### Benefits of Desktop Outlook 2016

Using the Desktop version of Outlook 2016 allows you to:

- Open attachments with one click
- Easily format your email & signature
- Send messages & attachments directly to OneNote
- Email attachments directly from OneNote, Word, Adobe & other programs
- Quickly reply with a meeting invitation
- Create “Rules” to organize email automatically
- Search all email folders simultaneously

### Open Desktop Outlook

1. Click the **Search** icon in your taskbar
2. Type **Outlook** in the **Search the web and Windows** box
3. Click on **Outlook 2016 Desktop App**
4. Pop-up windows will guide you through Desktop Outlook 2016 setup. Verify your email address then click **Next** (x3)

### Confirm Password

1. Enter your **password**
2. Click the checkbox next to **Remember my credentials**
3. Click **OK**

### Security

Always **lock your computer** when you’re not using it to keep your email & data secure.

**To Lock Your Desktop:**

Use the keyboard shortcut **Windows + L** – **OR** – click the Window’s **Start button**, select your **name** & choose **Lock**.

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