

Office 365 – Configure your Outlook account

As many of users have asked how to configure Outlook for use with Office 365, here is a step by step guide.

My Outlook is Outlook 2010, so there may be some difference if you are using Outlook 2007.

To configure your client, you have 2 way:

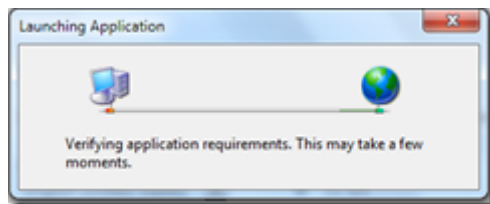
Use the Office 365 wizard

This should be the preferred way for client configuration as it will check if some required updates are installed or not, and if missing install them.

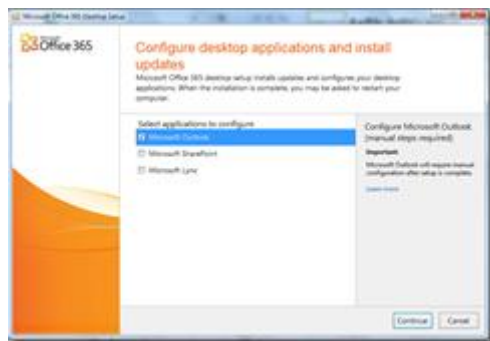
From the download page (<https://portal.microsoftonline.com/download/>), go to **Step 3** and click the **Set up** button

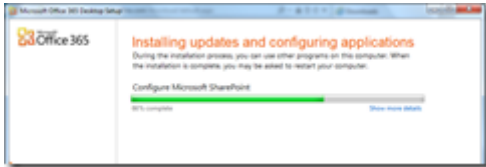


This will launch a 'on the web deployment' tool



Check which client you want to configure (Outlook, Lync or SharePoint – SharePoint configuration will set your My Site and SharePoint sites for saving your document from Office)





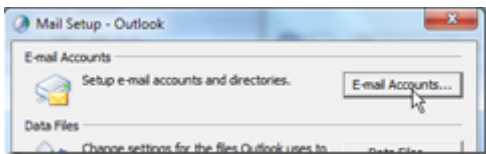
Configure Outlook manually

If you want to configure Outlook manually, or if the configuration wizard failed to configure it, do the following

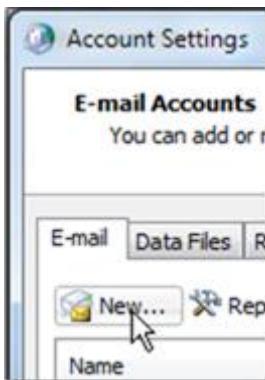
Open the **Mail** control panel



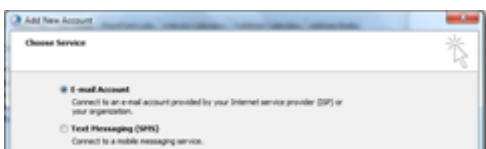
Click on **Email accounts**



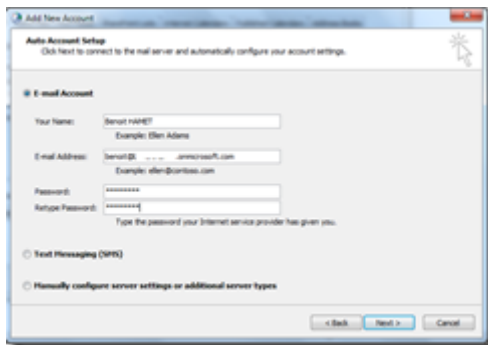
Click on the **New** button



Select **E-mail account**



Enter your name, email address (the one with @yourdomain.onmicrosoft.com) and password



Exchange autodiscover will connect to your Office 365 tenant and set Outlook settings

