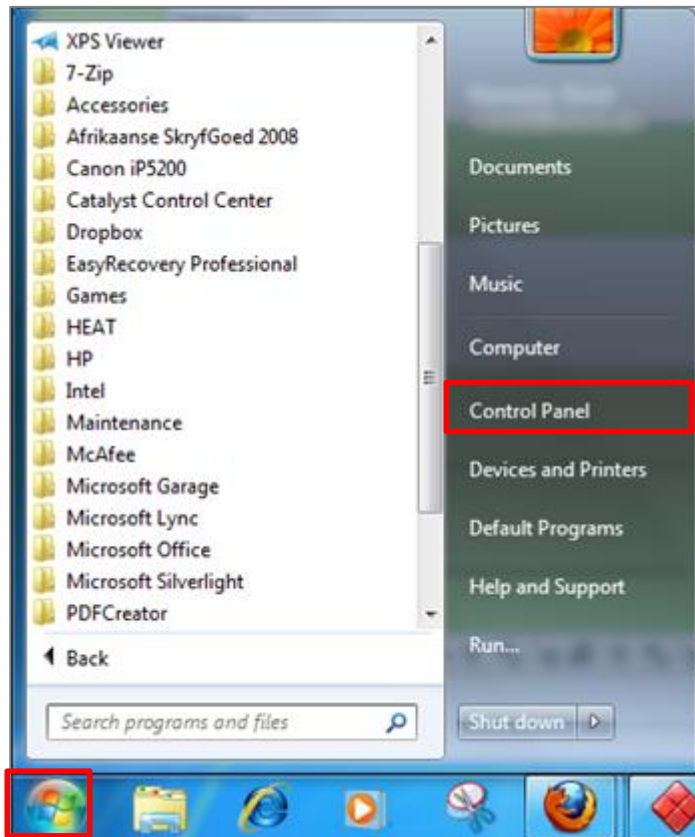
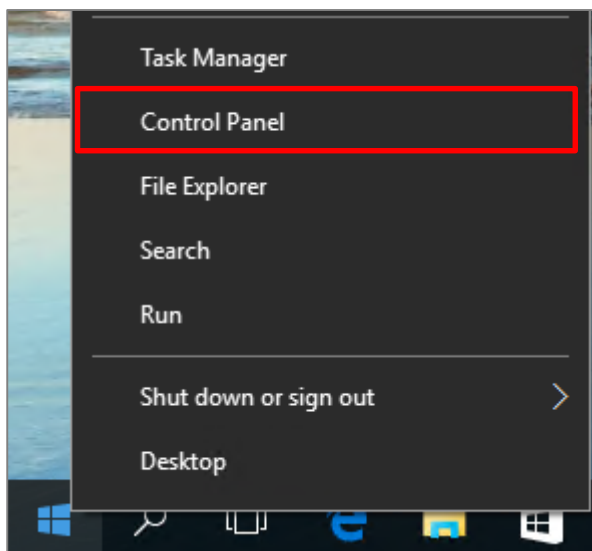


