Windows Live Mail

Configuring for Office 365
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1. Open Windows Live.
2. If this is the first time you have started the program, the mail setup wizard will automatically start. If not, click the Accounts tab and then click the Email button on the left.

3. Fill in the requested fields:
   - **Email address**: This is your full e-mail access, for example s.ibis@miami.edu
   - **Password**: This is the password for your e-mail account.
   - **Display name for your sent messages**: Your name.
4. Click Next.
5. In the Configure server settings window, enter the following e-mail server information:
   - Incoming server information
     - Server type: Select IMAP from the drop down.
       - Check the box next to Requires a secure connection (SSL).
     - Authenticate using: Select Clear text.
     - Logon user name: Enter your email address (e.g. s.ibis@miami.edu).
   - Outgoing server information
       - Check the box next to Requires a secure connection (SSL).
       - Port: 587.
       - Check the box next to Requires authentication.

6. Click Next when done.
7. Once successfully created you’ll receive a message that your account has been added.
8. Click **Finish** when done.