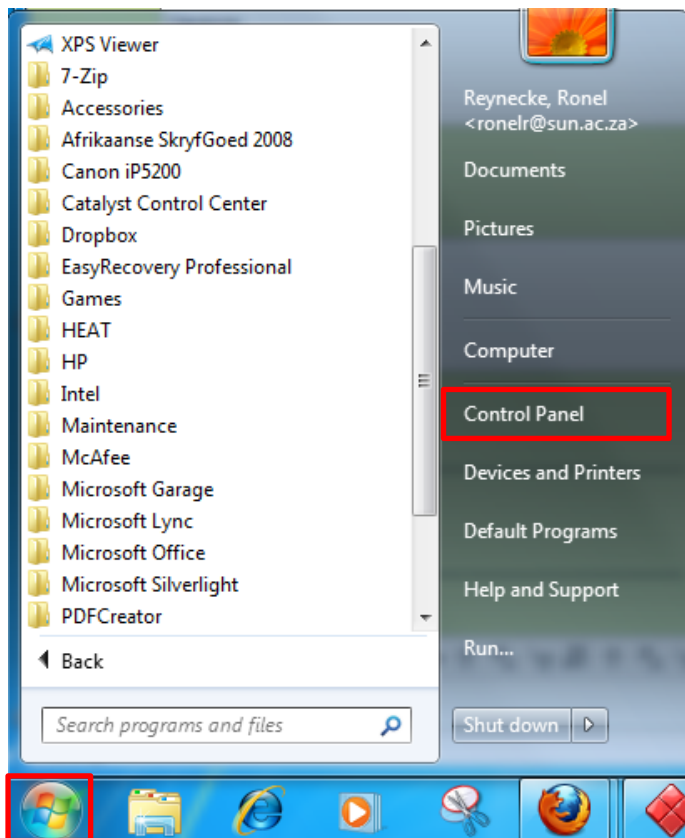


Set up your Office 365 based email in Outlook

Left Click on the **ORB** and go to **Control Panel**

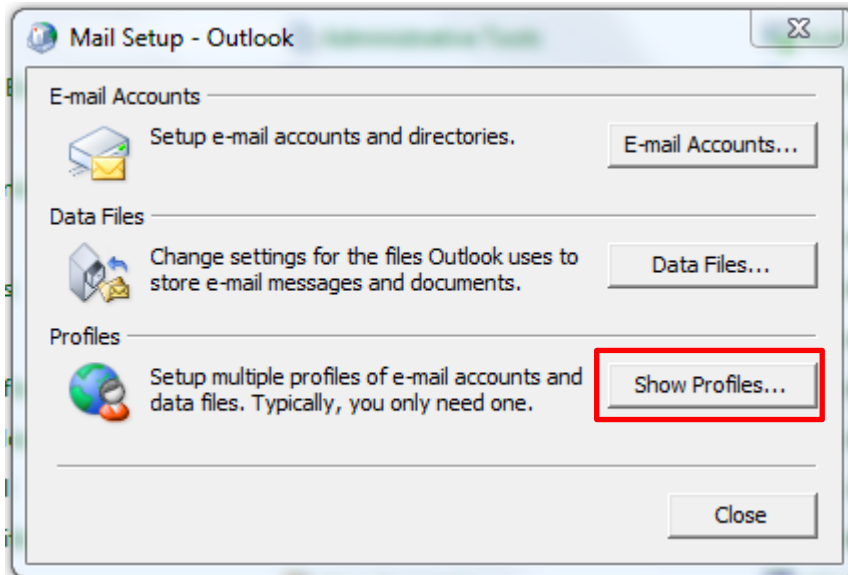


select **Mail**

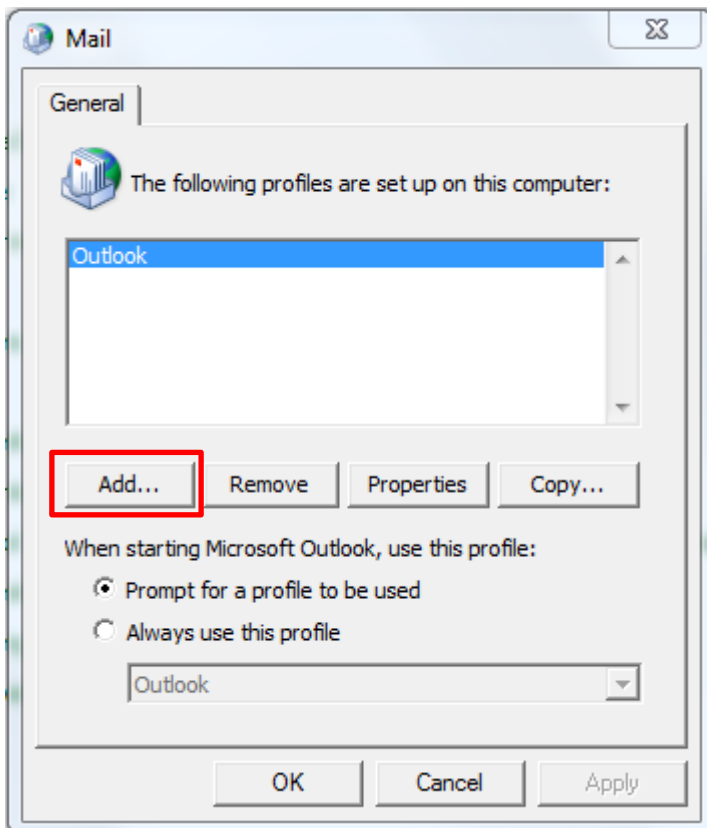
Adjust your computer's settings

- Action Center
- BitLocker Drive Encryption
- Date and Time
- Devices and Printers
- Fonts
- Internet Options
- Mail**
- Performance Information and Tools
- Program Download Monitor
- Remote Control
- Speech Recognition
- Troubleshooting
- Windows Firewall

