

Outlook Client 2016

To manually reconfigure the profile, you can undertake the following steps:

- Navigate to Control Panel. Select Categories in the top right and switch it to Small Icons.
- Click Mail. Sometimes this shows as Mail (Microsoft Outlook 2016) or Mail (32-bit) or something similar.
- Click Show Profiles. Click your Outlook profile. Click Remove.
- Click Apply and then click OK.
- Then launch the Outlook application from your desktop or start menu. Navigate through the wizard by clicking Next. You should see your account auto-populate based off of the machine credentials you're logged into. You may be prompted for a password during this process.
- To make sure your Outlook client is working properly, make sure that the status in the bottom right shows *Connected to Microsoft Exchange* and you're receiving new mail.