

# Outlook - Windows

1. Click on **File > Account Settings > Account Settings...**  
(If opening Outlook for the first time proceed from step 3)
2. Click **New** to add an email address to Outlook.
3. Enter your email address and click **Connect** to continue.

×



barweb@qldbar.asn.au

Advanced options ▾

Connect

4. You will be prompted by the popup below, click **Exchange**

×

Outlook

Advanced setup



Office 365



Outlook.com



Exchange



Google



POP



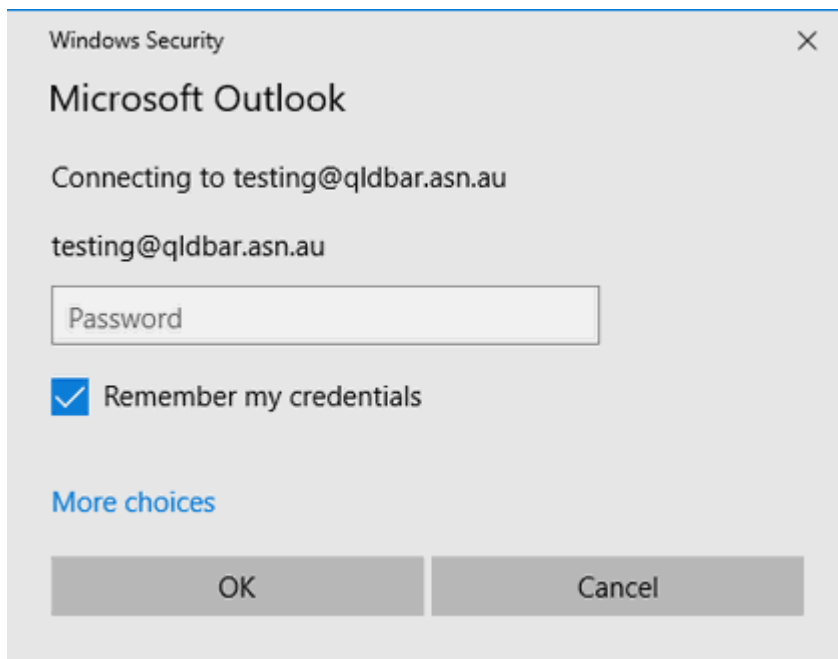
IMAP



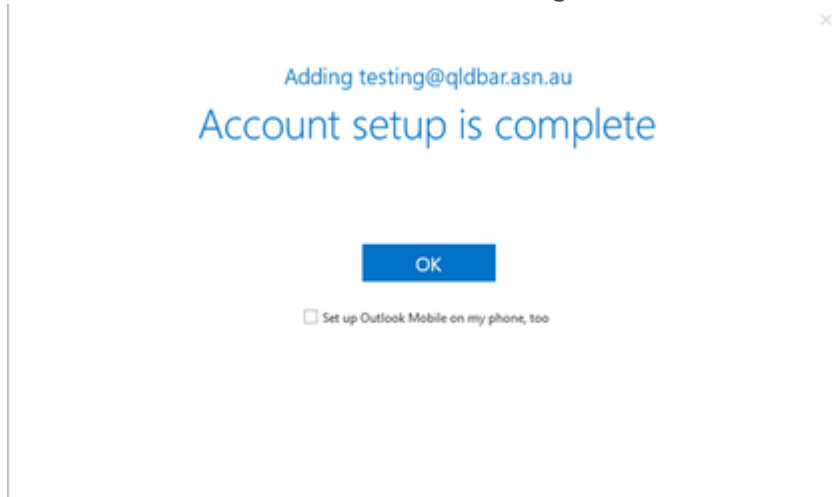
Exchange 2013  
or earlier

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5. Type in your password. Check the box to **Remember my credentials** and click **OK**.



6. Click **OK**. Your BarWeb Hosted Exchange account is now set up in Outlook 2016.



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