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Outlook 2016 ' s Contacts Home Tab. Outlook 2016 ' s Contacts is more than just a list of names and email addresses. You can take advantage of the Contacts Home tab on the Outlook 2016 Ribbon to create new contacts, to arrange the way you view the contacts you have, or to create email messages or mail merge documents.

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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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