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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.

File Ho	me Send / Receive	Folder View Q Tell me wha	at you want to do
New New Email Items •	Clean Up * Junk * Delete	Reply Reply Forward More - All Respond	Move to: ? C Team Email Reply & Delete Quick Ste
▲ Favorites	<	Friday, June 1, 2018	Quick Ste
Inbox Sent Items Deleted Items		Calendar	

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 autom	atically configure many email accounts.		÷	Ś
) E-mail <u>A</u> ccount				
<u>Y</u> our Name:	Your Name Example: Ellen Adams]		
<u>E</u> -mail Address:	yournetid@medsch.ucr.edu Example: ellen@contoso.com]		
<u>P</u> assword: Retype Password:	******]		
Ketype Password.	Type the password your Internet service provi	ider has given you.		
○ <u>M</u> anual setup or ac	Iditional server types			
		< <u>B</u> ack	Next > Cance	1

5. Wait until Outlook configures the mail server settings.

d Account		>
Searching f	or your mail server settings	×
Configuring		
Outlook is a	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	
		C
	< Back Next >	Cancel



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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.

Add Account		×
Congratula	tions!	1 Alexandre
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	
Congr	atulations! Your email account was successfully configured and is ready to use.	
Change a	count settings	Add another account
	< Back	Finish Cancel

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



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

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		Custon	nize Qutlo	ok Today .	^
<u>Messages</u>		- <u></u>		on roudy i	

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

Windows Security	\times
Microsoft Outlook	
Connecting to scottl@medsch.ucr.edu	
yournetid@medsch.ucr.edu	
•••••	
emember my credentials	
More choices	
OK Cancel	Ľ

12. Your account has now been configured.