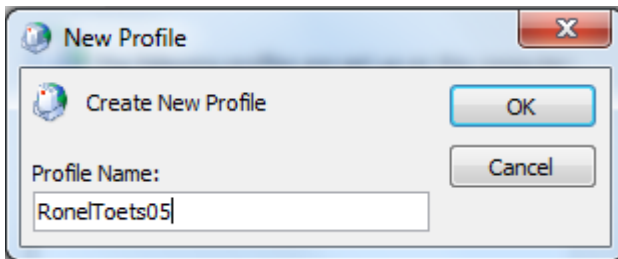
Click on **Show Profiles**



Click **Add**



Type in your username and click on OK

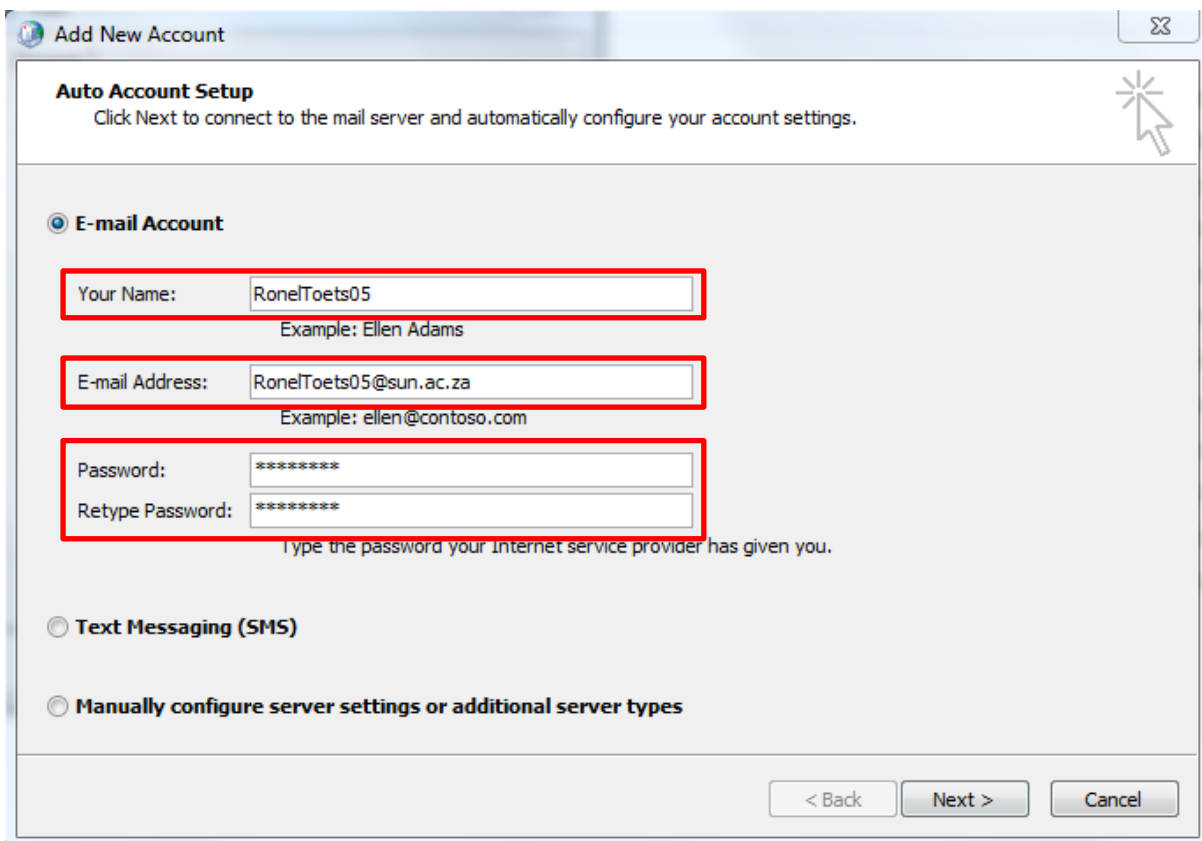


New Profile

Create New Profile

Profile Name:

The **Auto Account Setup** page will open up. Type in your info as indicated and Click on **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

