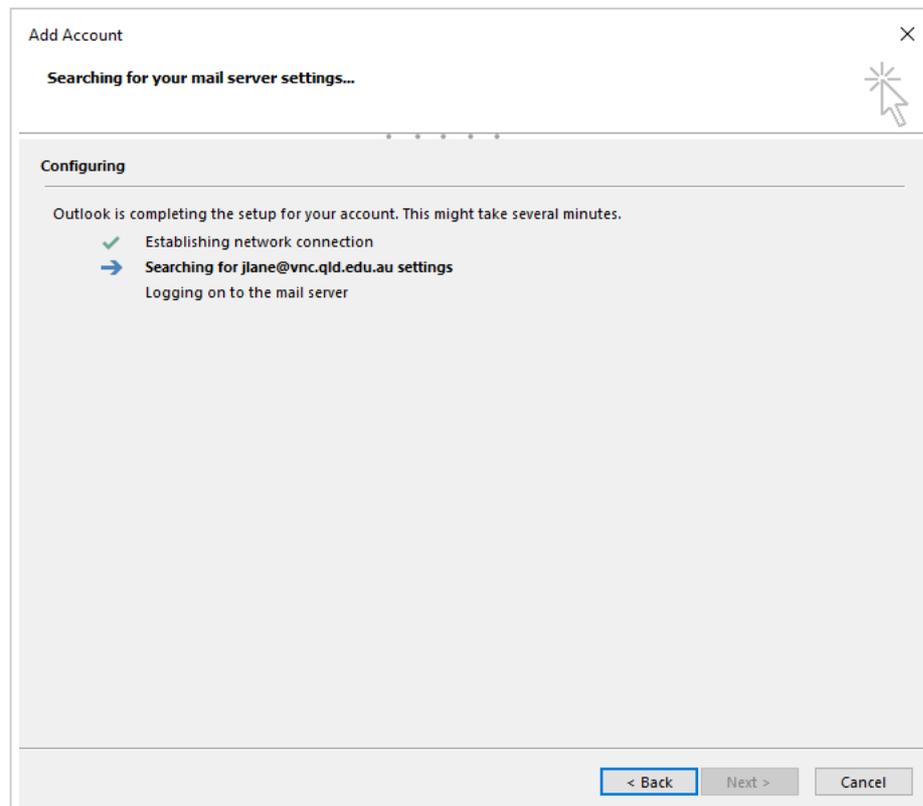


Enter your first and last name (using Title Case), your **College email address** and **College network password**. Click the **Next** button to continue.



The screenshot shows the 'Add Account' dialog box in Outlook. The title bar says 'Add Account' with a close button (X) on the right. Below the title bar, there's a section titled 'Auto Account Setup' with a sub-header 'Auto Account Setup' and a description: 'Outlook can automatically configure many email accounts.' There's a mouse cursor pointing at a star icon in the top right corner. Below this, there are two radio buttons: 'Email Account' (which is selected) and 'Manual setup or additional server types'. Under 'Email Account', there are four input fields: 'Your Name' (containing 'Jason Lane', with an example 'Example: Ellen Adams'), 'Email Address' (containing 'jlane@vnc.qld.edu.au', with an example 'Example: ellen@contoso.com'), 'Password' (containing '*****'), and 'Retype Password' (containing '*****'). Below the password fields is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

Outlook 2016 will automatically configure your mail account settings.

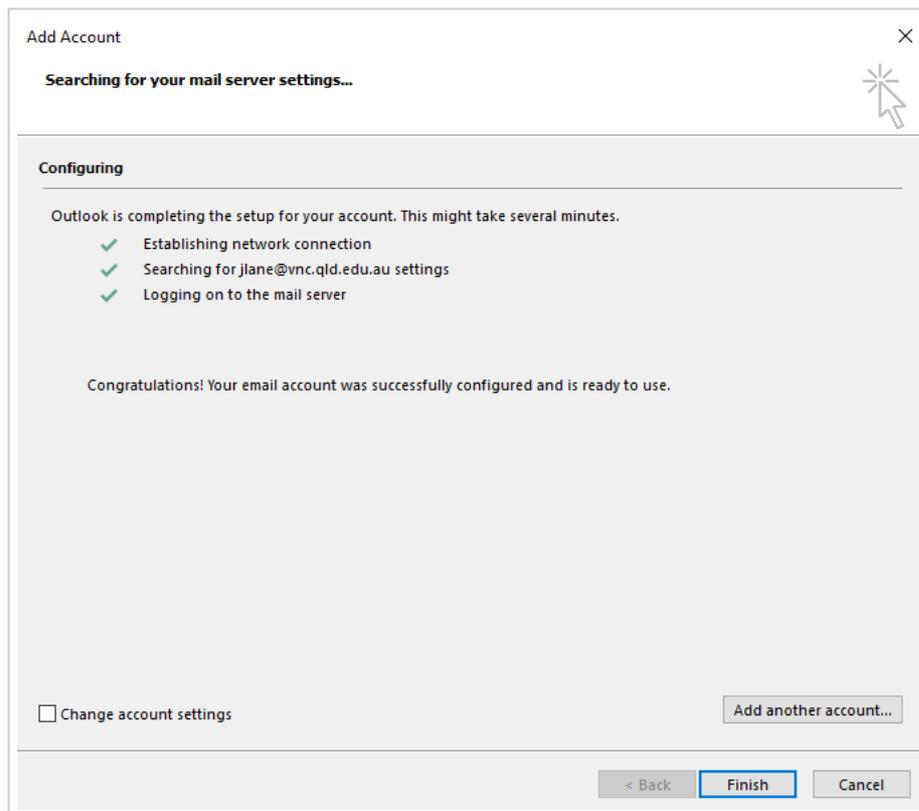


The screenshot shows the 'Add Account' dialog box in Outlook, now in the 'Configuring' section. The title bar says 'Add Account' with a close button (X) on the right. Below the title bar, there's a section titled 'Searching for your mail server settings...' with a mouse cursor pointing at a star icon in the top right corner. Below this, there's a progress bar with five dots, the second of which is filled. Under the progress bar, there's a section titled 'Configuring' with a sub-header 'Configuring'. Below this, there's a message: 'Outlook is completing the setup for your account. This might take several minutes.' There are three items in a list: 'Establishing network connection' (with a green checkmark), 'Searching for jlane@vnc.qld.edu.au settings' (with a blue arrow and highlighted), and 'Logging on to the mail server'. At the bottom right, there are three buttons: '< Back' (highlighted with a blue border), 'Next >', and 'Cancel'.

During this process, a security message will appear. **Enter your College network password**, and tick the **Remember my credentials** option (so you don't have to enter your password every time). Click the **Ok** button to continue.



When you see the following message, click the **Finish** button.



You may now close Outlook 2016.