Office 365 - Outlook for Windows Client Configuration for Local Install

These instructions step through the process of configuring your Office 365 Online account with Outlook 2013 and 2016 for Windows.

**Step 1:**

Open Outlook and you will be prompted with a *Welcome Screen*. Click *Next* to continue with the *Account Setup*.

Click on *Yes* button, if not already by default. Click *Next* to continue.

**Step 2:**
Enter your name in the *Your Name*: field.

Enter your *netid@eushc.org* in the *E-mail Address*: field.

Enter your password in the *Password*: field and retype your password in the *Retype Password*: field.

Click *Next* to continue.

**Step 3:**

Outlook configuration will start searching for your mail server settings.

*Note: This process can take some time to resolve.*

Once it resolves, you will be asked to enter your password to log onto the mail server.
Enter your **password** and check the check box to Remember my credentials and click **OK**.

**Note:** If you don’t check Remember my credentials you will be prompted for them when you log back on to Outlook.

**Step 4**

Click **Finish**.

Your account will be configured and messages will start downloading.