
How to add 365 emails in outlook 2016


1. Open outlook application, enter your email address

Please enter your email address

Email
support@jpitsolutions.co.uk

Continue

2. Enter your password



← support@jpitsolutions.co.uk

Enter password

Password

Forgotten my password

Sign in

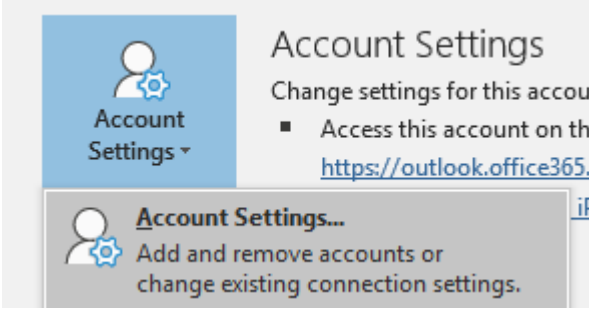
Welcome to JP IT Solutions. Please sign in here

3. By default, outlook will only sync 1 year of mail, to change this go to **file, account, account settings**



support@jpitsolutions.co.uk
has been added

4. Double click on your email address, then change mail to keep offline to **ALL**



Account Settings

Change settings for this account

- Access this account on the web at <https://outlook.office365.com/>

Account Settings...
Add and remove accounts or change existing connection settings.

Download email for the past: _____ All

NOTE – IF YOU DON'T SEE YOUR LOGO WHEN YOU SIGN IN, CALL JP IT Solutions, as there is a problem.