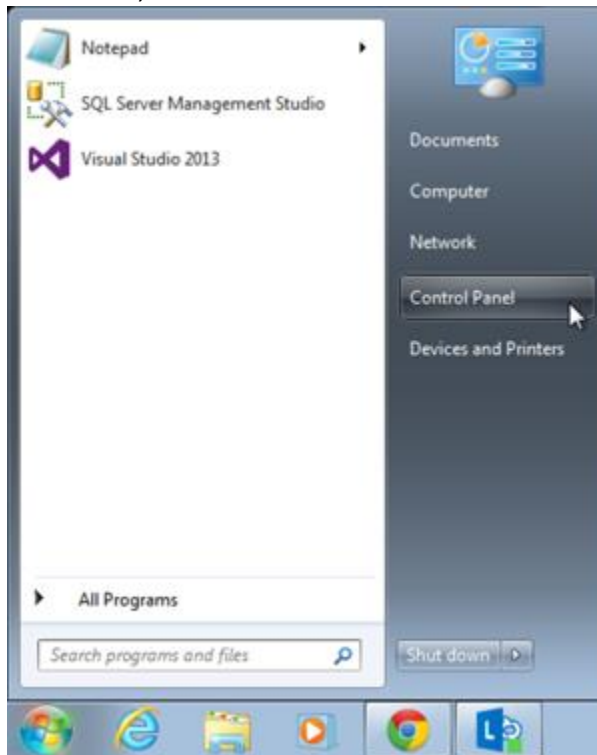


Outlook: Manually configure email

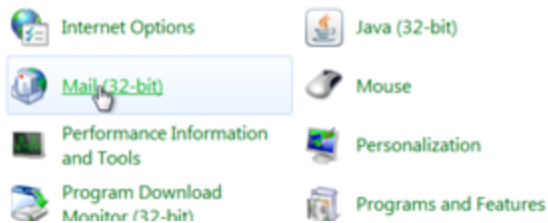


These instructions are only applicable to Outlook on a PC.

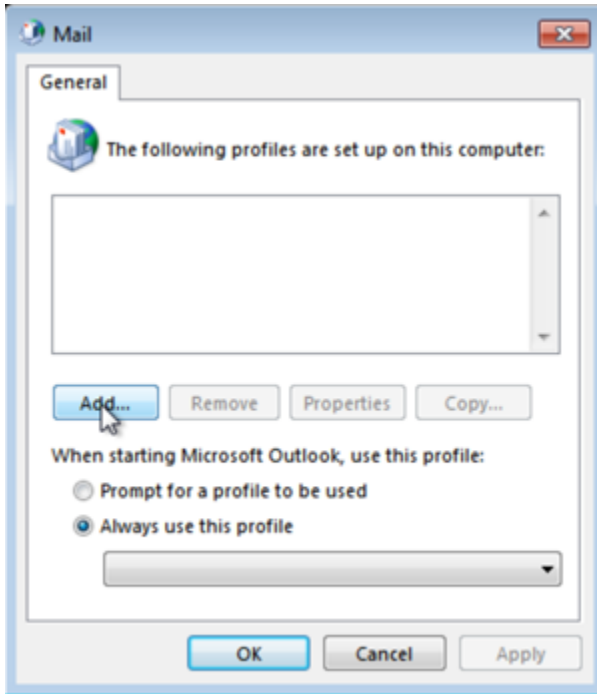
1. Click **Start**, and then click **Control Panel**.



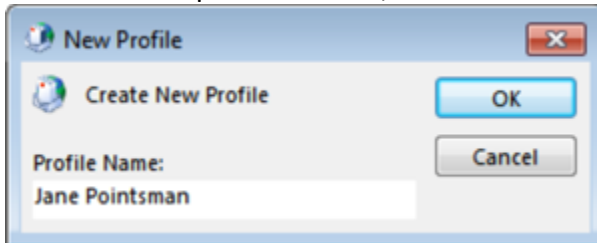
2. Search for **Mail** in the top right corner, and click **Mail (32-bit)**.
3. Click **Show Profiles**.



4. Click **Add**.



5. Enter the new profile's name, and then click **OK**.



6. Select **Manually configure server settings...**, and then click **Next**.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, the text 'Auto Account Setup' is displayed, followed by the subtitle 'Manual setup of an account or connect to other server types.' There are two radio button options: 'E-mail Account' (which is currently unselected) and 'Manual setup or additional server types' (which is selected). Under 'E-mail Account', there are two text input fields: 'Your Name:' with the example 'Ellen Adams' and 'E-mail Address:' with the example 'ellen@contoso.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Manual setup or additional server types' radio button.

