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Select ' Microsoft Office ', viz. enterprise or perhaps home edition, and select 'change' After a dialog container appears, select 'add or perhaps remove features' and afterward click on 'continue' at the bottom box on the right When a list of all the plans is populated, select Microsoft outlook 2016.

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Outlook 2016 - Quick Step not working I have set up a simple quick step - mark email as read when moving to a specific folder - though as simple as it might be, it doesn't work. Any suggestions?

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If you're using an Exchange email account, you can delete the offline Outlook Data File (.ost) and Outlook will recreate the offline Outlook Data File (.ost) the next time you open Outlook. Notes: The Inbox Repair tool doesn't connect or analyze any data stored in an Exchange mailbox.

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Microsoft Outlook Step by Step course has been designed so you can read it from the beginning to learn about Microsoft Outlook 2016 and then build your skills as you learn to perform increasingly specialized procedures.Or, if you prefer, you can jump in wherever you need ready guidance for performing tasks. The how-to steps are delivered crisply and concisely—just the facts.

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Instead, you'll need to create an app password to set up your account on Outlook 2016. Sign in to your Yahoo Mail account using your web browser . On the top-right, click the menu (gear) button ...

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[Channah F. Naiman](#)

A. Your Outlook.com emails will not sync to Outlook 2016 or Outlook 2013 until you reconnect your account. You will still be able to access your Outlook.com emails via the web. Q. Do I need to reconnect Outlook 2016 or Outlook 2013 to any non-Outlook.com accounts (Exchange, Office 365, Gmail, etc.)? A.

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Follow this guide to set up your email account with IMAP in Outlook 2016. Step 1 - Open Outlook and click File Step 2 - Click Add Account Step 3 - Type in your email address Step 4 - Enter your password Step 5 - Close automatic setup Step 6 - Go to File again Step 7 - Go to Account Name and Sync Settings Step 8 - Set the Root folder path

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Step-by-Step Instructions Open Microsoft Outlook 2016 and click File in the menu. Under Account Information, click + Add Account. Select Manual setup or additional server types and click Next. Select POP or IMAP and click Next. Enter the user,server and logon information. Select the account type: IMAP or POP3.

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