

## How to setup UABHS email in Outlook 2016.

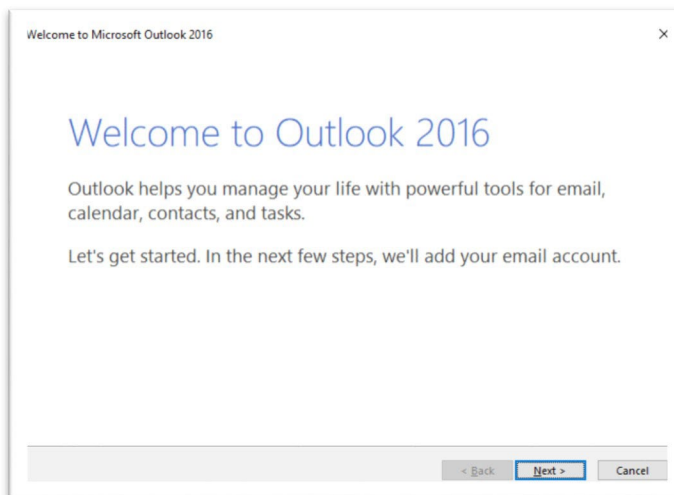
### Notes:

- If at home, connect to the UAB Campus VPN (separate instructions).
- If the temporary password issued by HSIS has NEVER BEEN USED, please first access email through the webmail interface, <https://webmail.uabmc.edu>. Follow the prompts for changing the password.

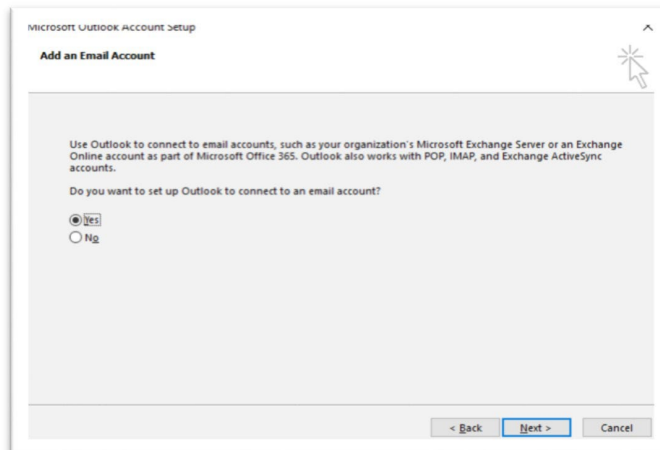
1. Double click on the Outlook 2016 icon on DESKTOP or under START MENU



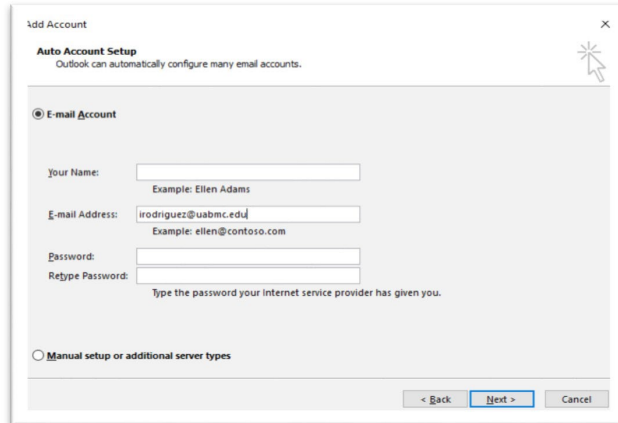
2. At the Welcome to Outlook 2016 screen, click on the **Next** button.



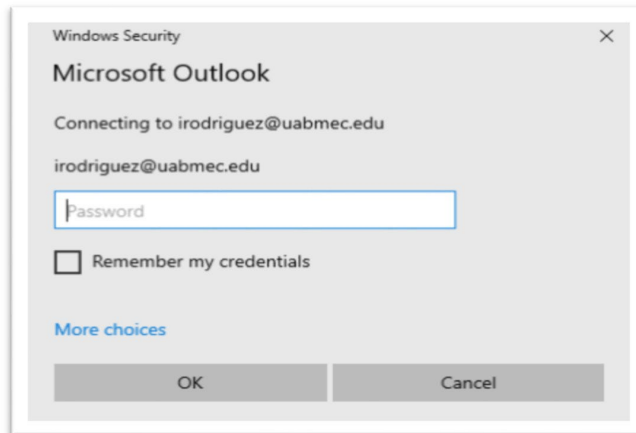
3. Click on the **Next** button again.



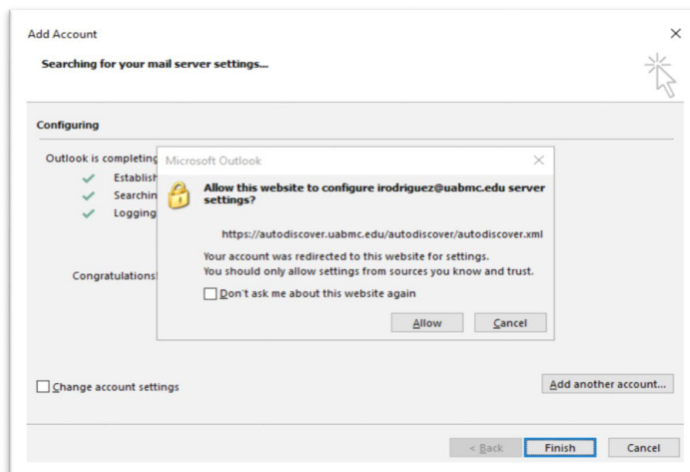
4. Replace the @uab.edu displayed by default in the **Auto Account Setup** window with your @UABMC email address. Delete completely the “Your name:” field. Click on the **Next** button.



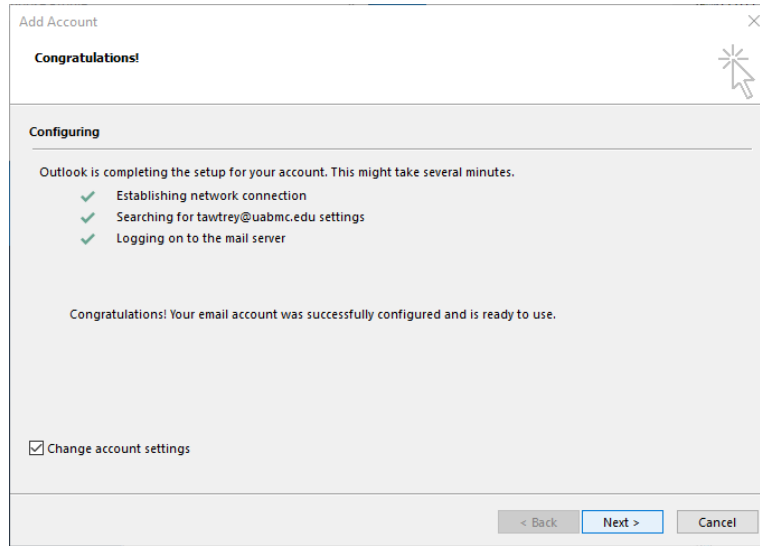
5. When prompted for EMAIL login enter the current email password.



6. If prompted “Allow this website to configure [xxx@uabmc.edu](https://xxx@uabmc.edu) server settings?” put a check mark on “Don’t ask me about this website again.” Click **Allow**.



7. On the Add Account screen, all options should have a green CHECK MARK. Place a checkmark for “Change account settings” and click **Next**.



8. Uncheck “Use Cached Exchange Mode” and click **Finish**. Outlook 2016 should pop up. It might be empty for a few seconds and then you will see it populating.

