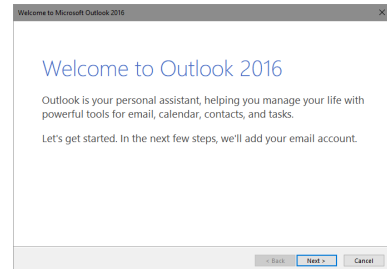


# Add Your Westfield State Account to Outlook 2016

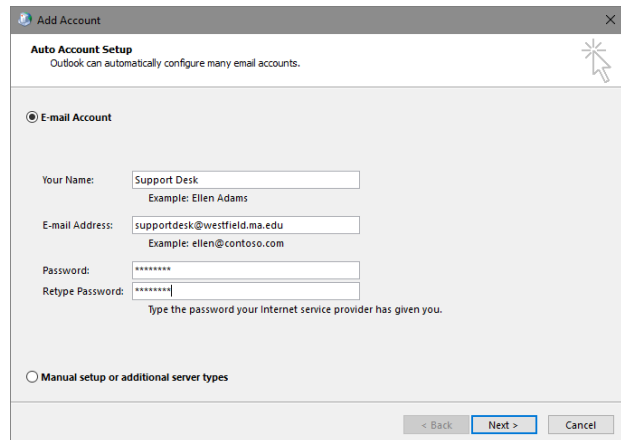
Open Outlook 2016 on your PC.



If there are no accounts configured in Outlook, simply click 'Next'. If there are already accounts configured in Outlook, click 'File' in the upper left corner and then click 'Add Account'.



Enter your Name, E-mail Address and current password. Click 'Next'. The system may ask you to enter your password a second time in a separate dialog box.



Click 'Finish'.

