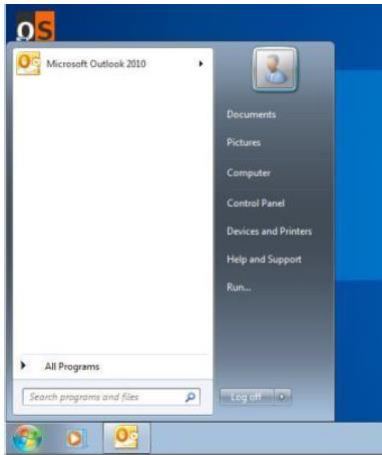
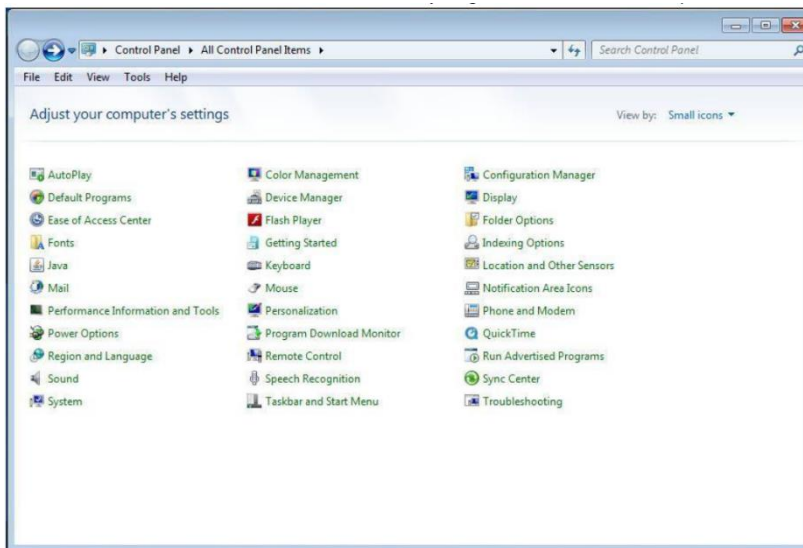


Student Email: Setting Up Outlook 2013 for Office 365 email

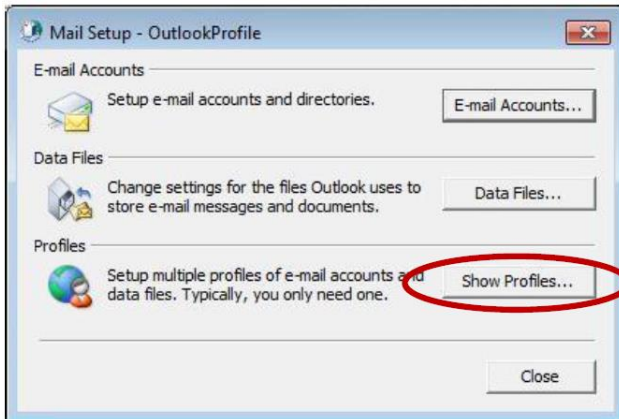
1. Open Control Panel.



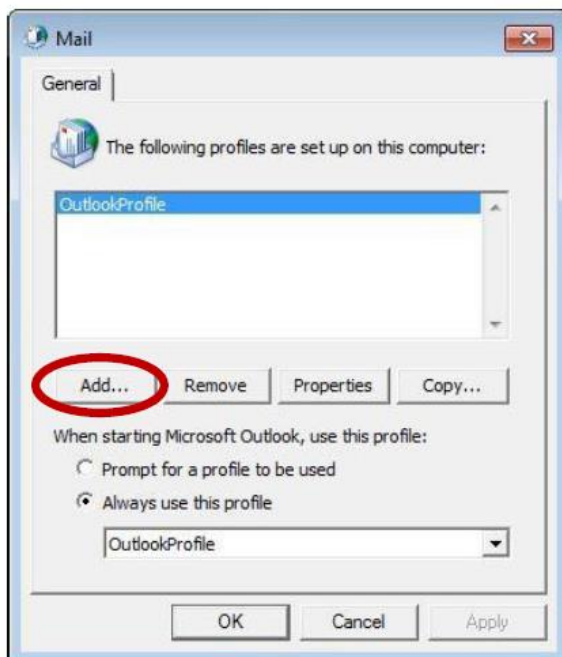
2. Click '**Mail**' from the list of icons. If you can't see it there click on the Search bar at the top and type Mail.



