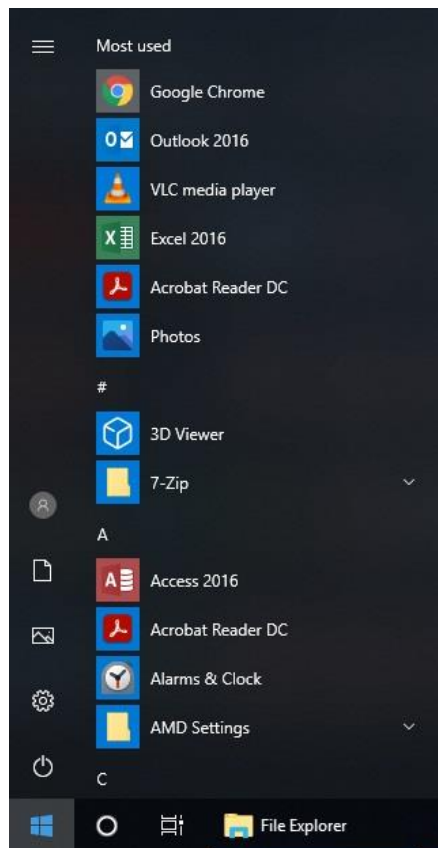


## PANDUAN PEMASANGAN OUTLOOK 2016 UNTUK WINDOWS

Sila klik pada butang **Windows > Outlook 2016**



Welcome to Microsoft Outlook 2016



## Welcome to Outlook 2016

Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we'll add your email account.



Klik **Next**

< Back

Next >

Cancel

## Add an Email Account



Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

- Yes  
 No



< Back   Next >   Cancel

Klik Next

Isi ruangan yang disediakan seperti contoh berikut

1. Nama Pengguna (nama pengguna)
2. Alamat email (hendaklah mengikut format – namaemail.matrik@1govuc.gov.my)
3. Katalaluan (katalaluan seperti login menggunakan web OWA)

## Add Account

## Auto Account Setup

Outlook can automatically configure many email accounts.

 E-mail Account

Your Name:  1  
Example: Ellen Adams

E-mail Address:  2  
Example: ellen@contoso.com

Password:  3  
Retype Password:   
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back   Next >   Cancel

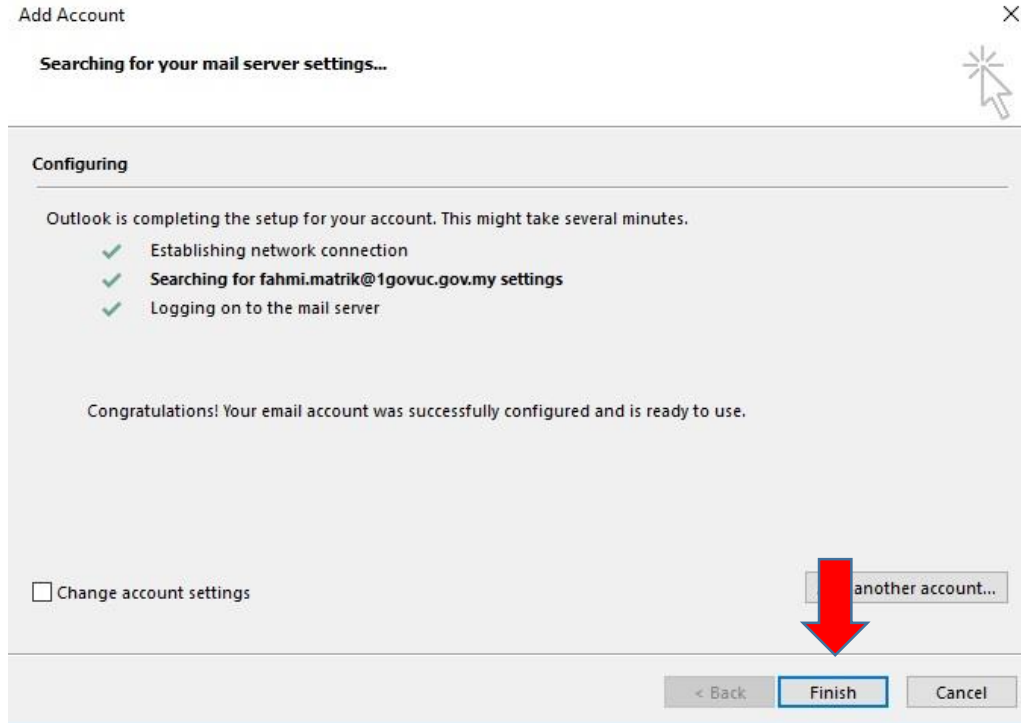


Seterusnya,  
Klik Next

Tunggu sehingga ketiga-tiga proses selesai

Klik pada butang **Finish**

Outlook akan meminta Restart Outlook, iaitu pengguna perlu buka semula aplikasi Outlook 2016



Klik Finish

Email boleh digunakan apabila paparan keluar seperti dibawah

