

## Knowledge Base

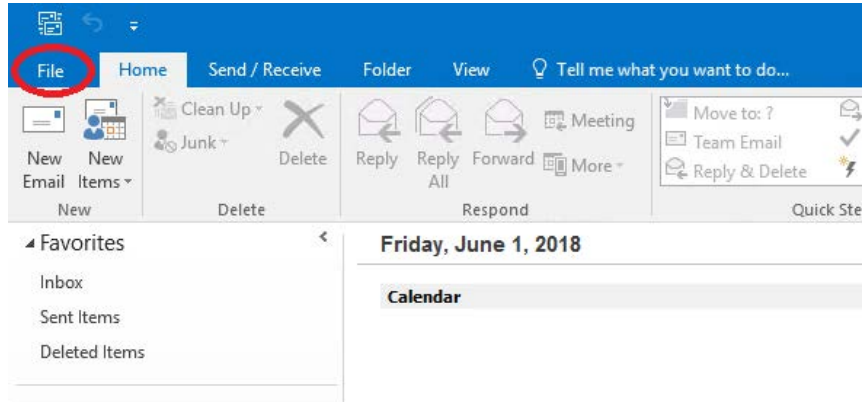
### Add Office 365 Account to Outlook for Windows

#### Purpose & Overview:

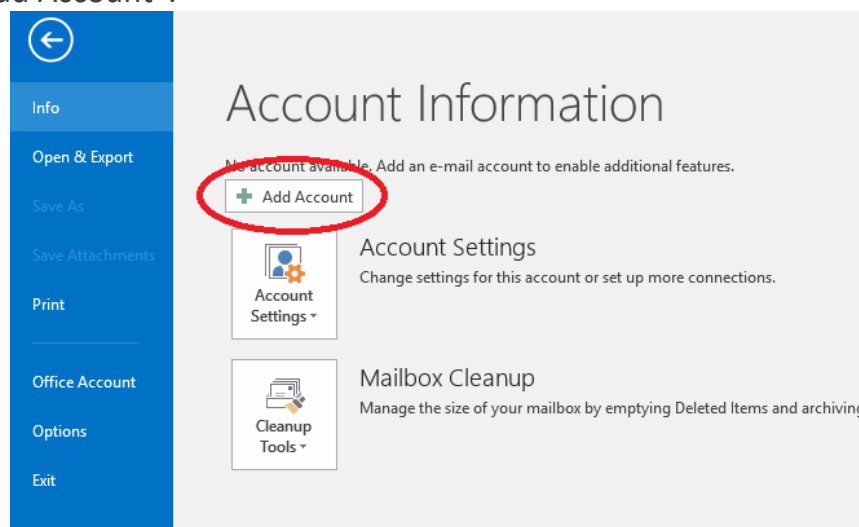
This document will outline the process of adding an Office 365 account to Outlook for Windows.

#### Support Info:

1. Open Outlook.
2. Click on the "File" menu.



3. Click on "Add Account".



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4. Enter your name, **yournetid@medsch.ucr.edu**, and your password. Then click “Next”.

Add Account

**Auto Account Setup**  
Outlook can automatically configure many email accounts.

**E-mail Account**

Your Name:   
Example: Ellen Adams

E-mail Address:   
Example: ellen@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manual setup or additional server types**

< Back **Next >** Cancel

5. Wait until Outlook configures the mail server settings.

Add Account

**Searching for your mail server settings...**

**Configuring**

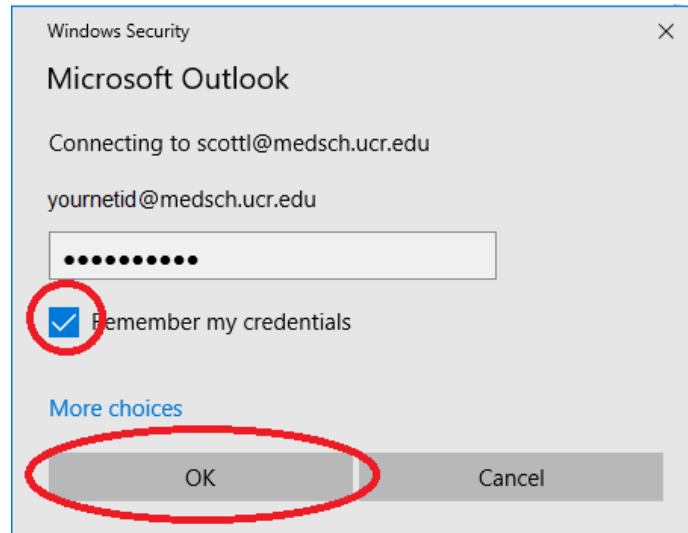
Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➔ Searching for yournetid@medsch.ucr.edu settings
- Logging on to the mail server

