

# Office 365 – Outlook for Windows Client Configuration (Local Install)

Written by: LITS Messaging Team

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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

Microsoft Outlook Account Setup

**Add an Email Account**

Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes  
 No

< Back   Next >   Cancel

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

## Step 2

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back   Next >   Cancel

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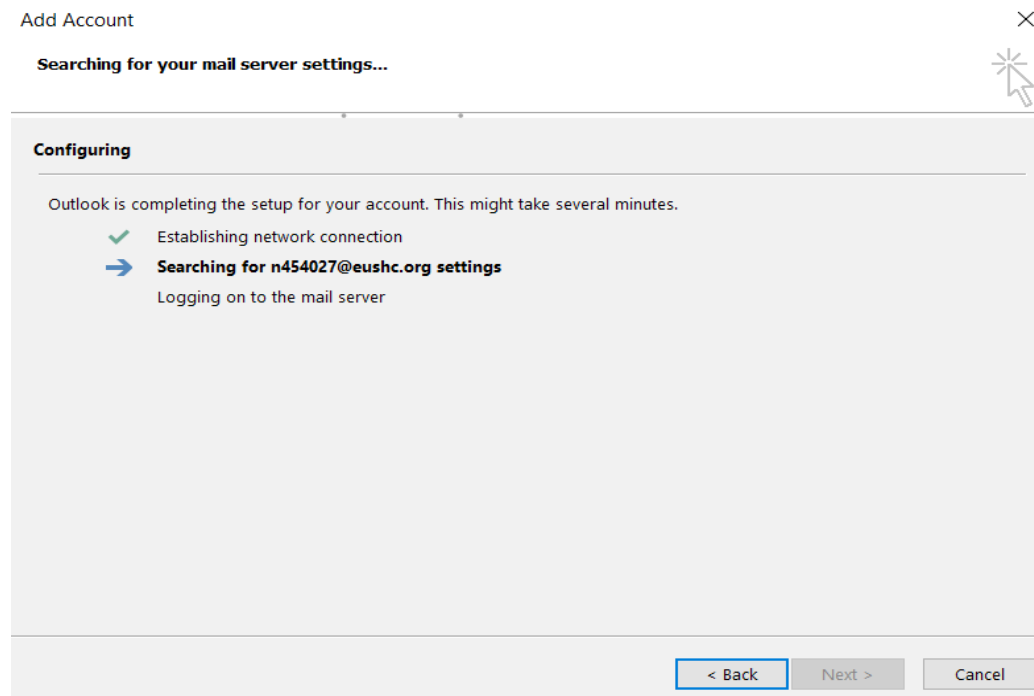
Enter your name in the Your Name: field.

Enter your [netid@eushc.org](mailto: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:



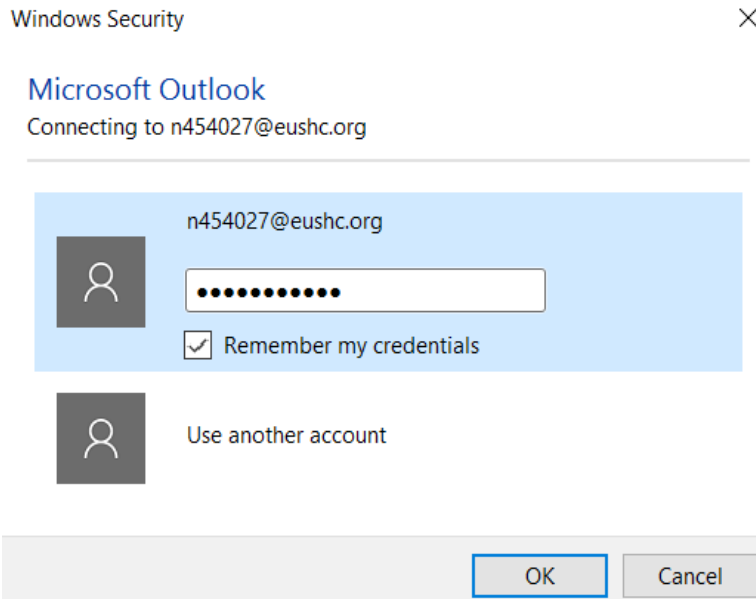
Outlook configuration will start searching for your mail server settings.

**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.

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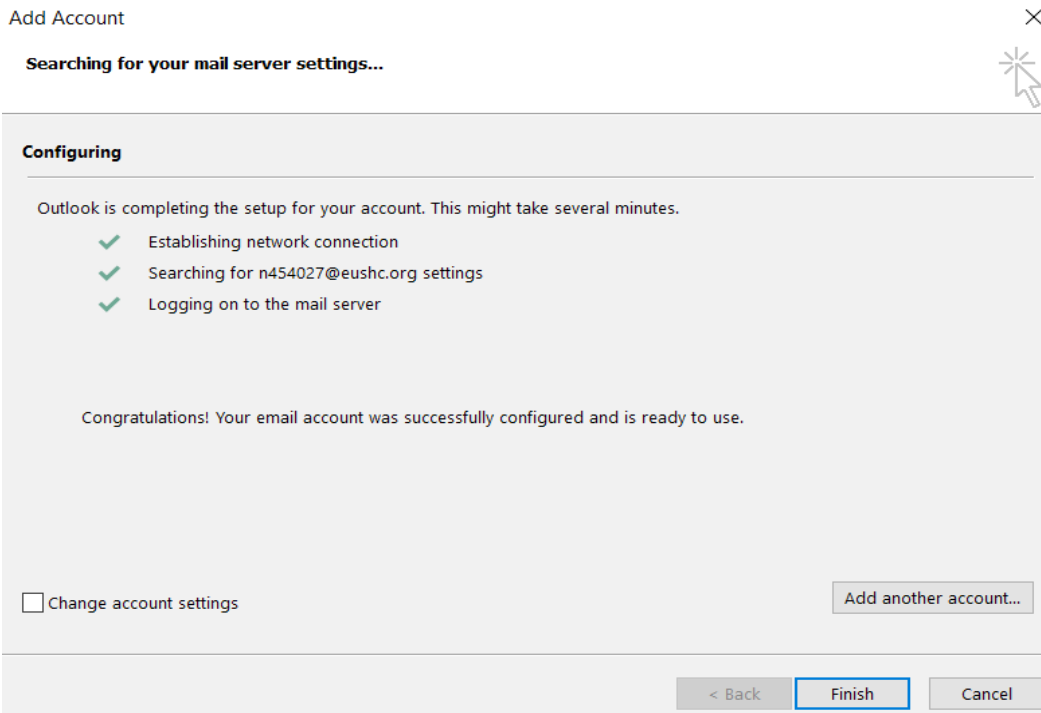
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Enter your password and check the check box to Remember my credentials. and click OK.

**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.