Windows Live Mail

Configuring for Office 365

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Configuring Windows Live Mail for Office 365

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.
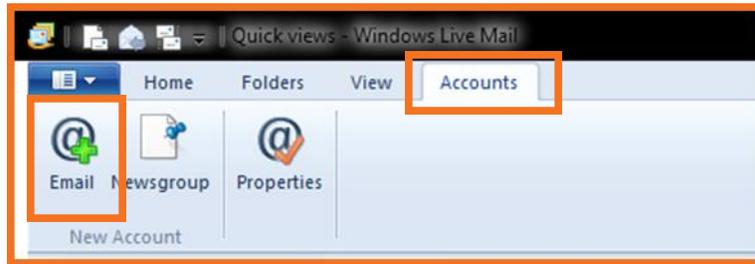
3. Fill in the requested fields:
   - **Email address**: This is your full e-mail access, for example s.ibis@miami.edu
   - **Password**: This is the password for your e-mail account.
   - **Display name for your sent messages**: Your name.
4. Click **Next**.
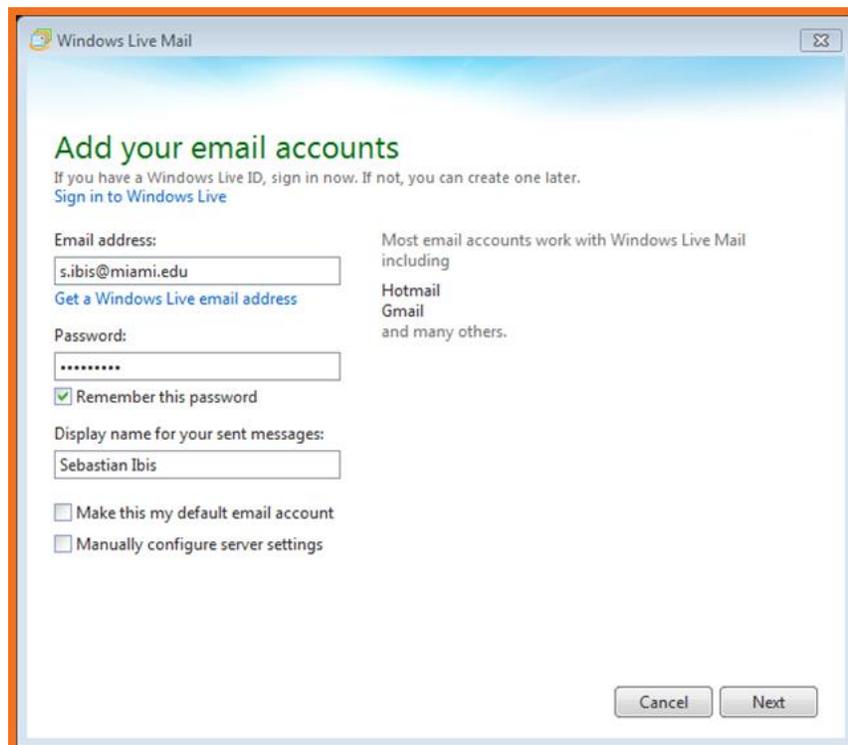
5. In the Configure server settings window, enter the following e-mail server information:
   - Incoming server information
     - **Server type**: Select **IMAP** from the drop down.
     - **Server address**: outlook.office365.com.
       - Check the box next to **Requires a secure connection (SSL)**.
     - **Authenticate using**: Select **Clear text**.
     - **Logon user name**: Enter your email address (e.g. s.ibis@miami.edu).
   - Outgoing server information
     - **Server address**: smtp.office365.com.
       - Check the box next to **Requires a secure connection (SSL)**.
       - **Port**: 587.
       - Check the box next to **Requires authentication**.
6. Click **Next** when done.

Windows Live Mail

Configure server settings

If you don't know your email server settings, contact your ISP or network administrator.

Incoming server information

Server type:

IMAP

Server address: Port:

outlook.office365.com   993

☑ Requires a secure connection (SSL)

Authenticate using:

Clear text

Logon user name:

s.ibis@miami.edu

Outgoing server information

Server address: Port:

smtp.office365.com   587

☑ Requires a secure connection (SSL)
☑ Requires authentication

Cancel   Back   Next

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