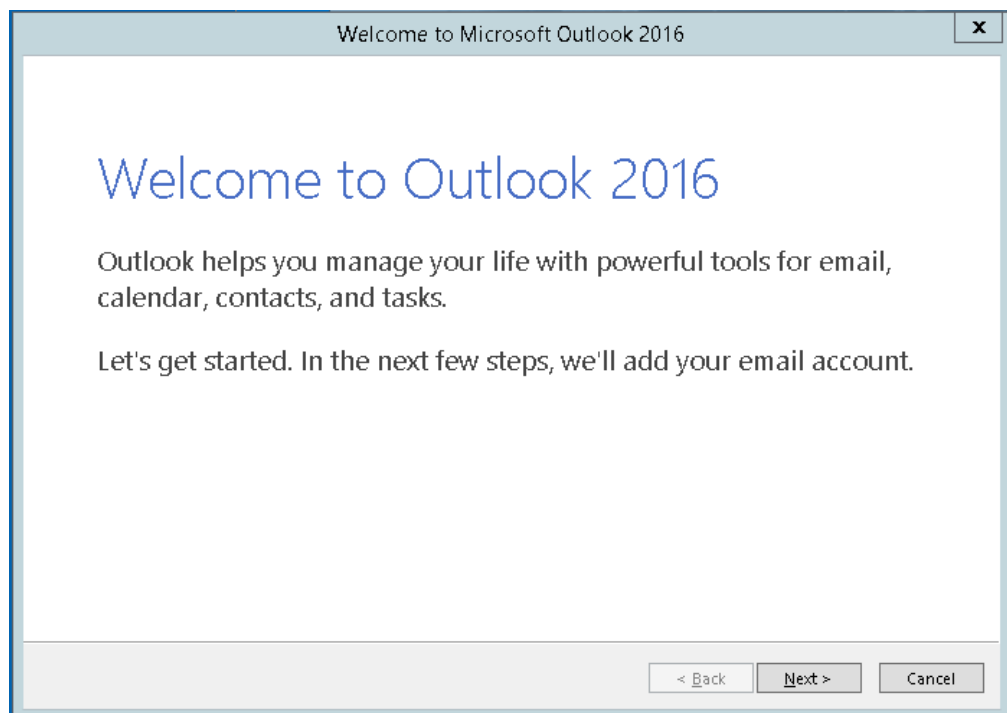


## Outlook 2016 requires activation before it can be used.

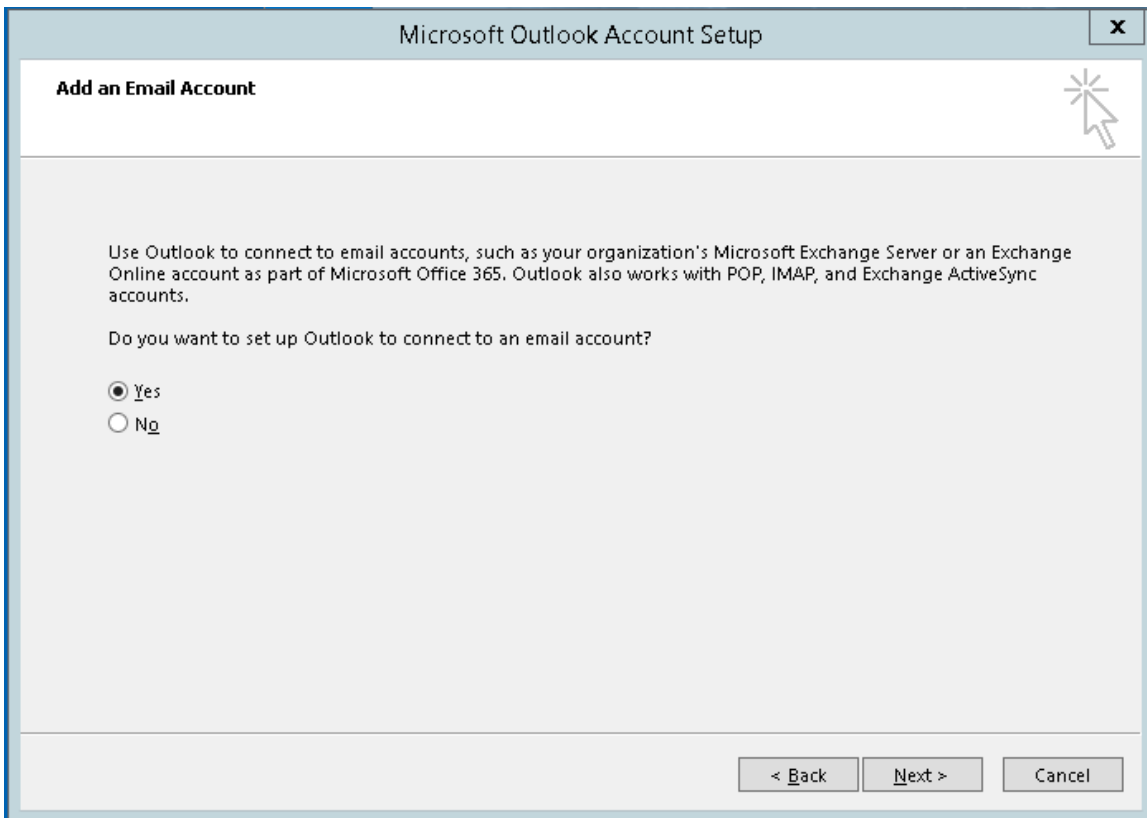
The activation process may be requested more than once, there are multiple server and the shared nature of the Office 365 means different staff may have different experiences. As long as you follow the general IDs and process below it will not matter.

We have outlined the steps below. It is possible some steps may vary as this new service/program is put into place. The basic idea is you will no longer use the IAM account to log into Outlook but your email address. The email address will be your main one, most often in the form of firstname.lastname@dwd.wisconsin.gov.

