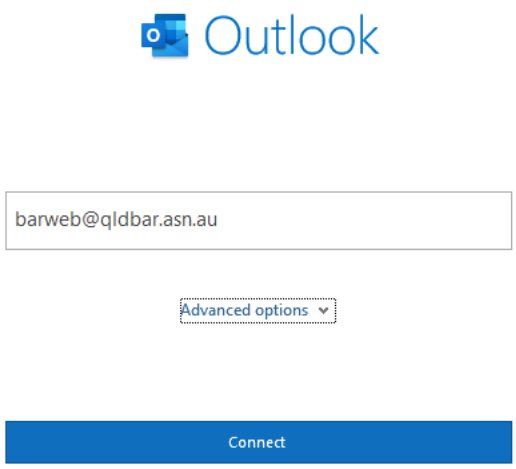
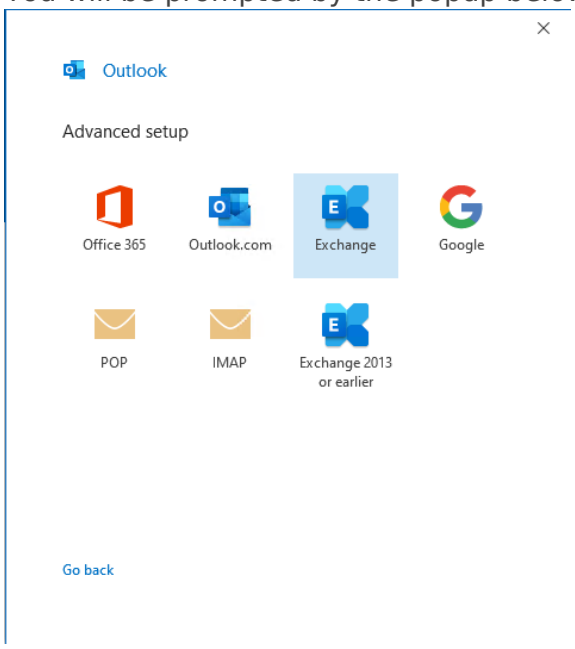
Outlook - Windows

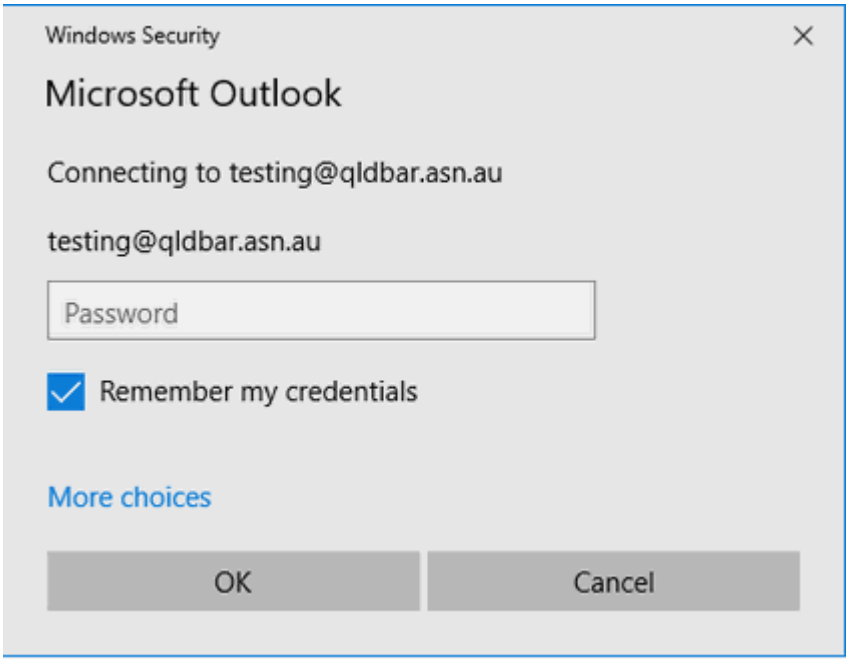
1. Click on **File** > **Account Settings** > **Account Settings...**
   (If opening Outlook for the first time proceed from step 3)
2. Click **New** to add an email address to Outlook.
3. Enter your email address and click **Connect** to continue.



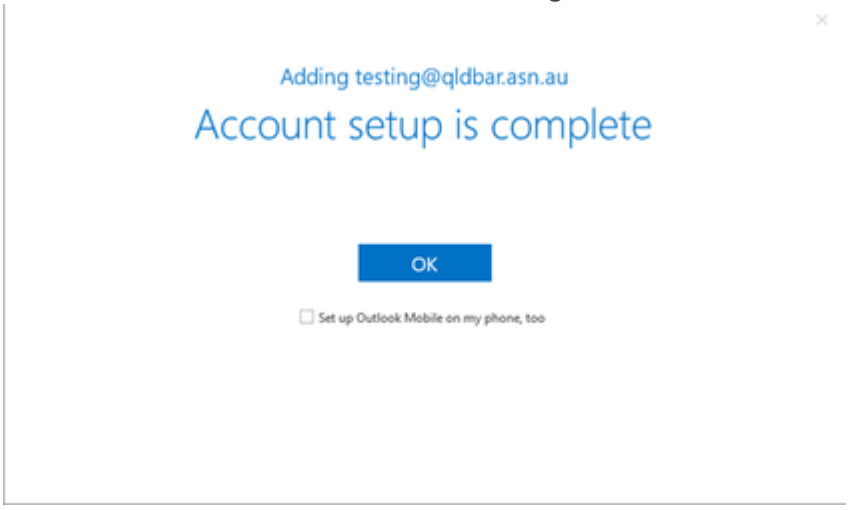
4. You will be prompted by the popup below, click **Exchange**



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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