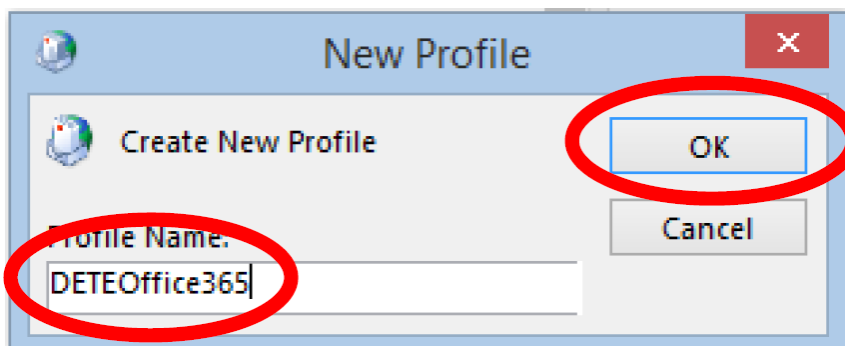
3. Select the '**Show Profiles**' button



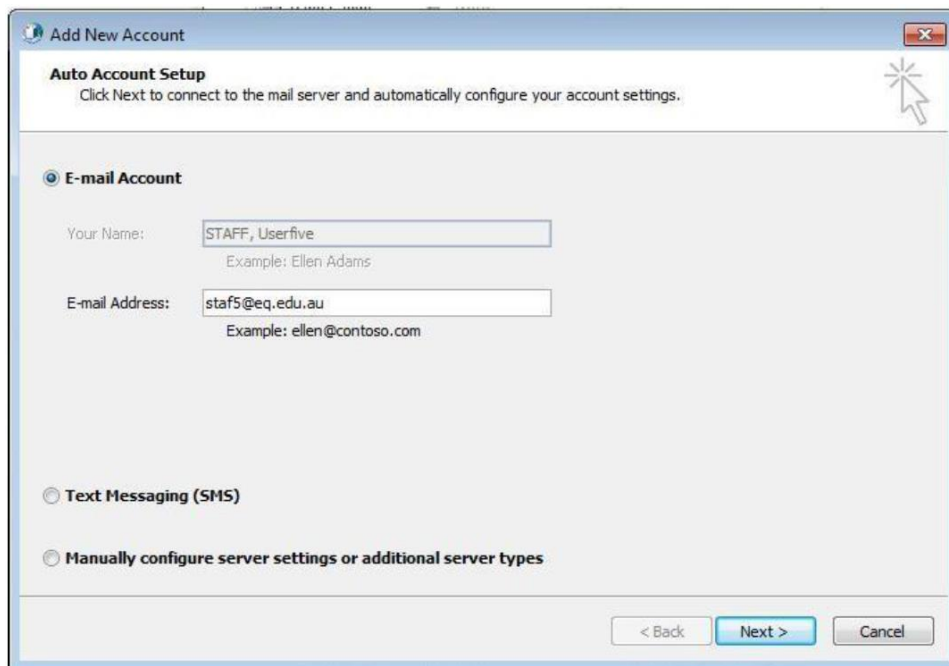
4. Click the '**Add**' button



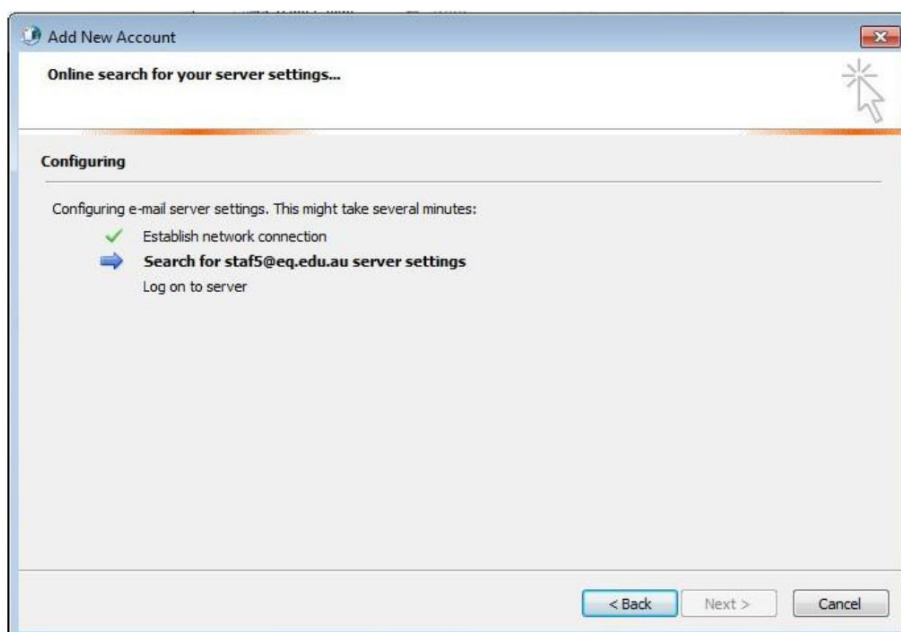
5. Type '**DETEOffice365**' in the Profile Name box and click OK.