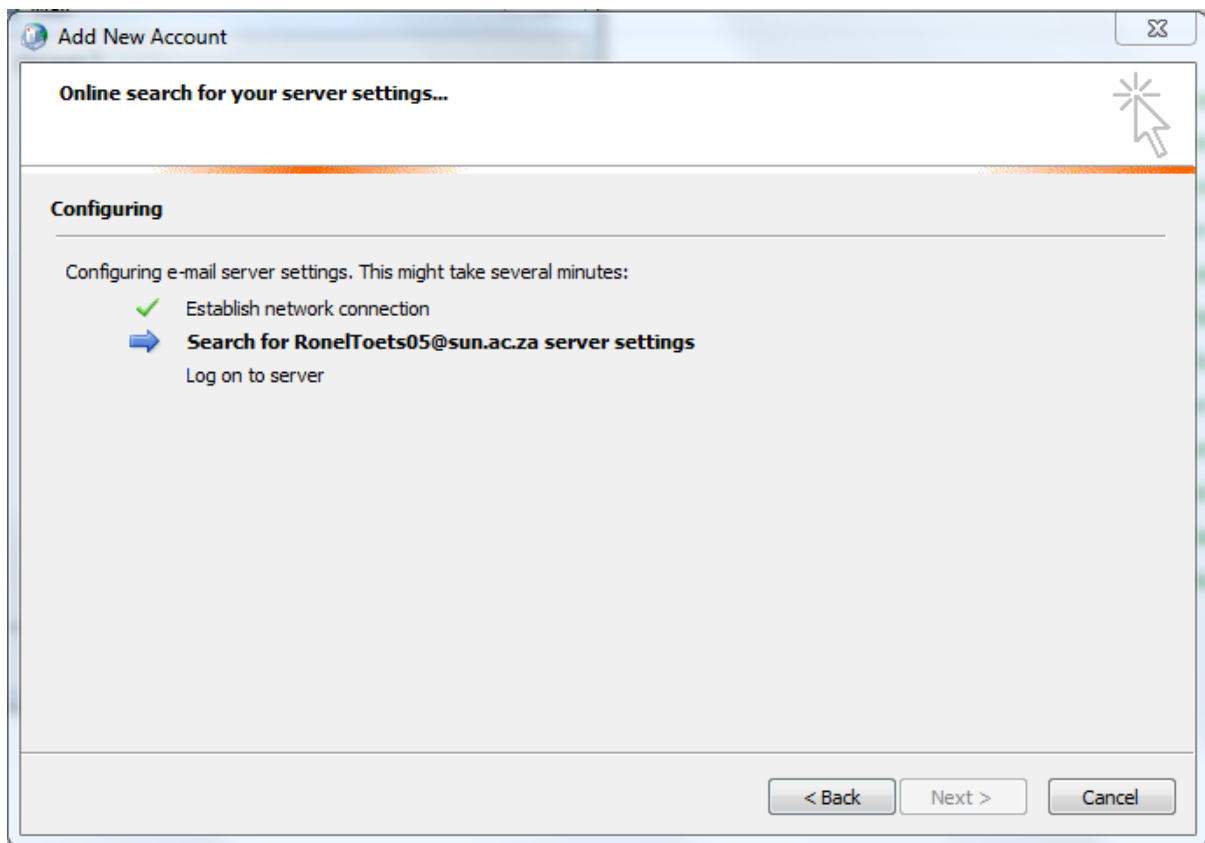
E-mail Address:
Example: ellen@contoso.com