Set up your Office 365 e-mail in Outlook

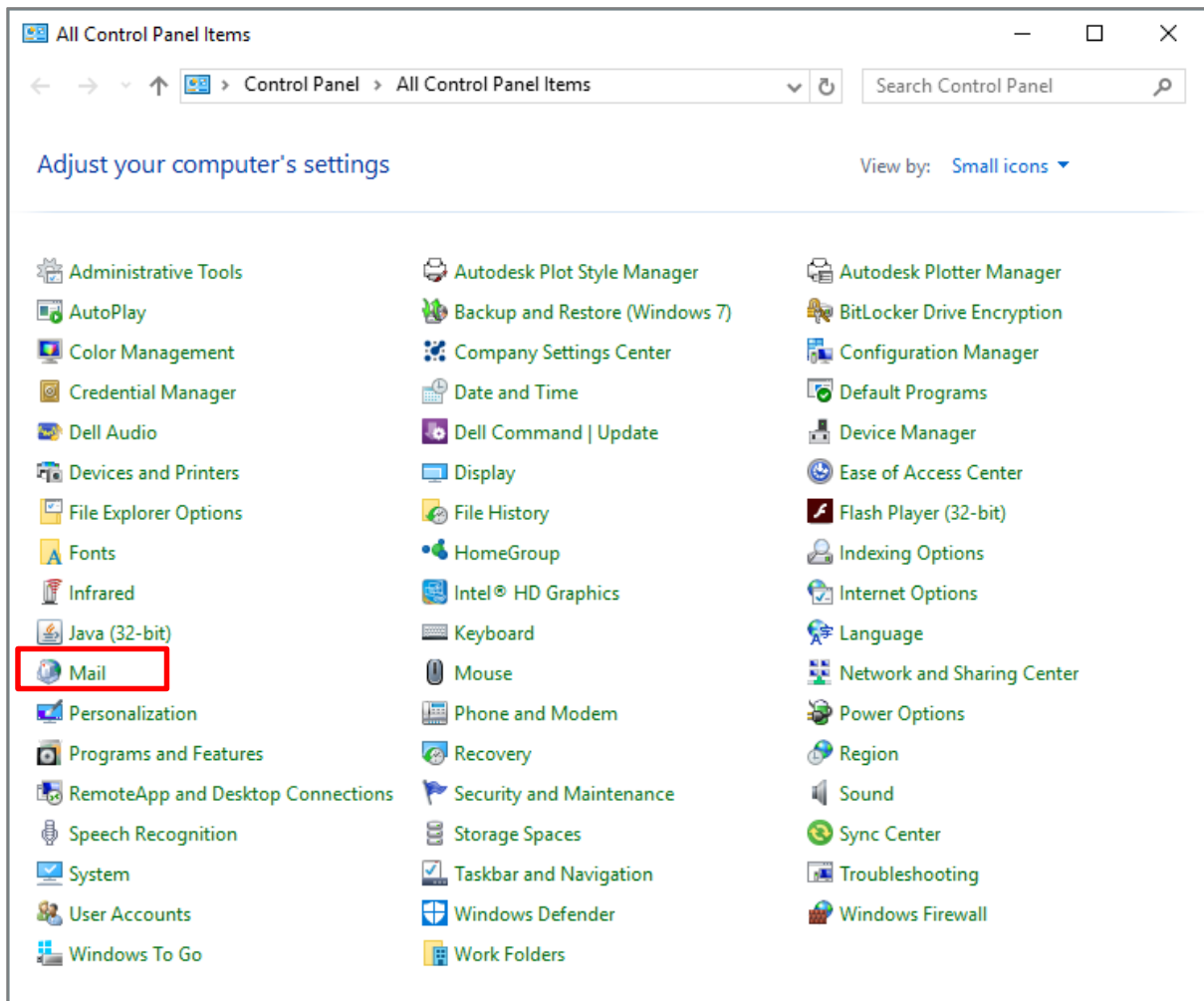
1. If you have Windows 7, left click on the Windows icon and go to **Control Panel**.



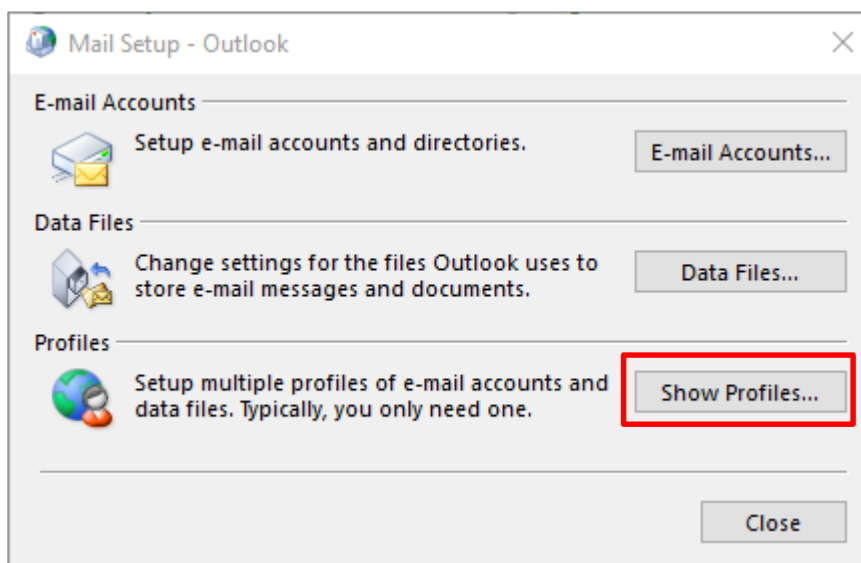
2. If you have Windows 10, right click the **Start** button and select **Control Panel**.