6. Leave '**Email Account**' selected as the default. Ensure your email address is correct.

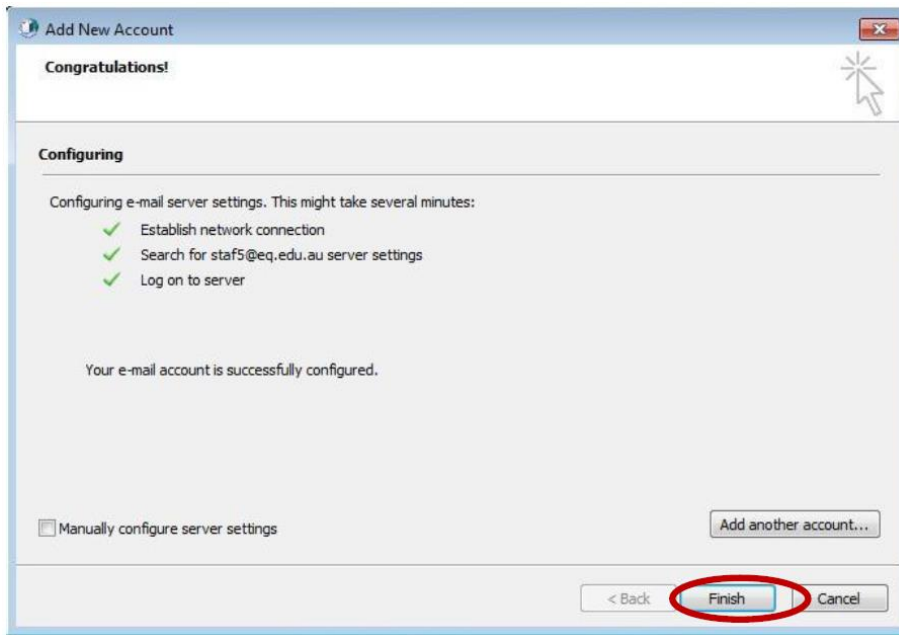


7. The process will commence. If you are asked for your username and password, then enter those details.

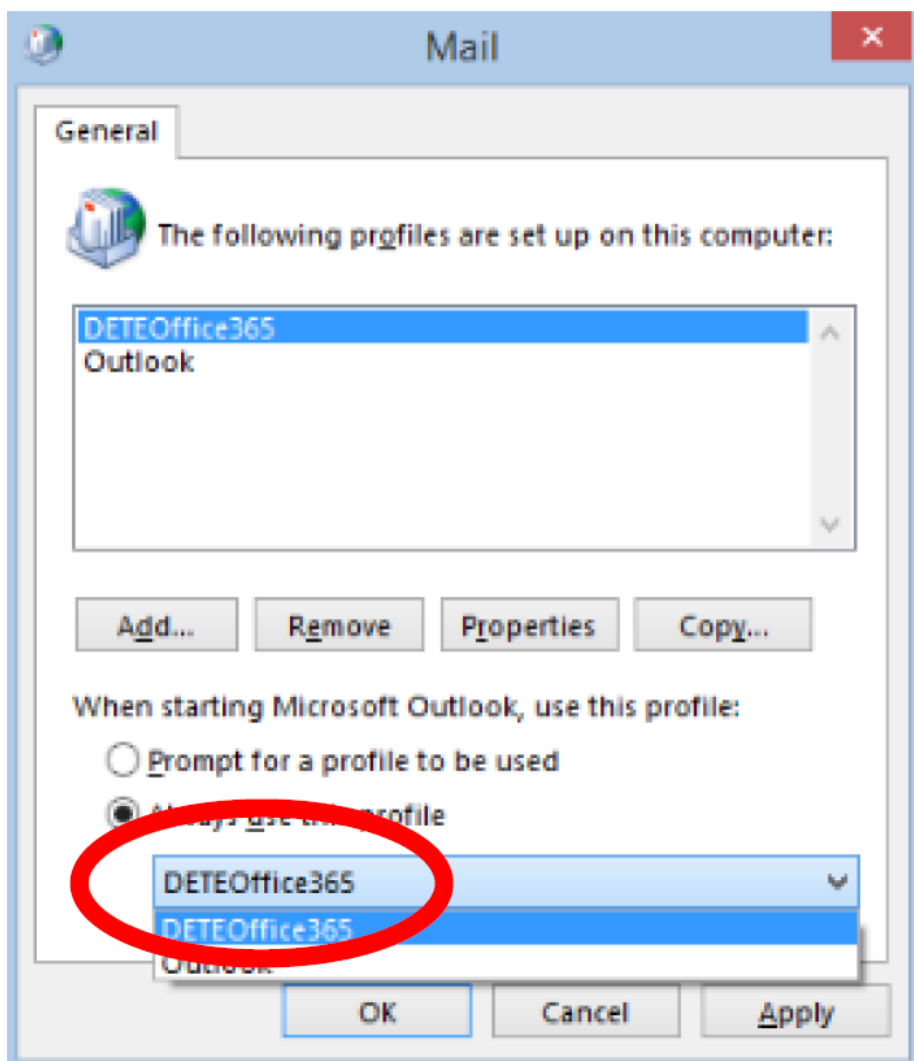


8. If prompted for the service enter: **outlook.office365.com**

9. When this is complete, all components will be ticked green. Click 'Finish'



10. You need to change your account to point to your Office 365 Profile when you start Outlook. Make sure that **'DETEOffice365'** is highlighted in both boxes, and that **'Always use this profile'** is selected. Click **'Ok'**



11. Open Outlook