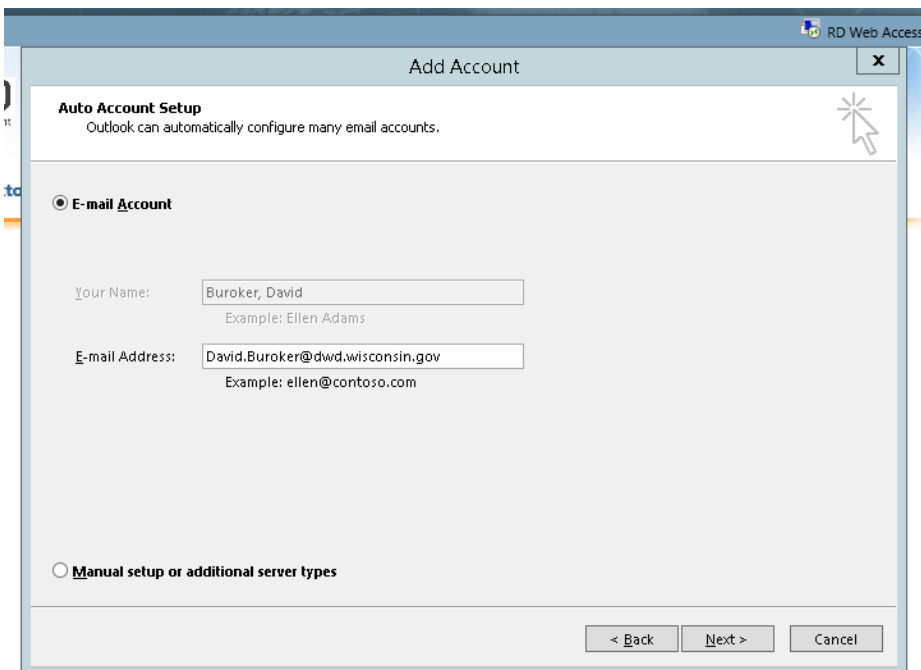
### Outlook Activation – select next



