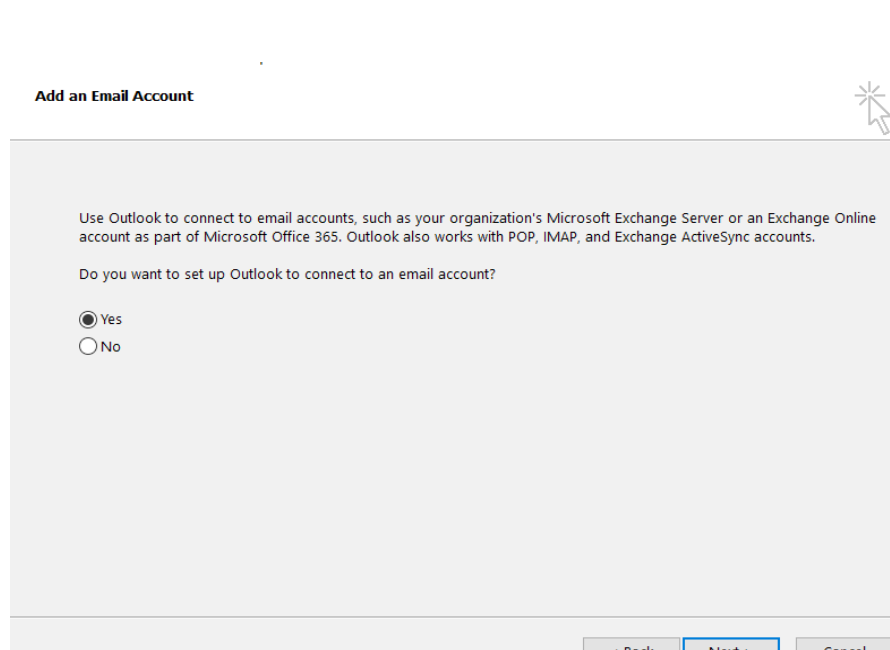


Office 365 - Outlook for Windows Client Configuration for Local Install

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**

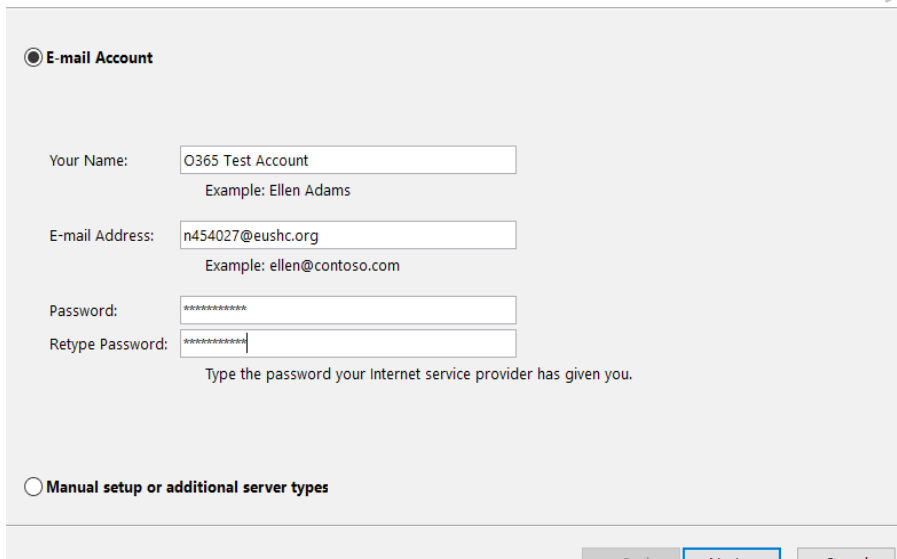


Click on **Yes** button, if not already by default. Click **Next** to continue.

Step 2:

Auto Account Setup

Outlook can automatically configure many email accounts.



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

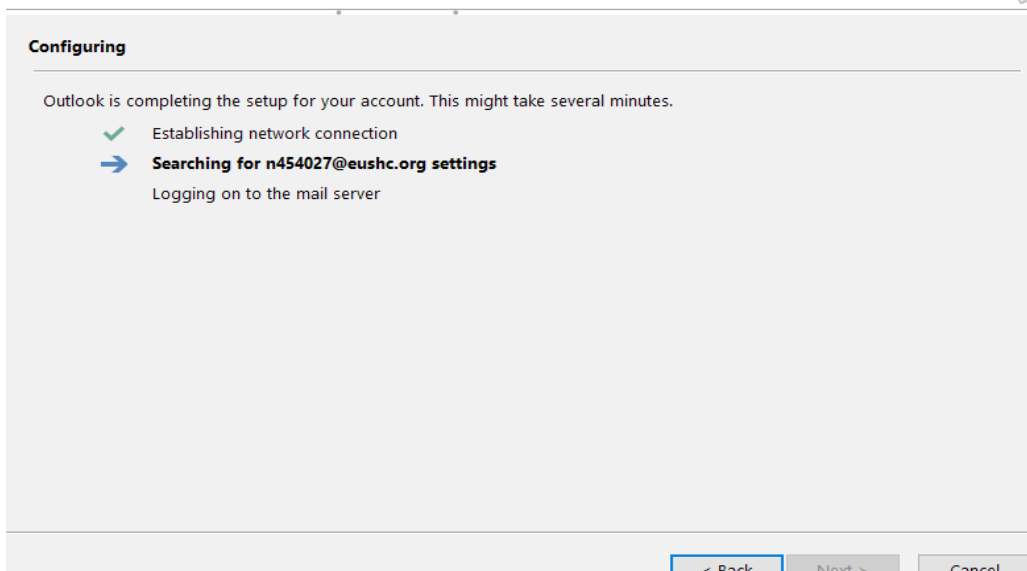
Enter your [netid@eushc.org](mailto:n454027@eushc.org) in the **E-mail Address:** field.

