

1. Make sure Outlook is closed (if you have it open). Open the **Applications** folder and look for Outlook 2016. Control-click the application and select **Show Package Contents**. Open **Contents**, then the **SharedSupport** folder. Launch the **Outlook Prof.** **BEFORE** 12 Tf1 0 0 1 141.62 68.02 Tm0 5433120tents

3. At the **Weblogin** screen, enter your UTORid credentials and click **Log In**.

4. You may be prompted to enter your credentials in again in an **Account Information** window. Use `firstname.lastname@utoronto.ca` as your username and your UTORid password. If you wish to save it to your keychain (remember your account credentials), click on the checkbox below.

6. If successful, you should see a message stating your email address was added successfully. Click **Done** when finished.