7. Select **Microsoft Exchange...**, and then click **Next**.

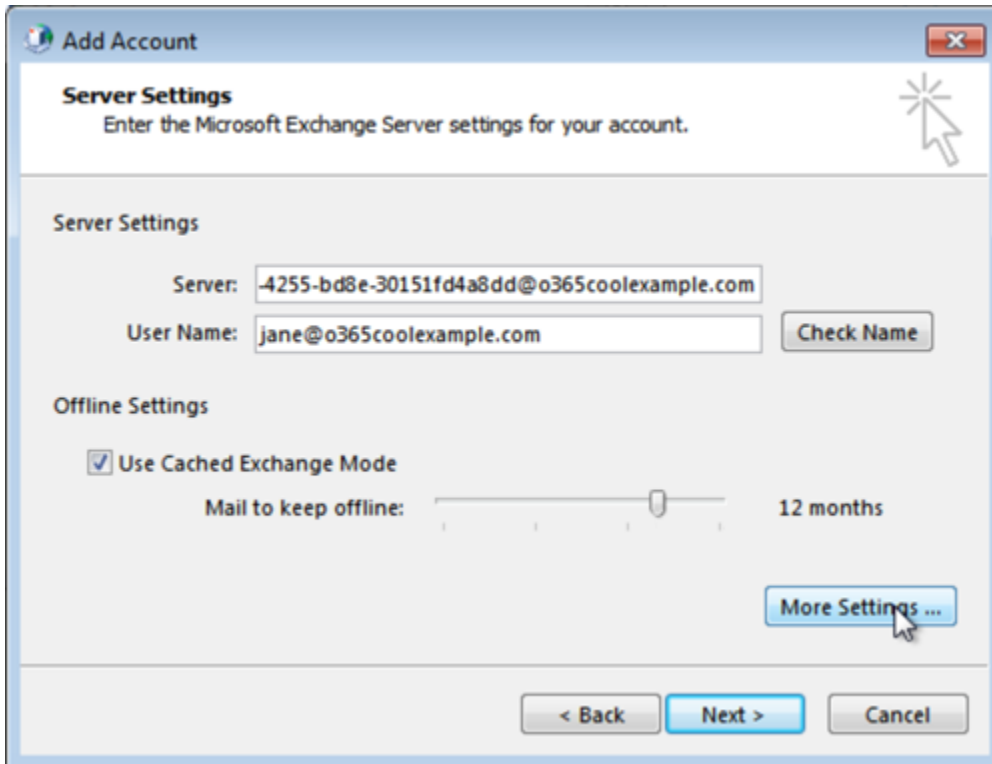
The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title bar, the text 'Choose Service' is displayed. There are three radio button options: 'Microsoft Exchange Server or compatible service' (which is selected), 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. Below each option is a brief description of what it connects to. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Microsoft Exchange Server or compatible service' radio button.

8. Complete the following fields, and then click **More Settings...**:

Field	What to do...
Server type	type outlook.office365.com
User Name	Enter your email address.

Clicking **Check Name** will not work.

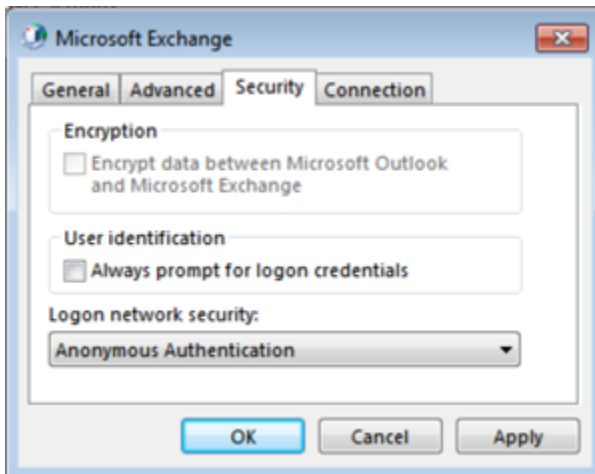
9.



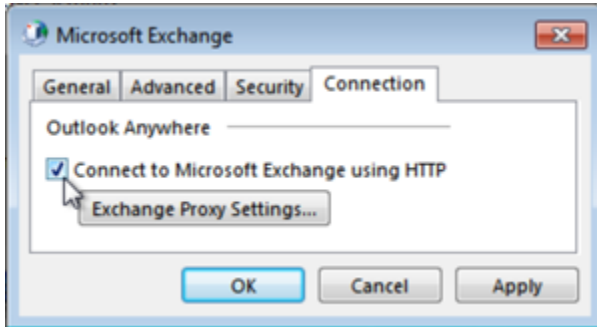
10. Go to the **Security** tab, and then complete the following fields:

Field	What to do...
Encrypt data between Microsoft...	Deselect this option.
Logon network security	Select Anonymous Authentication .

