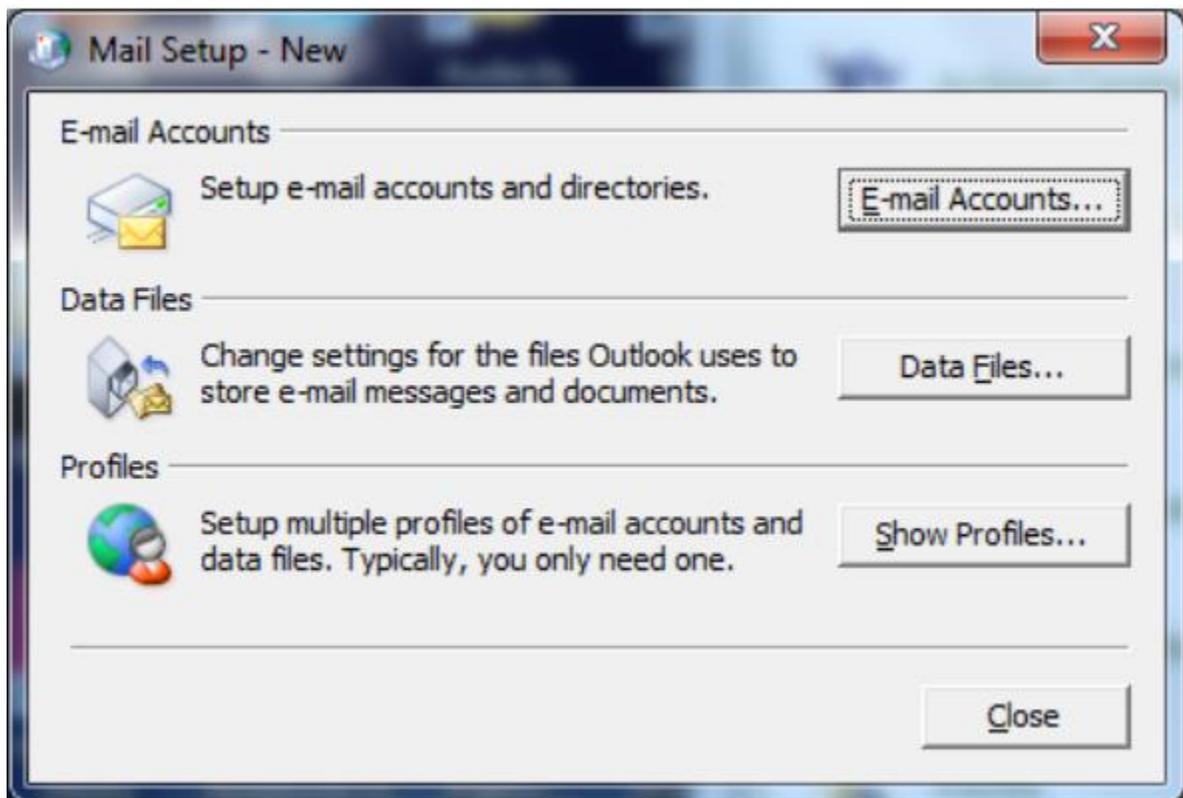


Configure Outlook to Office365

Configure Outlook to access Office365

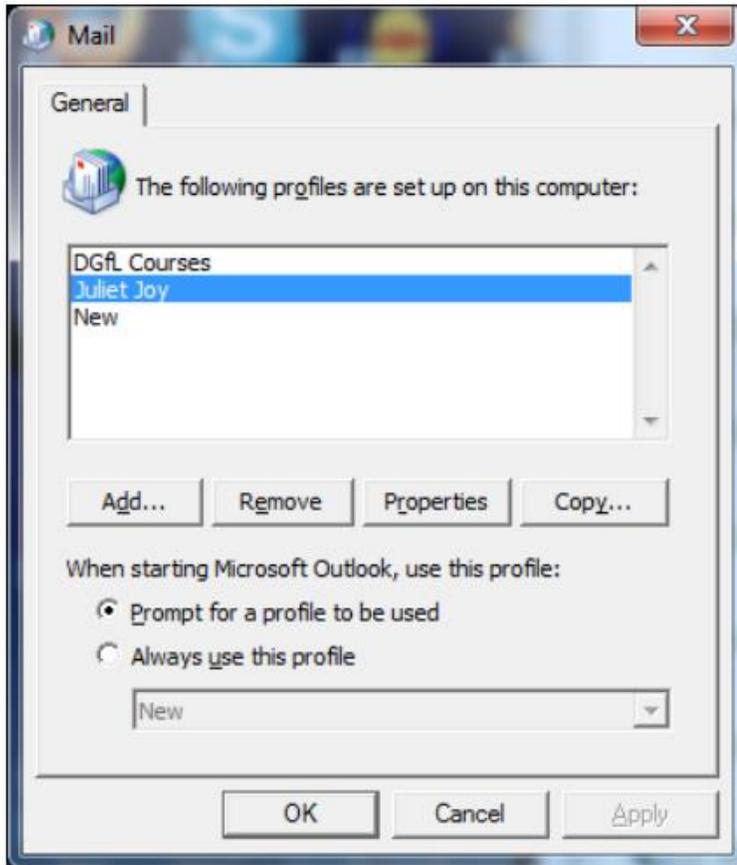
You may prefer to use the Outlook 2010 or 2007 desktop application to access email instead of the Outlook Web App. If Outlook is not already configured to access Office 365, you can do so as follows:

1. In the Control Panel of your computer, double-click the Mail icon.
A Mail Setup – New window is displayed.
2. Under Profiles, click Show Profiles.