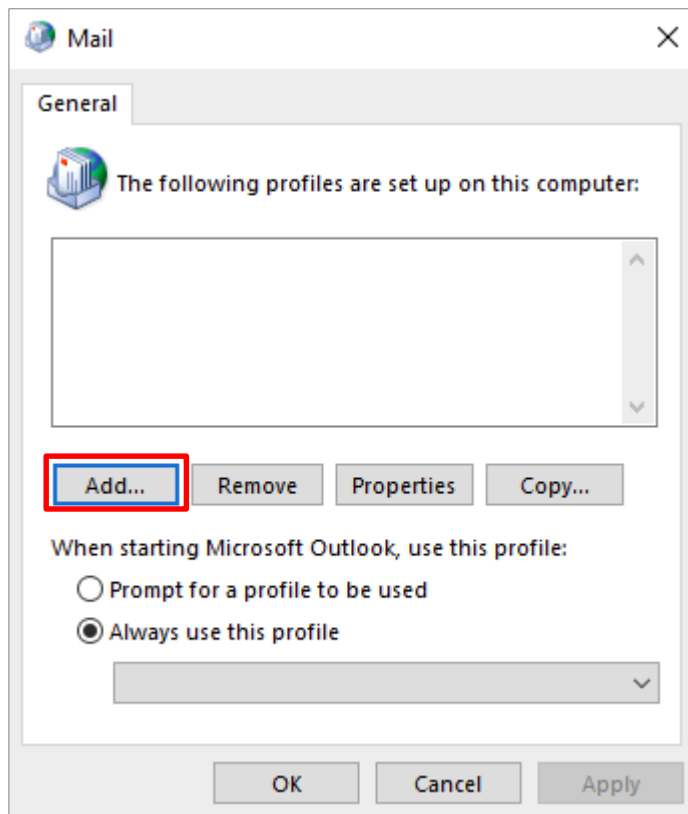
3. Select Mail.



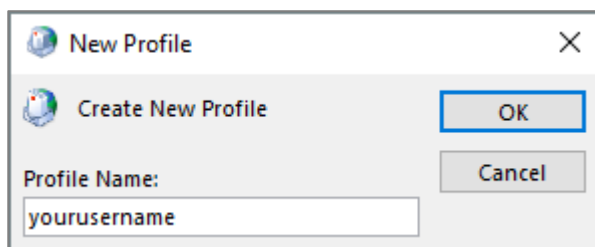
4. Click on Show Profiles.



