# **Installation of Outlook Email Client on various devices**

- I. Installation of Outlook Email Client on Windows OS
- II. Installation of Outlook Email Client on Mac OS
- III. Installation of Outlook Email Client on Android mobile phones
- IV. Installation of Outlook Email Client on iOS mobile phones
- V. Configuration of a third-party Email Client

## I. Installation of Outlook Email Client on Windows OS

To access your email through the client program in your computer, you need to download and install a set of Office356 programs from your Office365 account <u>http://portal.office.com</u>. After logging in to your account with Outlook username and password, you will see a download screen for the program. (Figure 1)



Figure 1

Click **Install Office 2016** or if you want to choose the language of the programs and the 32bit or 64bit version, click **Other installs** (Figure 2)



After selecting the settings click **Install**.

| Just a few more steps  |   |  |   |
|--|---|--|---|
| Save File  | Opening Setup.X64.<br>You have chosen to<br>ail_058c88<br>which is: Bin<br>from: https:/<br>Would you like to s | en-us_O365ProPlusRetail_058c8821-faa1-4b12-8b<br>o open:<br>2 <b>21-faa1-4b12-8bb1-4691cf173f2f_TX_DB_b_3</b> :<br>ary File (6.8 MB)<br>/c2rsetup.officeapps.live.com<br>save this file?<br>Save File Ca | b1 ×<br>2exe  |
| 1 Click Run<br>If asked, click Save File, then run the file. |   | 2 Say "yes"<br>Click <b>Yes</b> to start installing.   | Stay online<br>Downloading all of Office might take a<br>while. |
| Close Need   | help installing?  |  |   |

Figure 3

Click **Save File** in the pop-up window.

Open the downloaded file. If you already have an older version of MS Office on your computer, it is recommended that you uninstall it first and then install the new version.

After the installation, start the newly installed Outlook 2016 on Start menu.

The first time you start the program a window opens (Figure 4)

|   | × |
|---|---|
| Welcome to Outlook                          |   |
| Enter an email address to add your account. |   |
| Advanced options v                          |   |
| Connect                                     |   |
|   |   |
|   |   |

Figure 4

Enter your email username <u>name.surname@vdu.lt</u> and click **Connect**.

Enter your Outlook email password in the pop-up window.

You will see a notification for successful registration (Figure 5)



Figure 5

When you click **OK**, Outlook 2016 email program will open and all your emails will appear shortly.

**NOTE:** If you want to configure other Outlook 2016, Outlook 2013, Outlook 2010 Email Clients, click here for the instructions

## II. Installation of Outlook Email Client on Mac OS

To access an email through the client program in your computer, you need to download and install set of Office356 programs from your Office365 account <u>http://portal.office.com</u>. After logging in to your account with your Outlook username and password, you will see a download screen for the program. (Figure 6)



Figure 6

### $\Theta$

#### Software Office Office Skype for Business Install Office 2016 for Mac (Recommended) Phone & tablet This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote. W N 0 X Word Excel PowerPoint Outlook OneNote Review system requirements Install



Click Continue (Figure 8)



Figure 8

Click Continue (Figure 9)



Figure 9

Click Agree (Figure 10)

| 0 | 0  |        | 😺 Install Microsoft Office 2016 for Mac  |  |
|---|----|--------|--|--|
|   |    |        | To continue installing the software you must agree to the terms of the software license agreement.   | H  |
|   | Ð  | Intr   | Click Agree to continue or click Disagree to cancel the installation and   | -  |
|   |    | Lic    | quit the Installer.  |  |
| 1 | D. | De     |  | IN)  |
| 1 | D. | Ins    | Read License Disagree Agree  | 5  |
|   | 0  | Ins    |  |  |
|   |    | Summar | Agreement between (i) you and the device manufacturer or software<br>installer that distributes the software with your device; or (ii) you and<br>Microsoft Corporation (or, based on where you live or if a business w<br>your principal place of business is located, one of its affiliates) if you<br>acquired the software from a retailer. Microsoft is the device manufa<br>for devices produced by Microsoft or one of its affiliates, and Microsoft<br>the retailer if you acquired the software directly from Microsoft.<br>This agreement describes your rights and the conditions upon which<br>may use the Office software. You should review the entire agreement<br>including any printed paper license terms that accompany the softwa<br>and any linked terms, because all of the terms are important and tog<br>create this agreement that applies to you. You can review linked term | where<br>cturer<br>oft is<br>you<br>it,<br>are<br>ether<br>ns by |
|   |    |        | Print Save Go Back Con   | tinue  |

Figure 10

Select the installation location and click Continue (Figure 11).