11.



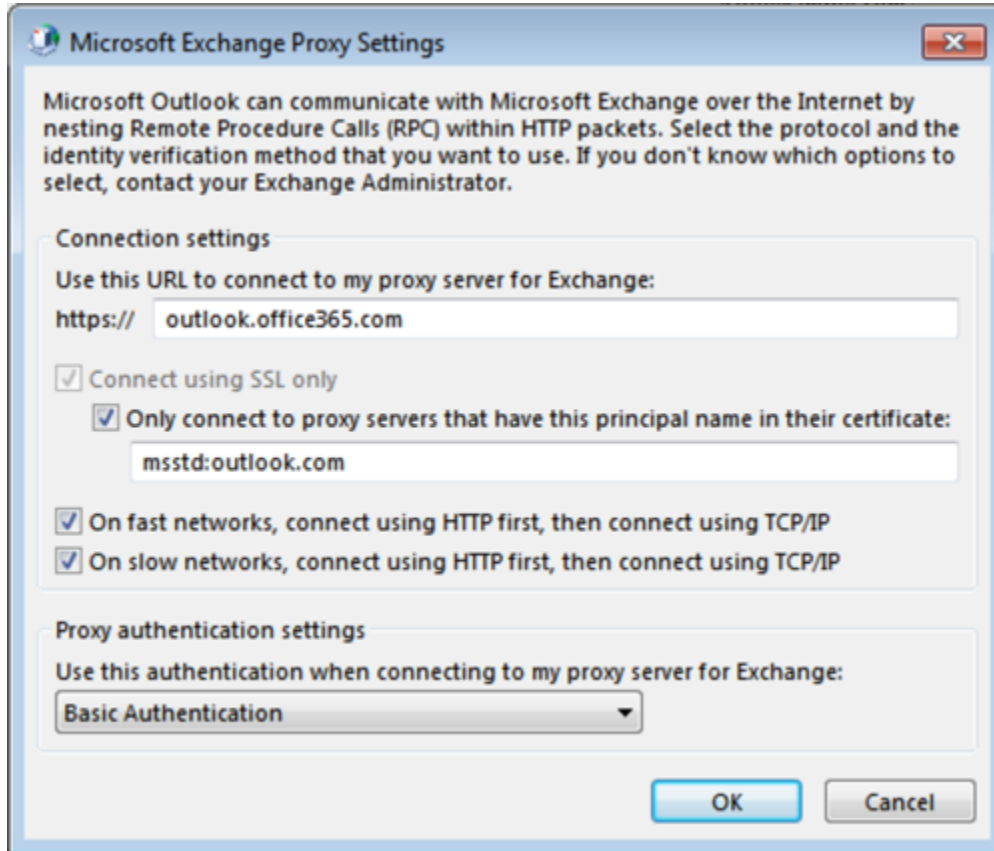
12. Go to the **Connection** tab, select **Connect to Microsoft Exchange using HTTP**, and then click **Exchange Proxy Settings**.



13. Complete the following fields, and then click **OK**:

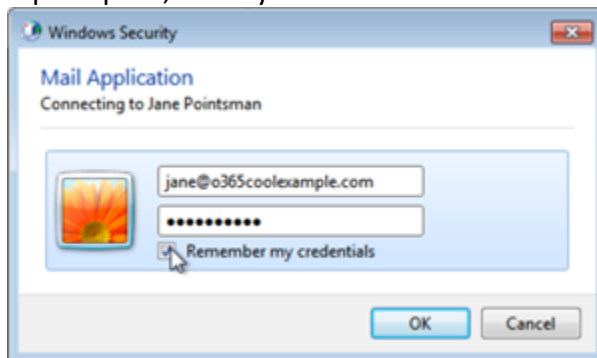
Field	What to do...
Use this URL to connect to my proxy server for Exchange:	Type outlook.office365.com in the field.
Connect using SSL only	Select this option.
Only connect to proxy servers...	Select this option, and then type msstd:outlook.com
On fast networks...	Select this option.
On slow networks...	Select this option.
Use this authentication...	Select Basic Authentication .

14.



15. Click **OK** on the Microsoft Exchange window.

16. If prompted, enter your email account and its password, and then click **OK**.



17. Click **Finish**.

Next Steps

You now should be able to open Outlook and send and receive your Office 365 email.