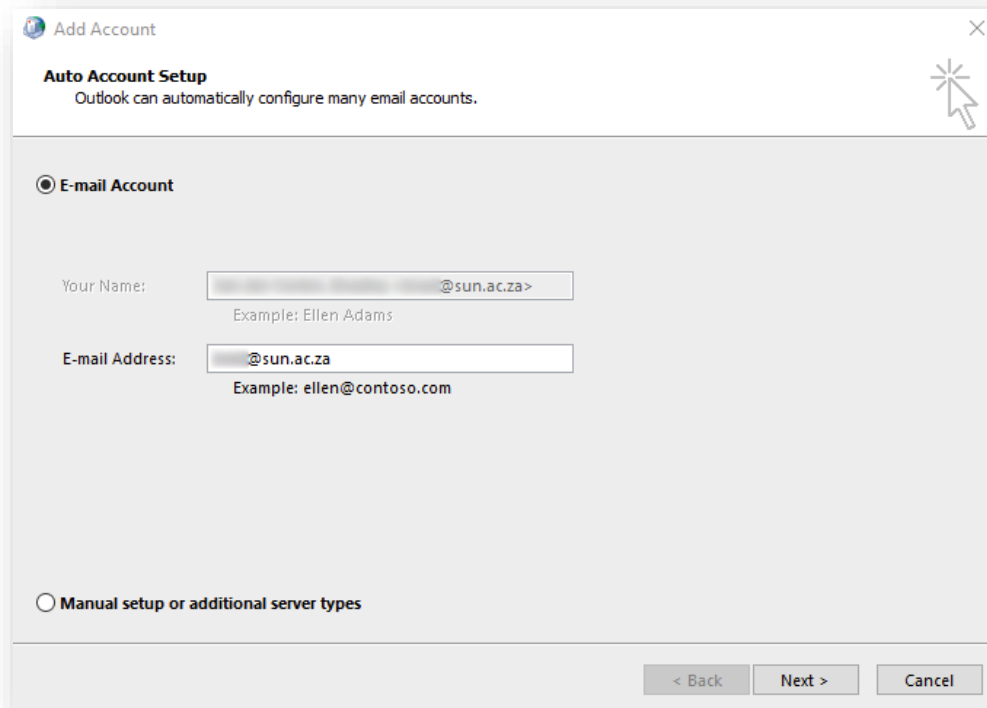
5. Click **Add**.



6. Type in your username and click **OK**.



7. The **Auto Account Setup** page will open up. If you are logged into Windows with your University username, your e-mail address will automatically resolve, as shown below, and then you can just click **Next**.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

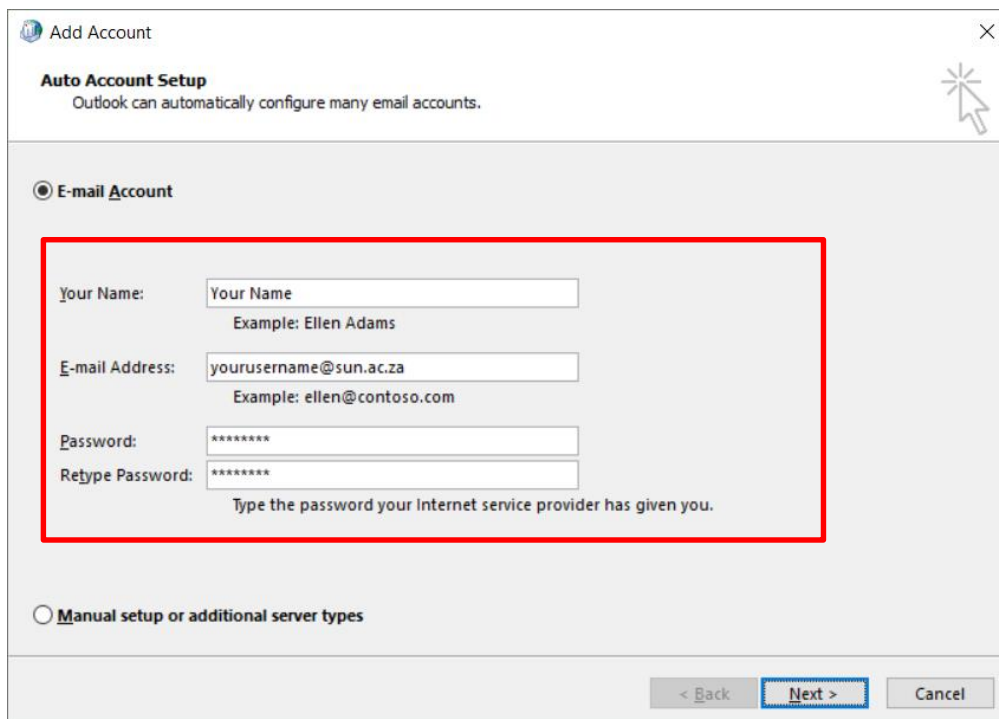
Your Name: Example: Ellen Adams

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

Manual setup or additional server types

< Back **Next >** Cancel

8. If it does not resolve automatically, the following screen will be shown. Fill in your details, as below, and click **Next**.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name: Example: Ellen Adams