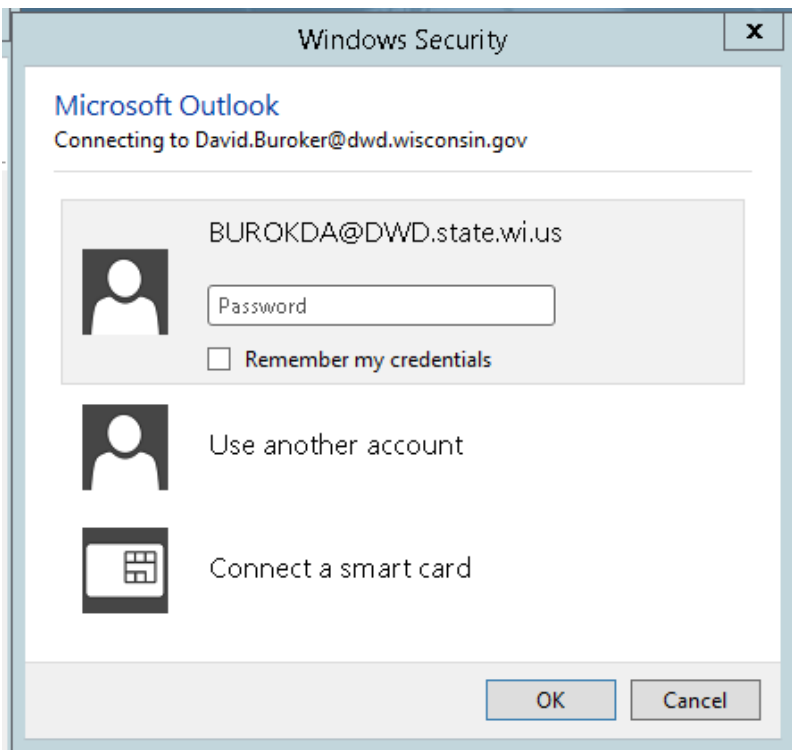
Select "yes" and next



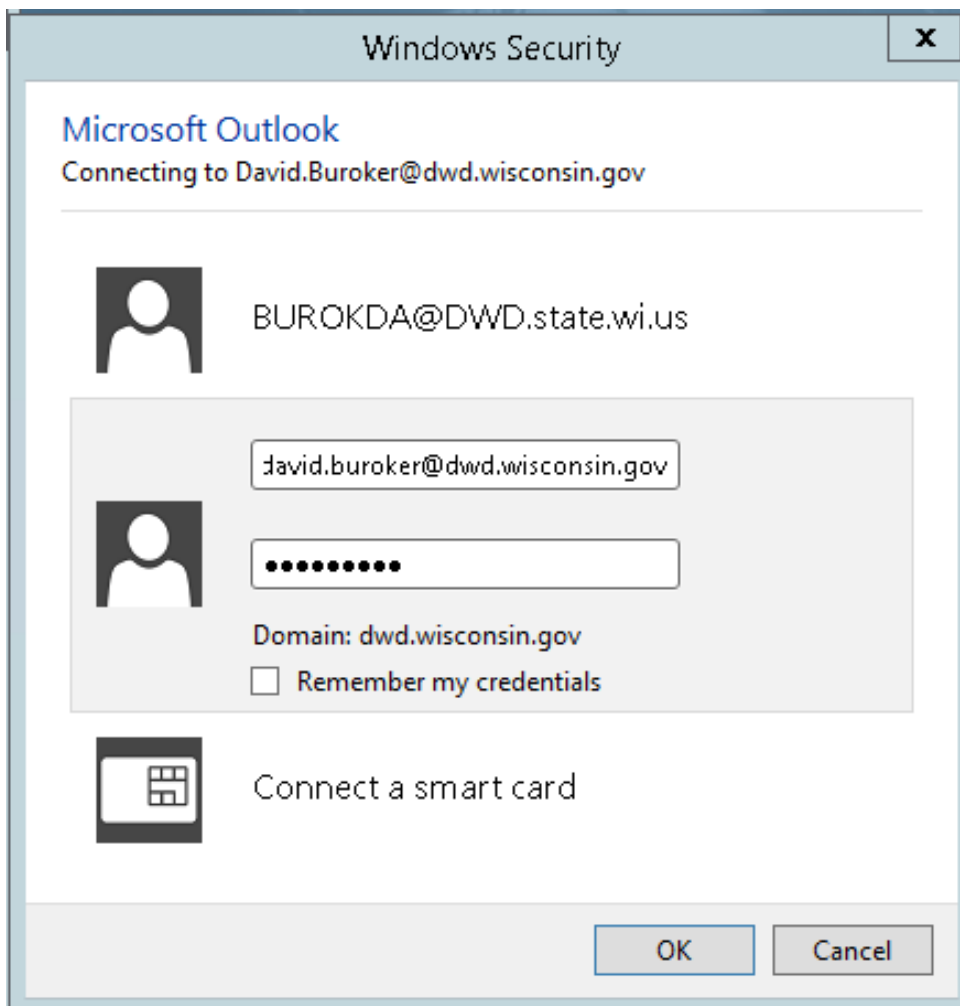