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

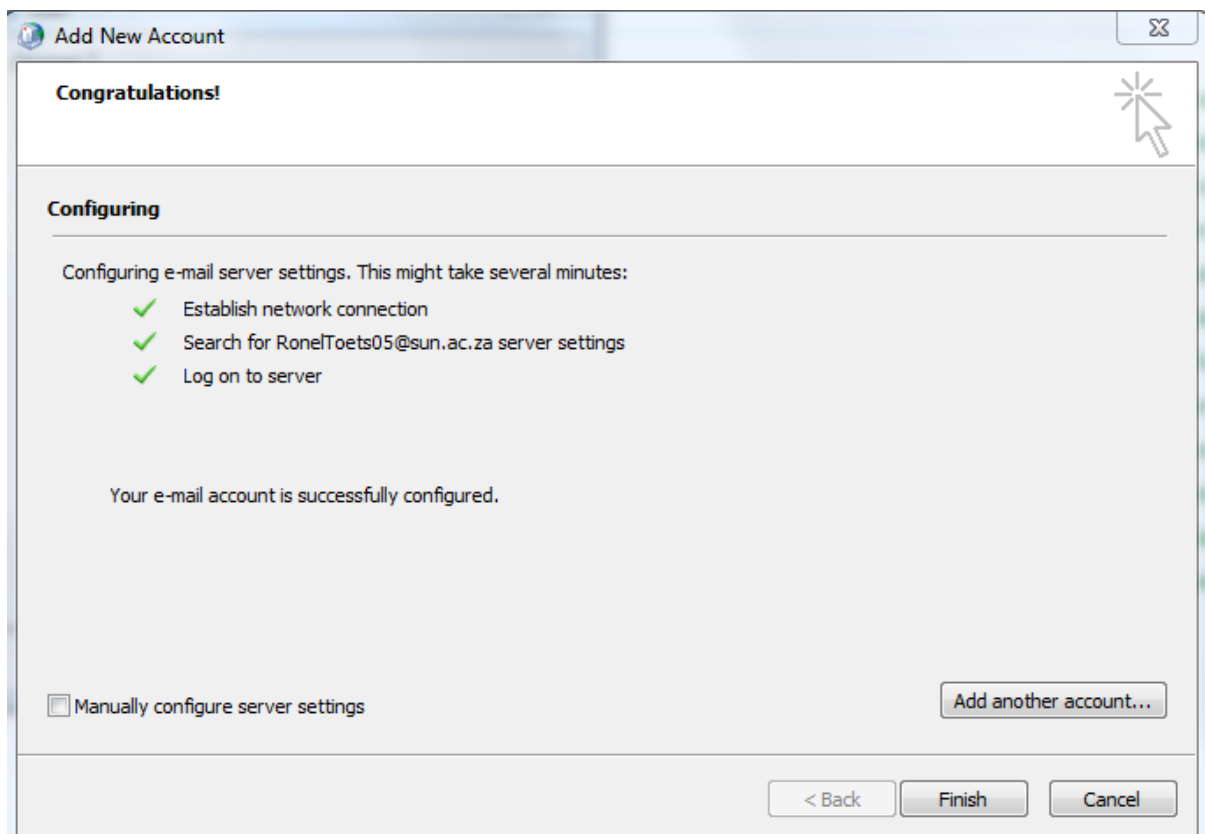
Text Messaging (SMS)