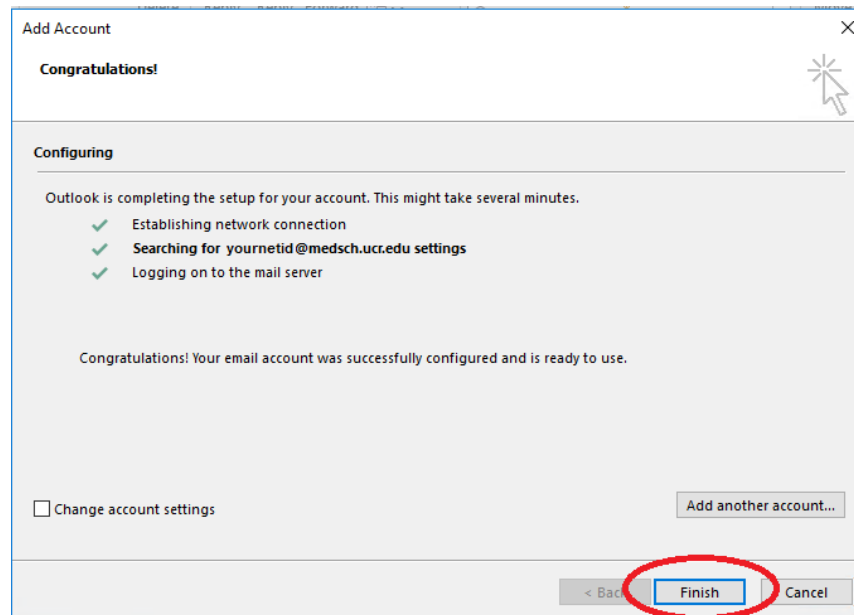
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- If you are prompted to re-enter your password, enter your password, click the checkbox for “Remember my credentials”, and click “OK”.

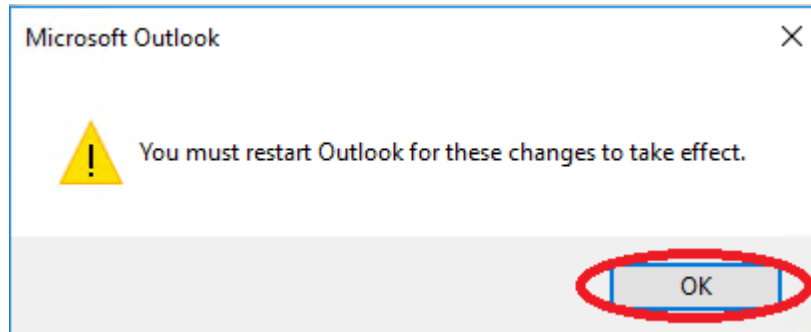


- Click on the “Finish” button.

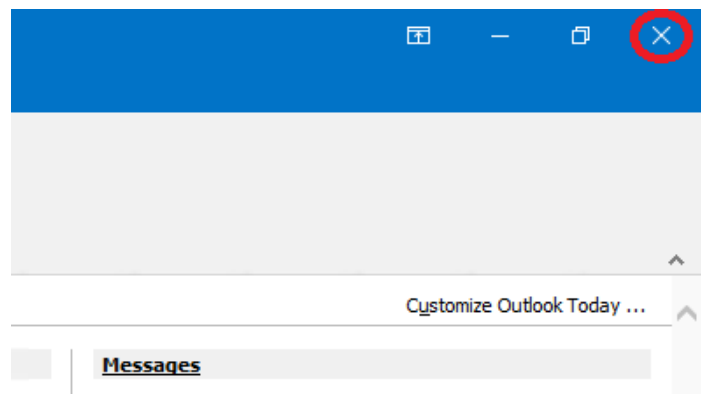


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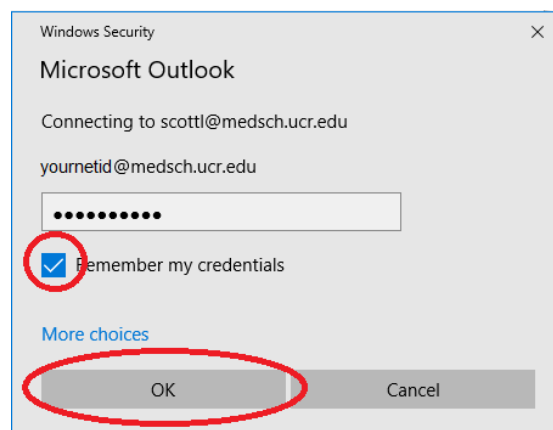
8. If prompted to restart Outlook, click "OK".



9. Close Outlook by clicking the "X" in the top right corner.



10. Reopen Outlook. If prompted to enter your password again, click the checkbox for "Remember my credentials" and click "OK".



12. Your account has now been configured.