Click Next



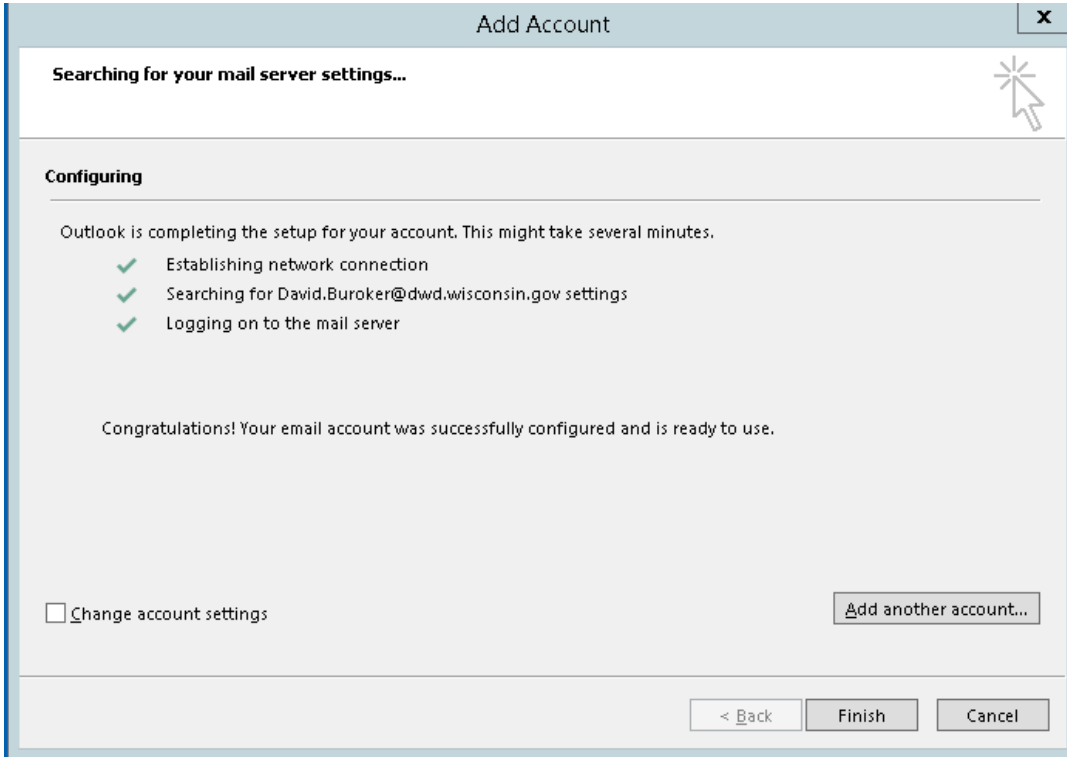
Select "use another account"



