

INFORMATION MIAMI TECHNOLOGY

Outlook 2013/2016

Configuring an Office 365 Mailbox



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Configuring an Office 365 Mailbox in Outlook 2013/2016

Requirements:

- An Office 365 Account
- You have run the most recent Microsoft updates.
- 1. For first time users of Outlook (no existing profile), launch Outlook to start the account creation wizard and proceed to Step 6.
- 2. For users who have an Outlook profile already created, go to Start > Control Panel.





3. In the Control Panel click inside the Search box in the upper right-hand corner of the window and search for "Mail."

🖭 All Control Panel Items		
← → → ↑ 🔛 → Control Pane	> All Control Panel Items	✓ 👌 Search Control Panel
Adjust your computer's settin	ngs	View by: Small icons 🔻
🔠 Administrative Tools	📑 AutoPlay	🐌 Backup and Restore (Windows 7)
🏘 BitLocker Drive Encryption	💶 Color Management	🌆 Configuration Manager
Credential Manager	Date and Time	🐻 Default Programs

4. Click Mail in the search results.

🖭 mail - All Control Panel Items	
← → × ↑ 🖾 > Control Panel > All Control Panel Items v 0 mail	×
Mail (32-bit)	
Pearch Windows Help and Support for "mail"	



5. In the Mail Setup dialog box, click Show Profiles.



6. On the **General** tab, under **When starting Microsoft Office Outlook, use this profile**, click **Prompt for a profile to be used**, and then click **Add**.

ſ	Mail
	General
	The following profiles are set up on this computer:
	Mail
	~
	Add Remove Properties Copy
	When starting Microsoft Outlook, use this profile:
	Prompt for a profile to be used
ľ	Always use this profile
	OK Cancel Apply



7. In the **Profile Name** box, type the name that you want to use for the new email profile, and then click **OK**.

Ose Profile	X
Create New Profile	ОК
Profile Name:	Cancel
New	

- 8. On the **Add Account Setup** window, enter the following for each field if they are not already populated:
 - **Your Name**: Enter your name as you'd like it to appear.
 - E-mail Address: Enter your email address (i.e. sibis@miami.edu).
 - **Password/Retype Password**: Enter your account password.
- 9. Click Next.

Add Account		8
Auto Account Setur Outlook can autor	atically configure many email accounts.	${\sim}$
E-mail Account		
Your Name:	Sebastian Ibis Example: Ellen Adams	
E-mail Address:	sibis@miami.edu Example: ellen@contoso.com	
Password:	****	
Retype Password:	****	
O Manual setup or ad	Type the password your Internet service provider has given you. dditional server types	
	< Back Next > Ca	ncel

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- 10. You may be prompted to enter your credentials. If so, enter your email address as your username and your account password as your password, and click **OK**.
- 11. When your account finishes configuring, click Finish.

Add Accou	nt		X
Congratula	tions!		×
Configuring			
Outlook is	completing the setup for your accou	nt. This might take several minutes.	
~	Establishing network connection		
~	Searching for	settings	
~	Logging on to the mail server		
Cong <u>C</u> hange a	atulations! Your email account was si ccount settings	uccessfully configured and is ready to use.	Add another account
		< <u>B</u> ack	Finish Cancel

12. Click **OK**.

🥥 Mail		23
General		
The fol	lowing profiles are set	up on this computer:
Mail		~
New		
		~
Add	Remove Proper	ties Copy
When startin	g Microsoft Outlook, u	se this profile:
O Prompt	for a profile to be used	í
Always	use this profile	
		~
	ОК С	ancel Apply

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