## 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

The foll	owing profiles are se	t up on this	computer:
OutlookProfile			^
			-
Add	Remove Pro	perties	
Add	Remove Pro	perties	Copy
Add When starting	Remove Pro	perties	TCopy
Add When starting C Prompt C Always	Remove Pro Microsoft Outlook, u for a profile to be us use this profile	perties	Topy
Add When starting C Prompt C Always Outlool	Remove Pro Microsoft Outlook, u for a profile to be us use this profile Profile	perties	← Copy île:

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.

Add New Account		
Auto Account Set Click Next to cor	up nect to the mail server and automatically configure your account settings.	×
E-mail Account		
Your Name:	STAFF, Userfive	
	Example: Ellen Adams	
E-mail Address:	staf5@eq.edu.au	
	Example: ellen@contoso.com	
🔿 Text Messaging	(5145)	
Manually config	ure server settings or additional server types	
	< Back	Next > Cancel

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

Add New Ad	count	
Online sear	ch for your server settings	×
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
~	Establish network connection	
	Search for staf5@eq.edu.au server settings	
	Log on to server	
		< Back Next > Cancel

- 8. If prompted for the service enter: **outlook.office365.com**
- 9. When this is complete, all components will be ticked green. Click 'Finish'

Add New Ad	tions!		■ 米
Configuring			- 0
Configuring	e-mail server settings. This might take several minutes:		
~	Establish network connection		
~	Search for staf5@eq.edu.au server settings		
~	Log on to server		
Your e	mail account is successfully configured.		
Manually co	onfigure server settings		Add another account
		< Back	Finish Cancel

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'** 

٢	Mail	×
General		
<b>I</b>	he following pr <u>o</u> files are set up on this compute	r
DETEO	ffice365 ok	~
		~
A <u>d</u> d.	R <u>e</u> move P <u>r</u> operties Cop <u>y</u>	
When s	tarting Microsoft Outlook, use this profile:	
OP	ompt for a profile to be used	
0.1	augus <u>u</u> se ann anofile	
	DETEOffice365	~
	DETEOffice365	- LI
	OK Cancel <u>App</u>	ly

11. Open Outlook