Configure Outlook to Office365

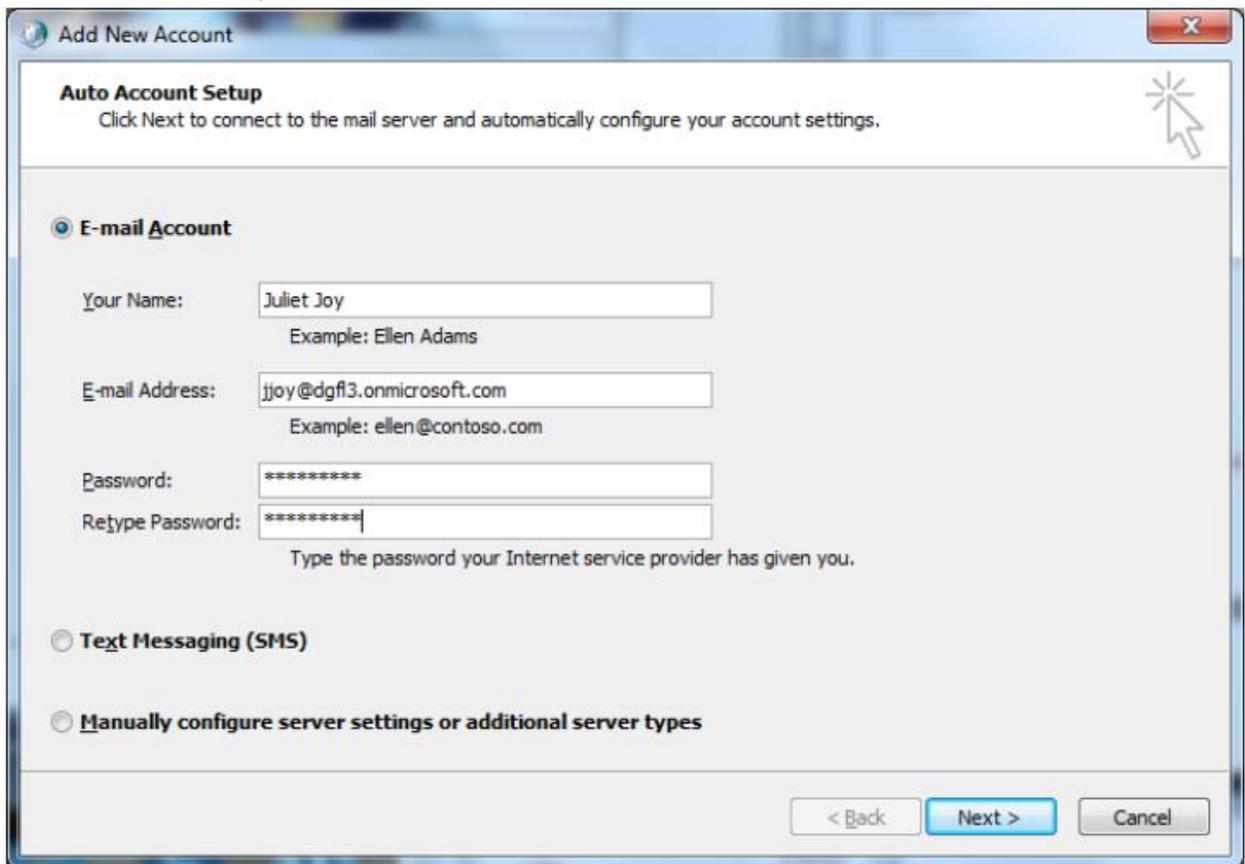
3. In the Mail window, ensure that 'Prompt for a profile to be used' is selected, and click **Add**.



4. In the New Profile window, enter a suitable profile name, e.g. your own name, and click **OK**.

Configure Outlook to Office365

5. In the Add New Account window, enter your Office 365 account details, using your Office 365 email username and password. Click **Next**.



Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

6. Wait while Outlook contacts the Office 365 servers to determine the correct settings for your account.
 - a. If an 'Allow this website to configure...?' confirmation prompt is displayed, tick the 'Don't ask me about this website again' check box and click **Allow**.
 - b. If prompted for a username and password, enter your Office 365 email address as the username, and your Office 365 password, and click **OK**.

Configure Outlook to Office365

7. When the configuration is complete, click Finish.

