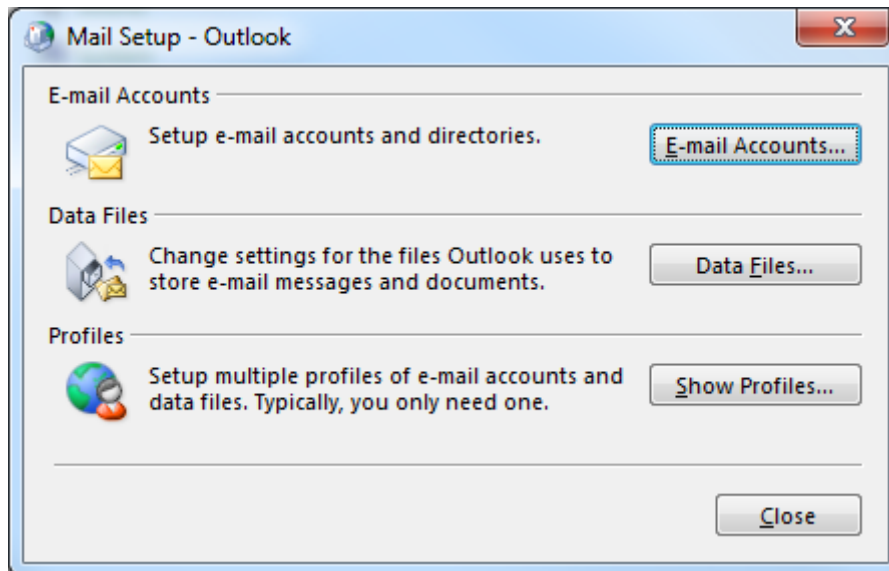
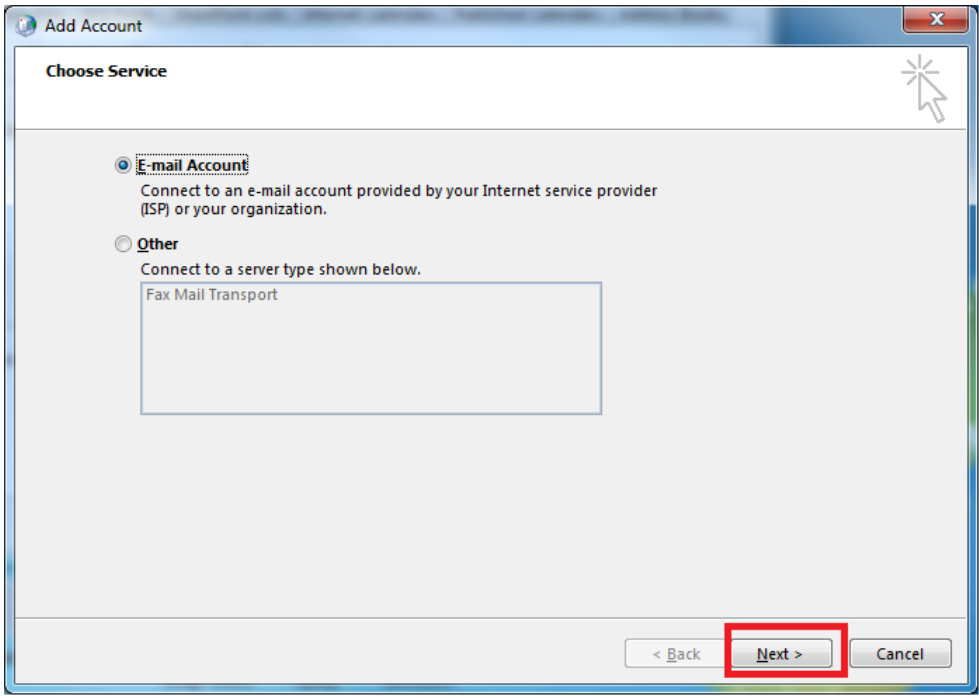
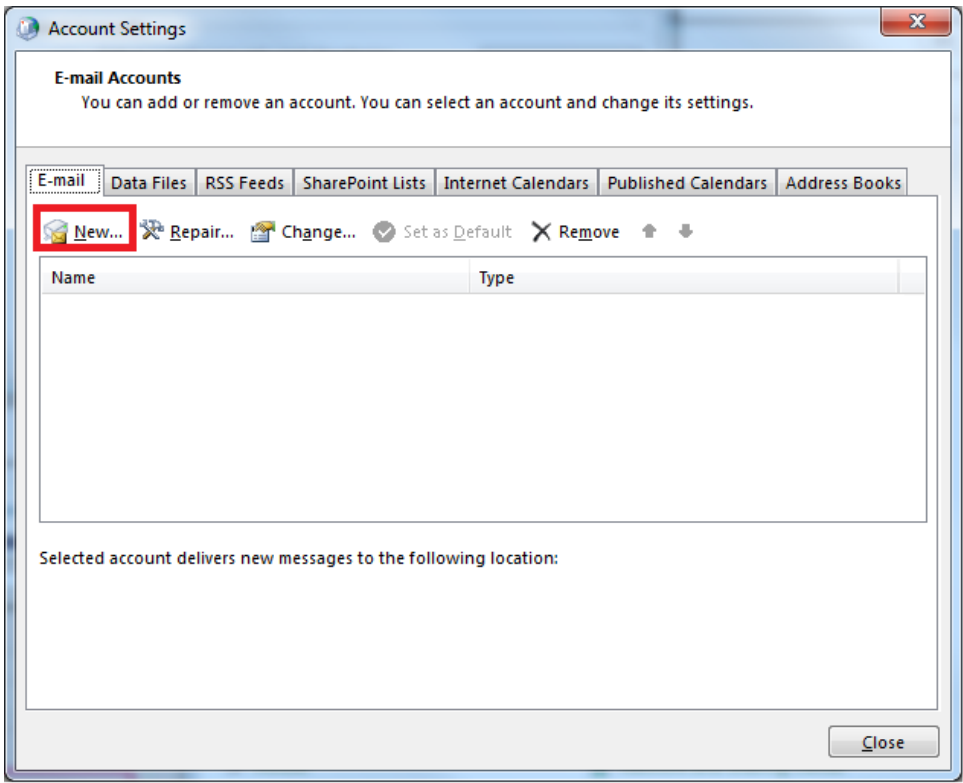


# Office 365 configuration on Outlook 2013 & 2016

- 1- Open Control Panel
- 2- Click mail
- 3- Click Email accounts
- 4- Click New
- 5- Click E-mail account & next
- 6- Enter your Name, Aub Email address, & your password
- 7- Restart outlook and you may begin using your email on outlook





**Add Account**

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

**Your Name:**   
Example: Ellen Adams

**E-mail Address:**   
Example: ellen@contoso.com


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

**Manual setup or additional server types**

< Back **Next >** Cancel

**Windows Security**

**Mail Application**  
Connecting to xx00@aub.edu.lb

   
  
 Remember my credentials

OK Cancel