Manually configure server settings or additional server types

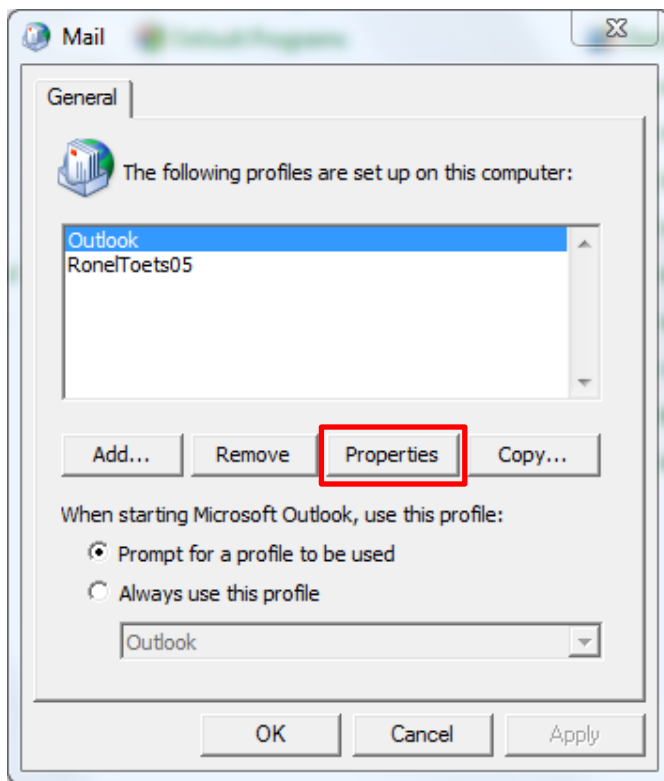
Wait for your email setup to complete



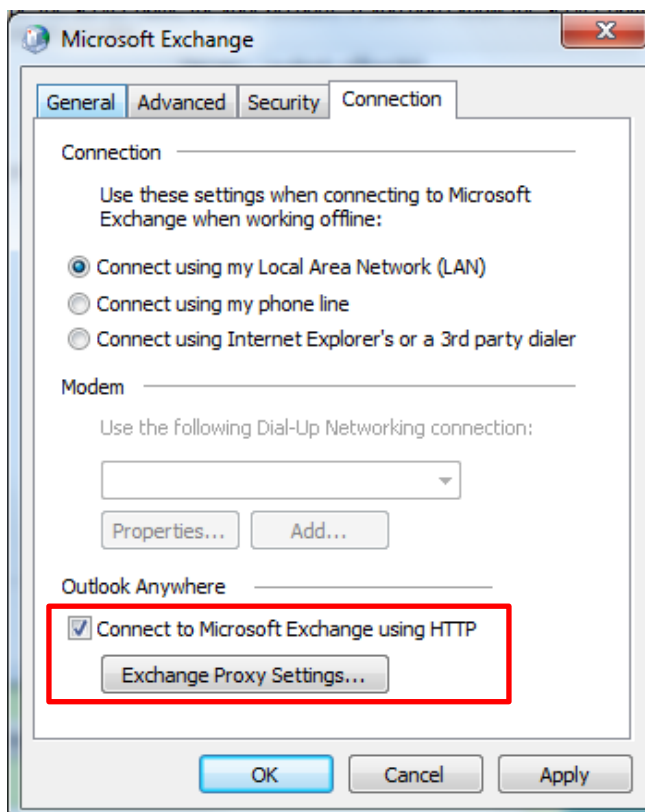
Click on **Finish**.



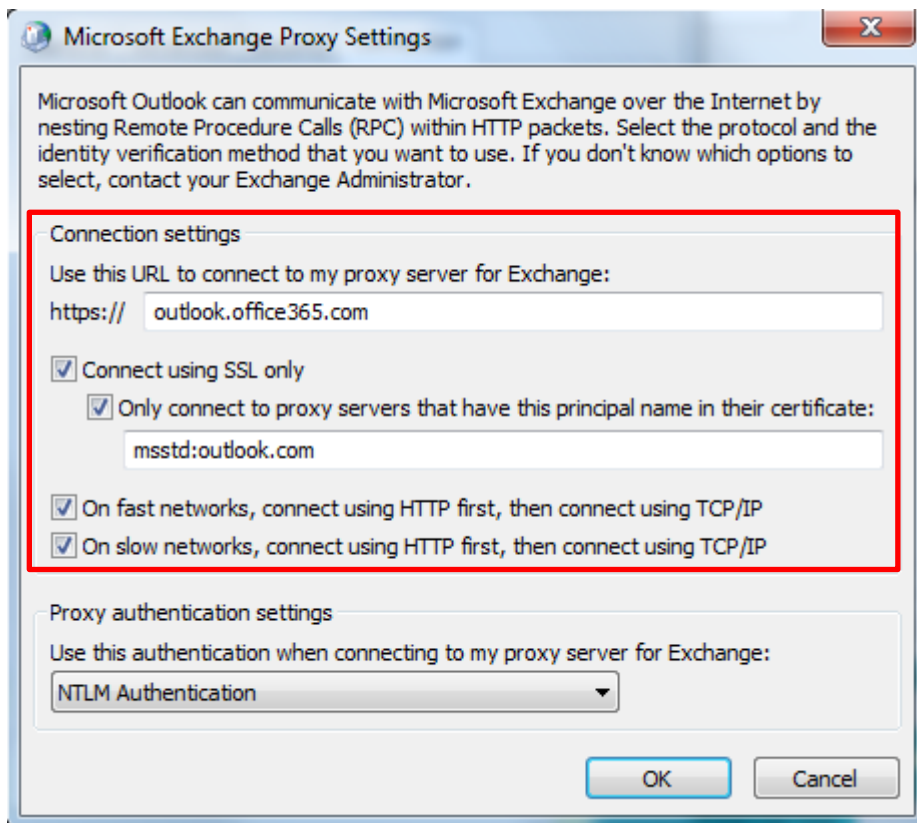
Select the new profile that was setup and click on **Properties**



Click on the Connection tab, tick **Connect to Microsoft Exchange using HTTP** and click on **Exchange Proxy Settings**



Make sure that your settings are the same as below



Click on **OK** on all the open windows.

Now you can open your Outlook.

If you are prompted for your credentials, make sure to enter your email adress and password as indicated

