Knowledge Base
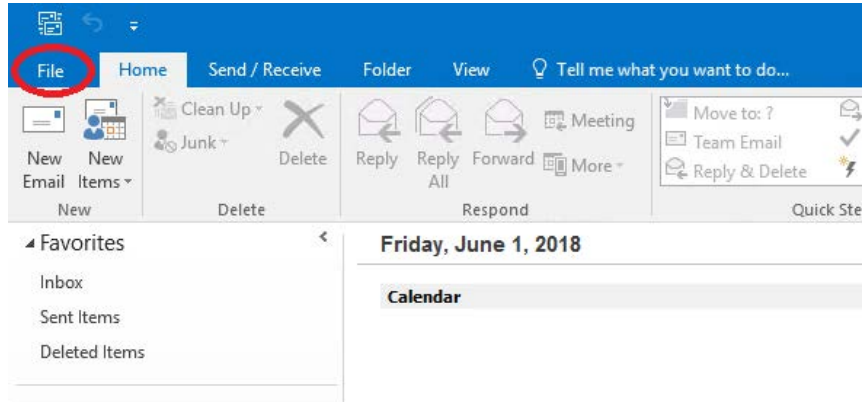
Add Office 365 Account to Outlook for Windows

Purpose & Overview:

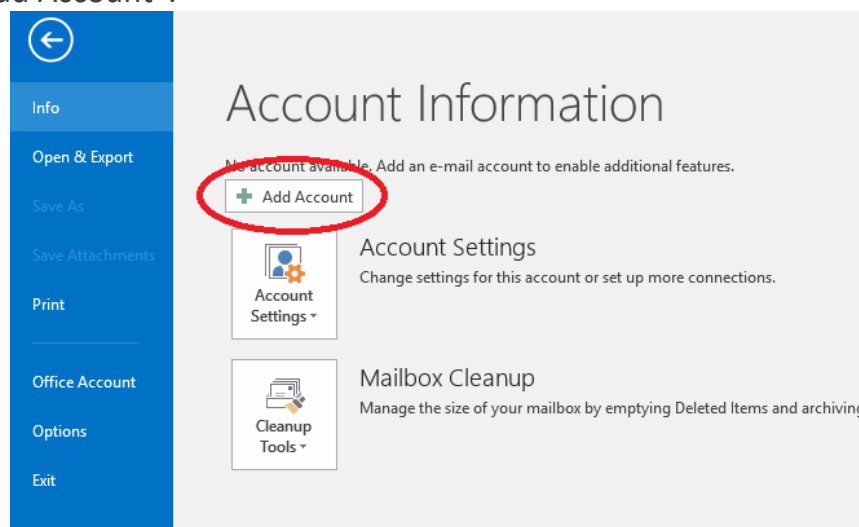This document will outline the process of adding an Office 365 account to Outlook for Windows.

Support Info:

1. Open Outlook.

2. Click on the "File" menu.

3. Click on "Add Account".

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

5. Wait until Outlook configures the mail server settings.
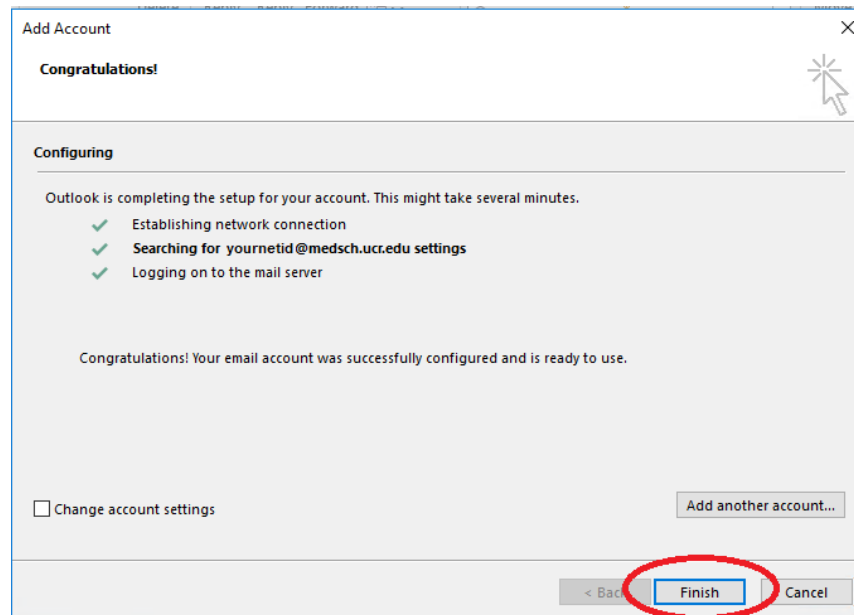
6. If you are prompted to re-enter your password, enter your password, click the checkbox for "Remember my credentials", and click "OK".
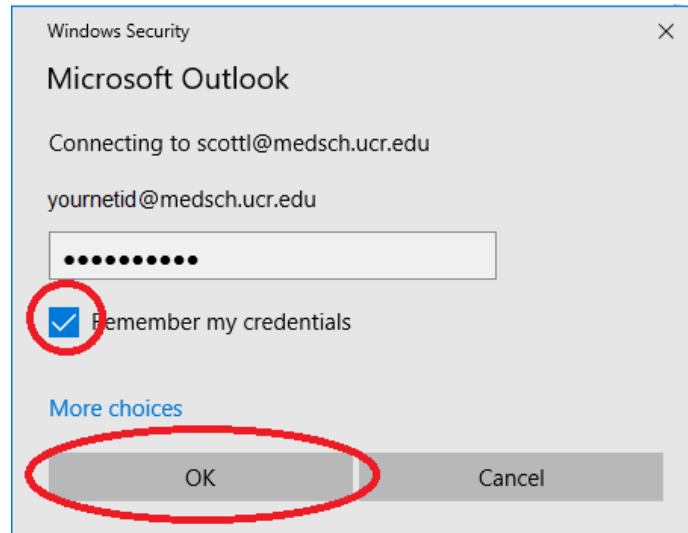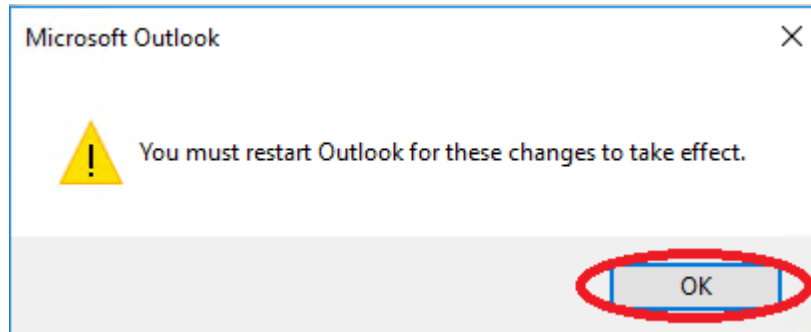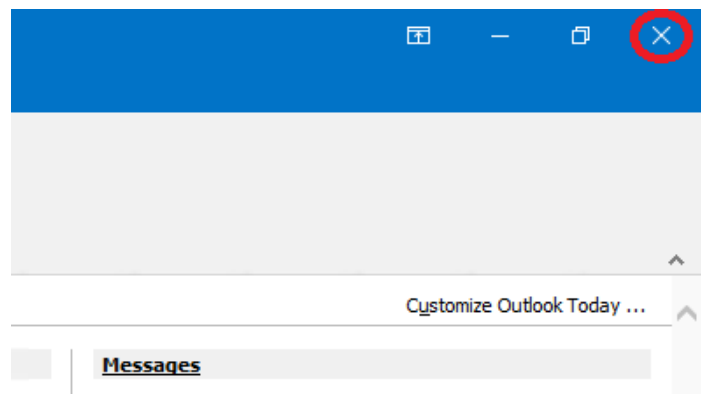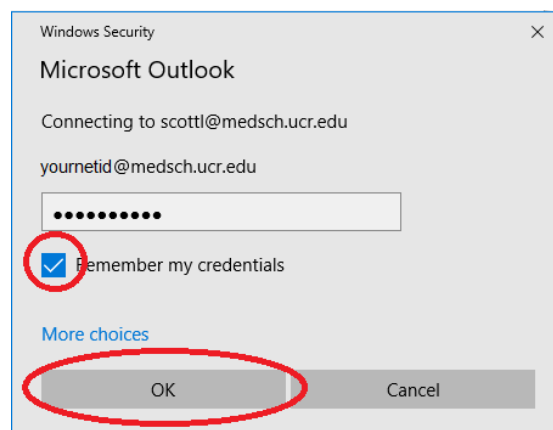

7. Click on the "Finish" button.

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.