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

Click **Next** to continue.

Step 3:

Searching for your mail server settings...



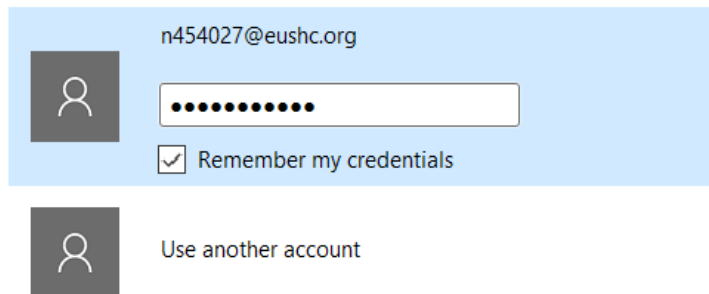
Outlook configuration will start searching for your mail server settings.

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.

Microsoft Outlook

Connecting to n454027@eushc.org



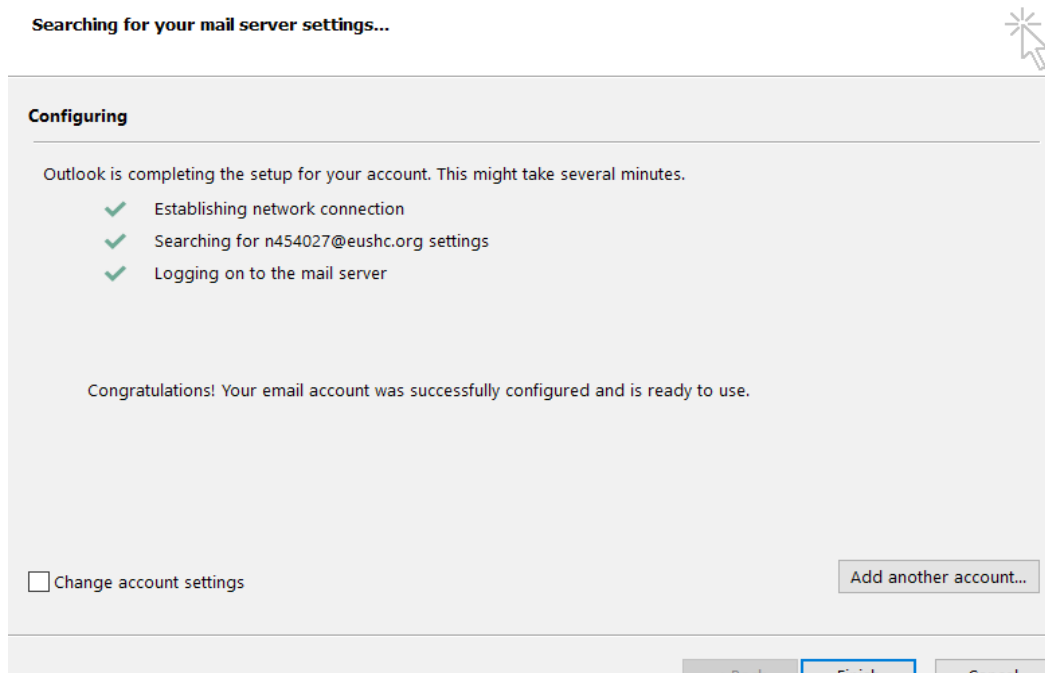
A light blue dialog box for logging into Microsoft Outlook. At the top, it displays the email address 'n454027@eushc.org' next to a person icon. Below this is a password field with ten black dots. A checkbox labeled 'Remember my credentials' is checked. At the bottom, there is a dark grey button with a person icon and the text 'Use another account'.

OK Cancel

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



A grey dialog box titled 'Searching for your mail server settings...'. The main section is titled 'Configuring' and contains the text: 'Outlook is completing the setup for your account. This might take several minutes.' Below this are three green checkmarks with corresponding text: 'Establishing network connection', 'Searching for n454027@eushc.org settings', and 'Logging on to the mail server'. A congratulatory message follows: 'Congratulations! Your email account was successfully configured and is ready to use.' At the bottom left is a checkbox for 'Change account settings'. At the bottom right is a button labeled 'Add another account...'. The bottom of the dialog shows 'Back', 'Finish', and 'Cancel' buttons.

Click **Finish**.

Your account will be configured and messages will start downloading.