

Configure Outlook 2013/2010 for an Office 365 Account

Microsoft Outlook for Windows uses [profiles](#) to manage your accounts within Outlook.

1. You have three options on configuring your Outlook profile:

Option 1: First time user of Outlook (no existing profile).

Launch Outlook to start the account creation wizard. Proceed to step 2.

Option 2: Create a new profile (recommended).

Make sure Outlook is not running.

- a. Go to **Start | Control Panel | Mail**.
- b. Click **Show Profiles**.
- c. Click **Add**.
- d. Enter "Office 365" within 'Profile Name' field and click **OK** to start the account creation wizard.
- e. Proceed to step 2.

Option 3: Add your account to an existing profile.

Make sure Outlook is not running.

- f. Go to **Start | Control Panel | Mail**.
- g. Click **Show Profiles**.
- h. Select the profile you want to add your account to and Click **Properties**.
- i. Click **E-mail Accounts....**
- j. On the "Account Settings" screen, make sure the 'E-mail' tab is selected and click **New....**

- k. Proceed to step 2.
2. On the *Auto Account Setup* window, enter the following for each field:

Note: If the "Add Account" screen appears and it already includes your name and email address, just click on the **Next** button and go to the next step. The reason your account information is auto-filled is because you are signed into your Active Directory (AD) profile on the computer. If you want to modify any of the values or want to configure a different account, click into the "Manual setup or additional server types" and then click back into the "E-mail Account". This will activate both fields for entry.

- o **Your Name:** Enter your name as you'd like it to appear
- o **Email Address:** - Enter the primary address of your Office 365 account which will look like: ***EmailName***@greenridge.com
- o **Password/Retype Password:** Enter the password for your account

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:

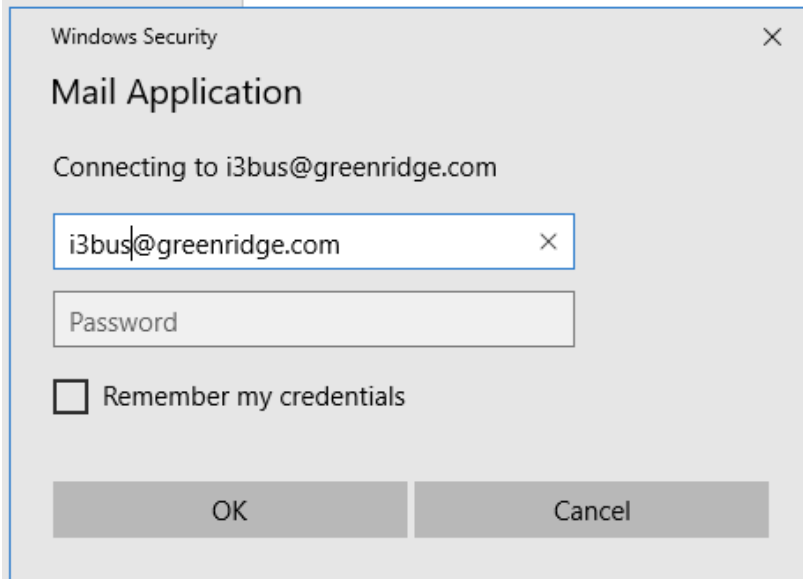
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

3. Click **Next**.
4. Outlook will now attempt to connect, search for, log into your account.
5. After a few moments it will locate the appropriate configuration settings for your account. You will then be presented with the Windows Security Login screen:

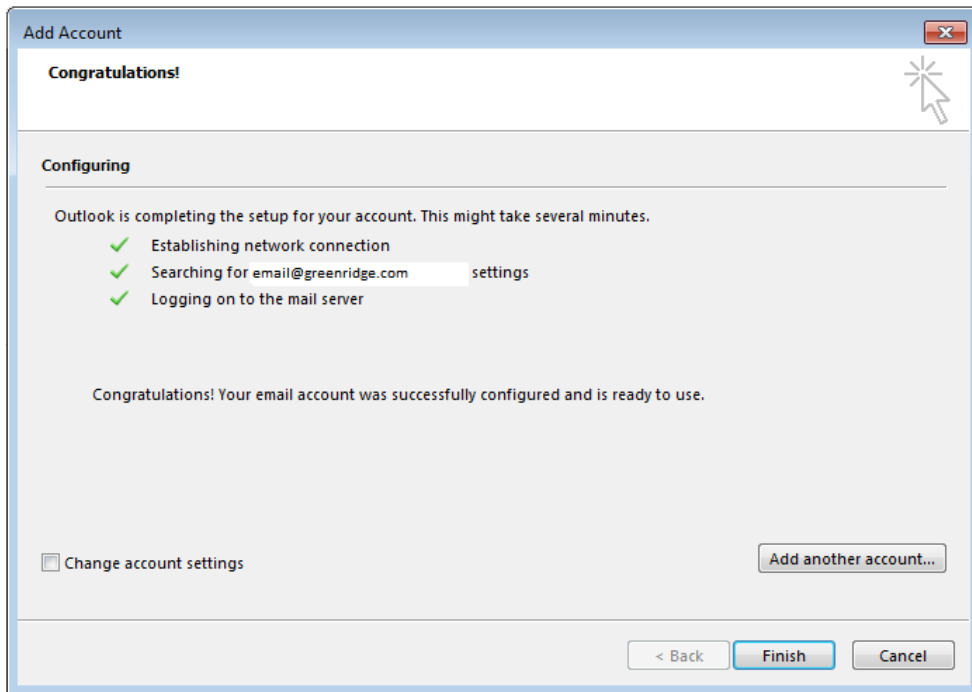
Windows security account configuration popup



- The **username** field will automatically be populated with the email address you entered in step 2
- **Password:** Enter the password associated with the account you entered above.

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- Place a check mark within "Remember my credentials" checkbox.
 - Click **OK**
 - If prompted a second time, enter the same credentials as the previous step and click **OK**.
 - Click **Login**

6. If all settings are correct, you will see the screen below. Your account is ready for use.



7. Click **Finish**.
8. If you created an additional profile, make sure to set this new profile as the default startup profile when Outlook starts, otherwise skip to the next step:
- . Go to **Start | Control Panel | Mail**.
 - a. Click **Show Profiles**.
 - b. Click "Always use this profile and select the new Office 365 profile you just created from within the select box under this setting and click **OK**.
9. Start Outlook using the profile you just created/modified.

Note: You may be prompted to enter your credentials again on initial start up. Make sure to enter your user name.

Important: Depending on the size and amount of emails you have in your account, Outlook may require some time to completely download all of your mail (and other data) the first time you load Outlook after configuring your account.