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

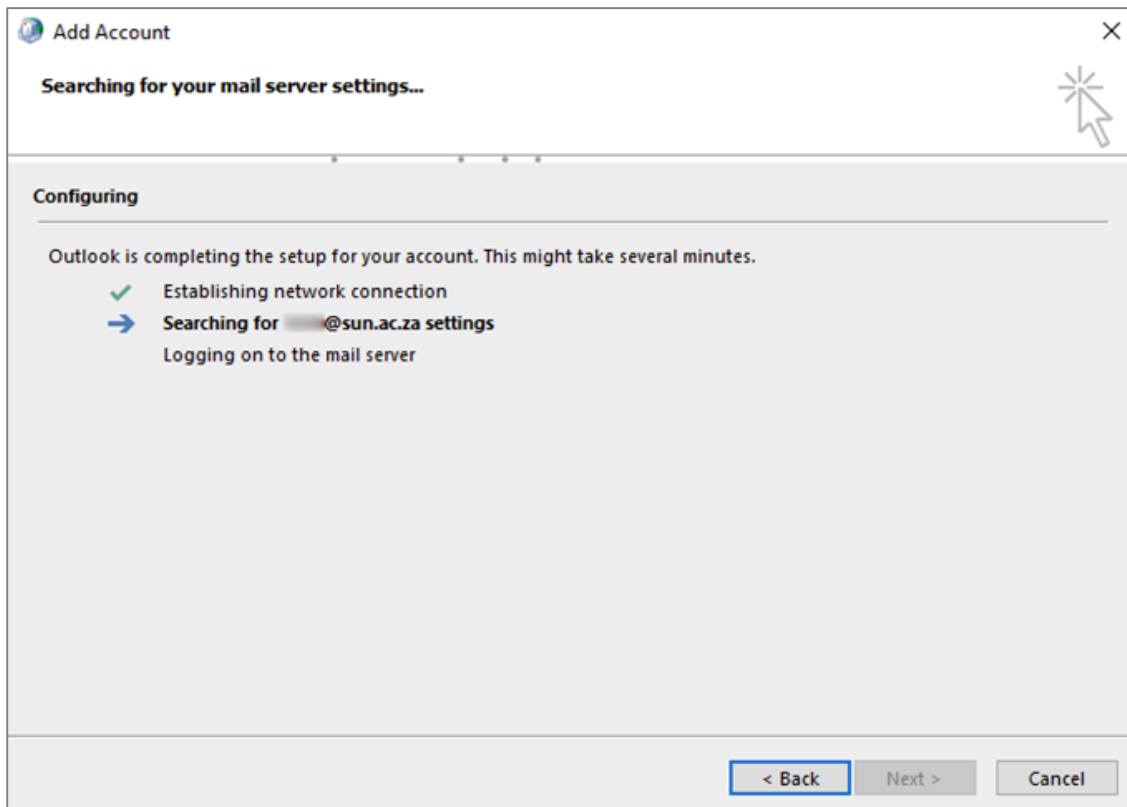
Password:

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

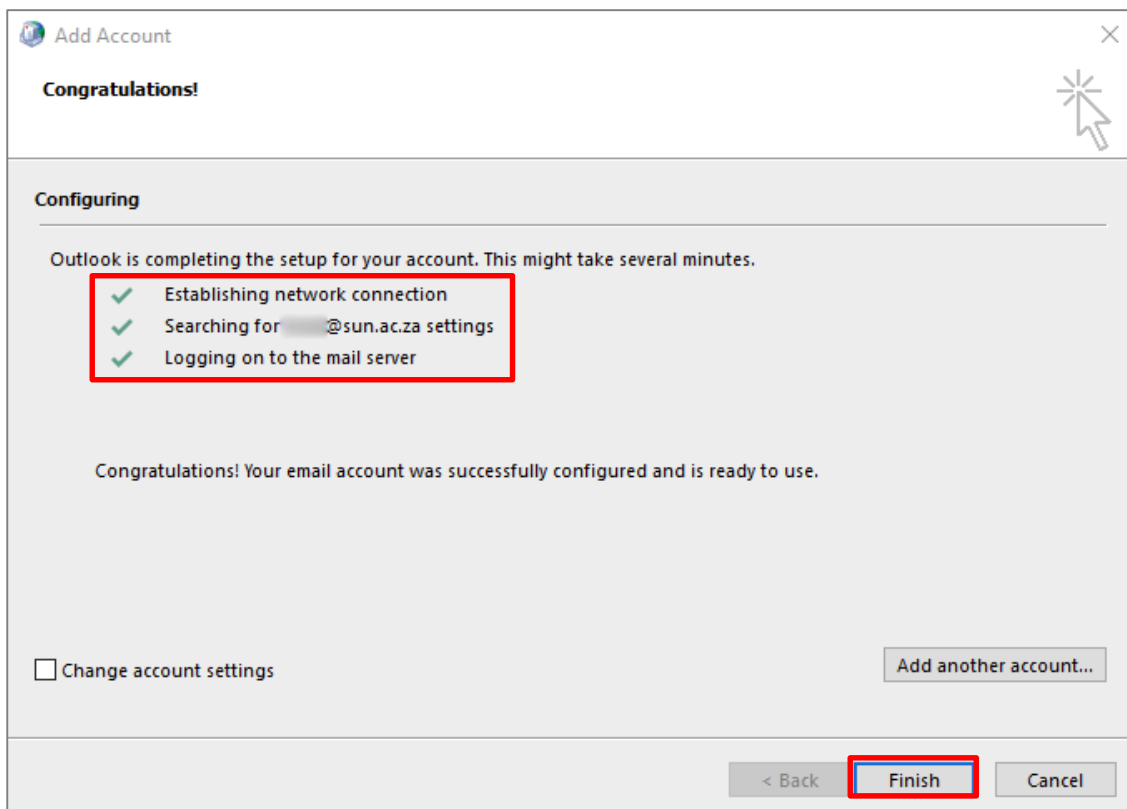
Manual setup or additional server types

< Back **Next >** Cancel

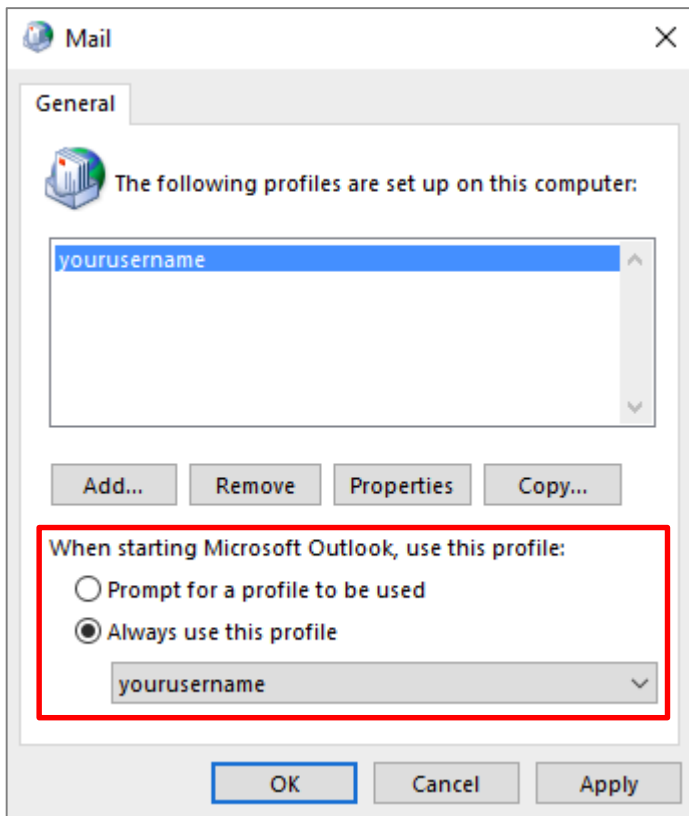
9. Outlook will now search for your account. Wait for it to complete.



10. Once Outlook is complete, click **Finish**.



11. Make sure your profile to be used when Outlook opens, is selected. Click **Ok** when done.



12. Close all open windows and open **Outlook**.