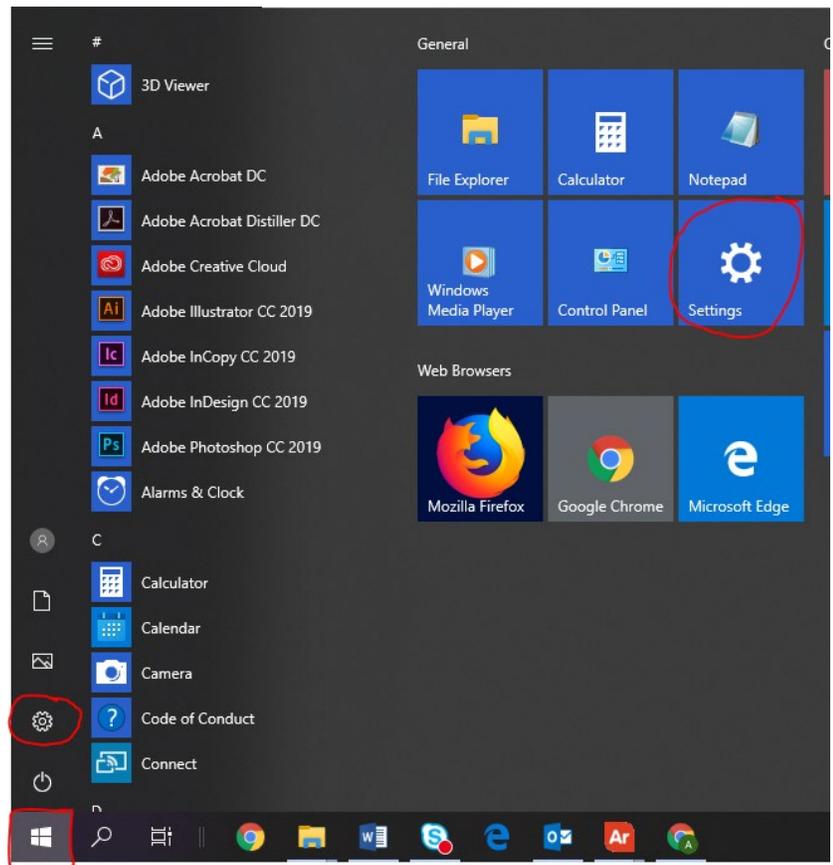
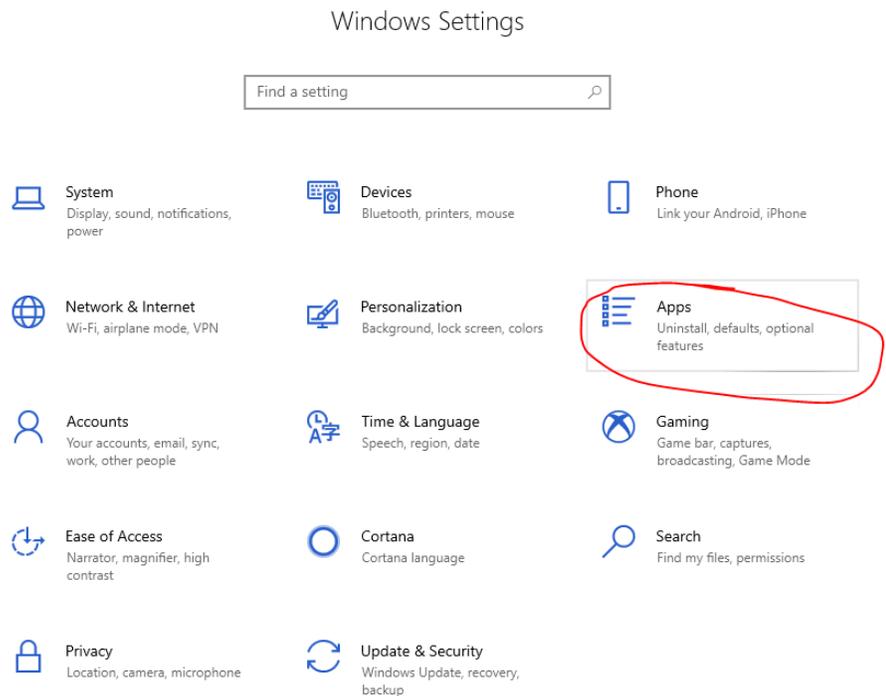


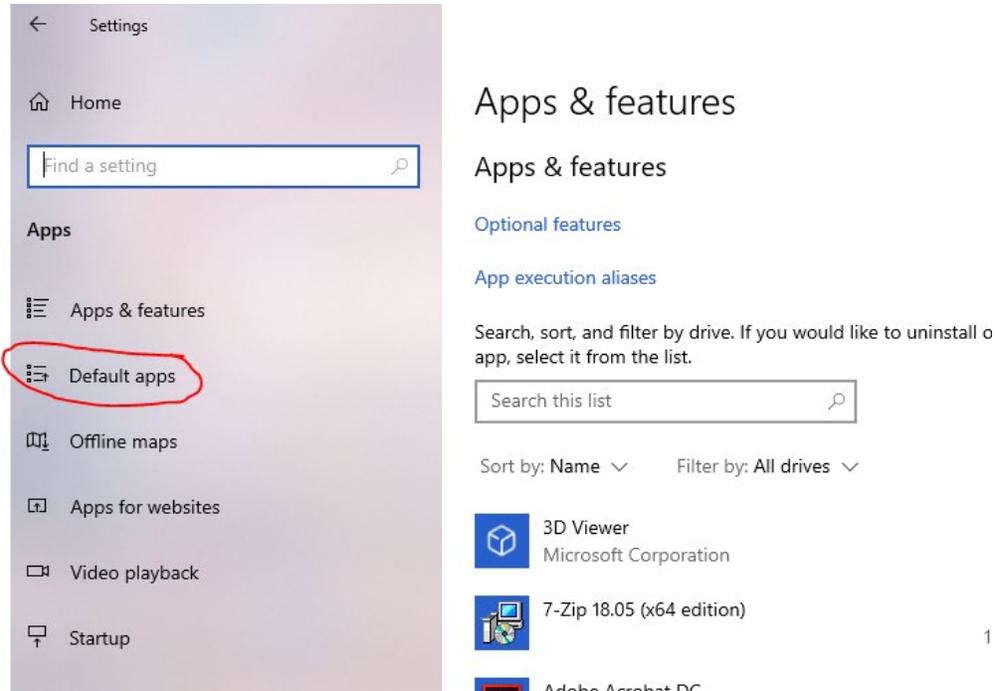
1. Click on the **Start** button, then select **Settings** (you can find settings under General or by clicking the gear icon directly above the start button).



2. Once the **Settings** menu appears, select **Apps**



3. On the left hand side, select **Default Apps**

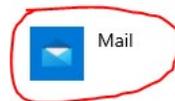


4. On the **Default apps** screen, ensure that **Outlook 2016** is displayed under **Email**.
- If **Outlook 2016** is displayed, it is set as your default Email application and no further steps are required.
 - If you only see **Mail** displayed, as in screenshot to the right, click on the icon and instead select **Outlook 2016**.

Default apps

Choose default apps

Email



Maps

Choose an app



Mail
Recommended for Windows 10

Music

Google Chrome



Outlook 2016

Photo

Look for an app in the Microsoft Store