How to configure your WCM email account in Microsoft Outlook 2016

If you are using Microsoft Outlook 2016 for the first time, follow these steps:

1. Open up Microsoft Outlook and click on the Add Account button.

2. Click on the Exchange or Office 365 button.
3. Input your full WCM email address, your username (also your full email address), and your password. Then, click the Add Account button.

4. Click on Allow on the next pop-up, if shown.
5. When everything is complete, the dot next to the account will turn **green** and your email and Calendar will begin to populate. This may take several minutes depending on how much data is in your account.