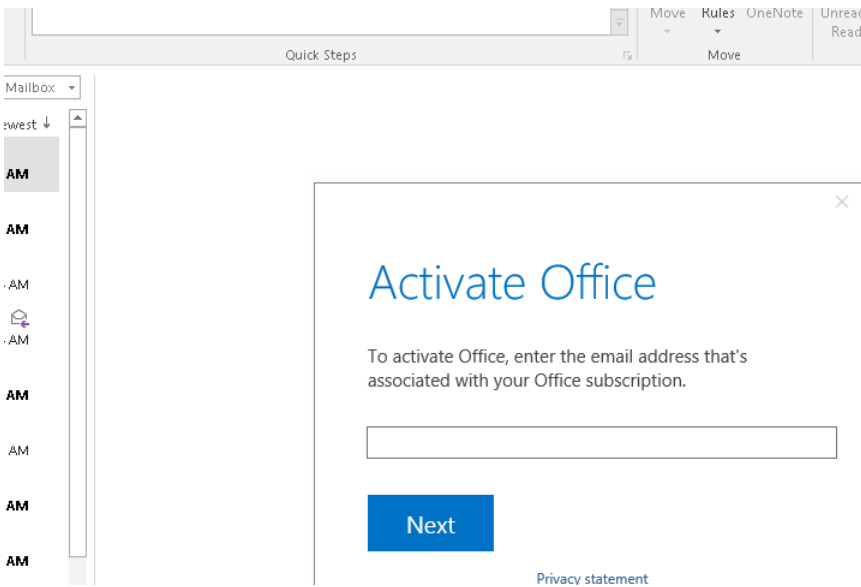
Use your current DWD Email account, be sure to include the full `dwd.wisconsin.gov`. Enter IAM password and click "ok".



## Click "Finish"



## When Outlook opens, enter full email address.



×

# Activate Office

To activate Office, enter the email address that's associated with your Office subscription.

david.buroker@dwd.wisconsin.gov

×

**Next**


[Privacy statement](#)


Select "work account".

×

# We Need a Little More Help

To activate Office, enter the email address that's associated with your Office subscription.

 **Microsoft account**  
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

 **Work account**  
Sign in with the account provided by your work, school, or university.

Tired of seeing this? [Rename your personal Microsoft account.](#)

[Privacy statement](#)

**Work or School account**



It looks like david.buroker@dwd.wisconsin.gov is used with more than one account. Which account do you want to use?



### Work or school account

Created by your IT department  
david.buroker@dwd.wisconsin.gov



### Personal account

Created by you  
david.buroker@dwd.wisconsin.gov

Back

Tired of seeing this? [Rename your personal Microsoft account.](#)

**Your IAM password, used for Outlook and the PeopleSoft payroll site.**



## State Of Wisconsin Web Login Page

Enter your user ID and password. For assistance, please contact the Wisconsin Enterprise Service Desk(ESD) at 608-264-9383 or ESDhelp@wisconsin.gov.

Sign in

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business

## Click "accept"

✕

# First things first.

This product also comes with Office Automatic Updates.

[Learn more](#)

By clicking "Accept" you agree to the Microsoft Office License Agreement.  
[View Agreement](#)


Accept

## Click "close"

✕


## What's New in Outlook

Your latest Office 365 features



### Archive like a pro

One-click archiving lets you quickly move messages out of the Inbox to a folder of your choice, just like you can in Outlook on iOS, Android, Windows 10 Mobile, and the web.



### Discover Groups

Browse, join, and create new Office 365 Groups right from Outlook. Favorite your top Groups for easy access.

[Learn more](#)

Close