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



Windows Settings

3. On the left hand side, select Default Apps

	← Settings	
	යි Home	Apps & features
	Find a setting	Apps & features
	Apps	Optional features
(E Apps & features Default apps □ □ □ □ □ □ □ □ □ □ □ □ □	App execution aliases Search, sort, and filter by drive. If you would like to uninstall or app, select it from the list. Search this list Sort by: Name ∨ Filter by: All drives ∨
	□ Apps for websites □ Video playback	3D Viewer Microsoft Corporation
	Ţ Startup	7-Zip 18.05 (x64 edition)
		Adobe Acrobat DC

- 4. On the **Default apps** screen, ensure that Outlook 2016 is displayed under Email.
 - a. If Outlook 2016 is displayed, it is set as your default Email application and no further steps are required.
 - b. 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

