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

3	Set up and configure your Office desktop apps Deskt par RC transmit spikes and configure, par Office desting apps to write with tensorih Office 365, Alter ana, pro will be able to - tend enables to be obtained to ten appendix ables appendix appendix - tend enables to behavior to tend and prov office ables appendix.

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)

30 Office 365	Configure desktop applications and install updates Nexed Oke IX alexes while initial used and in states and install advance (Nex IX) alexes while initial users and pro- servoirs.		
	Edent applications in sendingues Control of Mexica By Dearbies Mexica By Dearbies Mexica By Dearbies Mexica By Dearbies	Configure Microsoft Outlank Dersonal Regio mysicali Network Microsoft Datas of mysical Microsoft Datas of mysical Microsoft Datas of mysical Microsoft Datas of Microsoft Microsoft	
		Contras Canal	



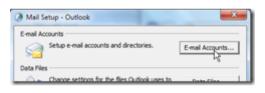
Configure Outlook manually

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

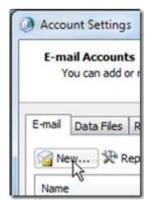
Open the Mail control panel



Click on Email accounts



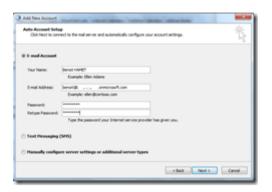
Click on the $\ensuremath{\textbf{New}}$ button



Select E-mail account

Add New Account	_
Chanae Service	弋
If email Account Connect to an a mail account provided by your internet service provider ((IP) or your organization.	
C Text Hexaging (SPN) Correct to a mobile messaging service.	

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

Add New Ad	and some owner water and an and the	
Online sear	ch for your server settings	Ř
Configuring		
Configuring -	end arrow settings. This implify this served modes: Distability which correction Second has been allowed and the second server settings larger to an or	
	ter ter	Geral
Add New Ac	ovet.	
Congratulat	Sand	卷
	rad anver settings. This regist take several ninules: Endelsh network sometion	

That e-mail account is successfully configured.