Figure 11

Enter your email address.

For employees: <u>name.surname@vdu.lt</u> (Figure 12).

For students: <u>name.surname@vdu.lt</u> (Figure 13).

|        | Outlook 2016 for Mac  |
|--------|---|
|        |   |
|        | Sign in   |
|        | What email address or phone number would you like to use to<br>sign in to Outlook? (If you already have an account that you use<br>with Office or other Microsoft services, enter it here). |
|        | vardenis.pavardenis@vdu.lt  |
|        | Next  |
|        | Privacy statement   |
|        |   |
|        |   |
|        |   |
| < Back |   |

Figure 12

|        | Outlook 2016 for Mac   |
|--------|--|
|        |  |
|        |  |
|        |  |
|        | Sian in  |
|        | - 0  |
|        | What email address or phone number would you like to use to      |
|        | sign in to Outlook? (If you already have an account that you use |
|        | with Office or other Microsoft services, enter it here).         |
|        |  |
|        | vardenis.pavardenis@stud.vdu.lt                                  |
|        |  |
|        |  |
|        | Next   |
|        |  |
|        |  |
|        | Privacy statement  |
|        |  |
|        |  |
|        |  |
|        |  |
|        |  |
|        |  |
| ( Deed |  |
| < Back |  |

Figure 13

In the next step, enter your username (name.surname), add @vdu.lt and enter your password (Figure 14).

|        | Outlook 2016 for Mac                            |
|--------|---|
|        |   |
|        | Office 365                                      |
|        | Work or school account                          |
|        | vardenis.pavardenis@vdu.lt                      |
|        | Password  |
|        | Sign in   |
|        | Can't access your account?                      |
|        |   |
|        |   |
|        | © 2017 Microsoft Terms of use Privacy & Cookies |
| < Back |   |

Figure 14

| • • •            | Outlook 2016 for Mac   |
|------------------|--|
|                  |  |
|                  | You're All Set   |
| You're now ready | to use all of the benefits included with your Office 365 subscription. |
|                  | Start Using Outlook  |
|                  |  |
|                  |  |
|                  |  |
|                  |  |

When you click **Start Using Outlook**, Outlook 2016 email program will open and all your emails will appear shortly.

## III. Installation of Outlook Email Client on Android mobile phones

Download Outlook 2016 app from Google Play store and install it on your mobile phone.

| 0   |
|---|
| Outlook   |
| Geresnis būdas valdyti savo el. paštą.                        |
| PRADÈTI   |
| Peržiūrėkite mūsų privatumo strategiją                        |
|   |
| $\bigtriangledown \bigcirc \bigcirc \square = \overline{\mp}$ |

Open the app and enter your Outlook username <u>name.surname@vdu.lt</u> and the password.

| Office 365   |
|--|
| Darbo arba mokymo įstaigos abonementas                         |
| ······   |
| Prisijungti  |
| Negalite pasiekti savo abonemento?                             |
|  |
|  |
| © 2017 "Microsoft"<br>Naudojimo sąłygos Privatumas ir slapukai |
| $\triangleleft$ $\bigcirc$ $\Box$ $\mp$                        |

When logged in, you will see your Outlook email addresses.

IV. Installation of Outlook Email Client on iOS mobile phones

Download Outlook for iOS app from Apple Store and install it on your mobile phone.

Open the app and enter your Outlook username <u>name.surname@vdu.lt</u> and the password.

For more detailed information about the configuration, click here.

## V. Configuration of a third-party Email Client

To configure a third-party Email Client (e.g. Mozilla Thunderbird) use these settings:

| III Office 365   | Outlook   |
|--|---|
| ⊙ Options  |   |
| Coptions<br>Shortcuts<br>• General<br>• Mail<br>• Automatic processing<br>• Accounts<br>Block or allow<br>Connected accounts<br>Forwarding<br>POP and IMAP<br>• Attachment options<br>• Layout<br>• Calendar<br>• People | <ul> <li>If Save ★ Discard</li> <li>Appendix MAP settings</li> <li>Use the information on this page if you need to use POP or IMAP to connect your mailbox.</li> <li>Appendix Set Set Set Set Set Set Set Set Set Set</li></ul> |
|  | Send event invitations in iCalendar format<br>Don't send receipts for messages that have been read  |