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.