

Automatic Configuration of MS Outlook 2007 or Later for Use with Office 365

Outlook should configure itself automatically the first time it is launched on any Windows-based EUI office desktop PC or laptop as well as on non-EUI computers.

This guide has been tested working on **MS Outlook 2007** and **MS Outlook 2010** and is based on the latter. Screenshots are taken from **Outlook 2010**, thus may differ slightly from other versions of the software.

Please Note: versions earlier than MS Outlook 2007 are NOT supported! To ensure connectivity with Office 365, your Outlook 2007 or 2010 should be kept up to date with the latest Service Pack and required updates.

1. Start Outlook either via its desktop icon (if available) or via **Start > All Programs > Microsoft Office > Microsoft Outlook 2010**;



Figure 1: Outlook 2010 Startup

2. Click **Next** and answer Yes to the question "Would you like to configure an E-mail account?"

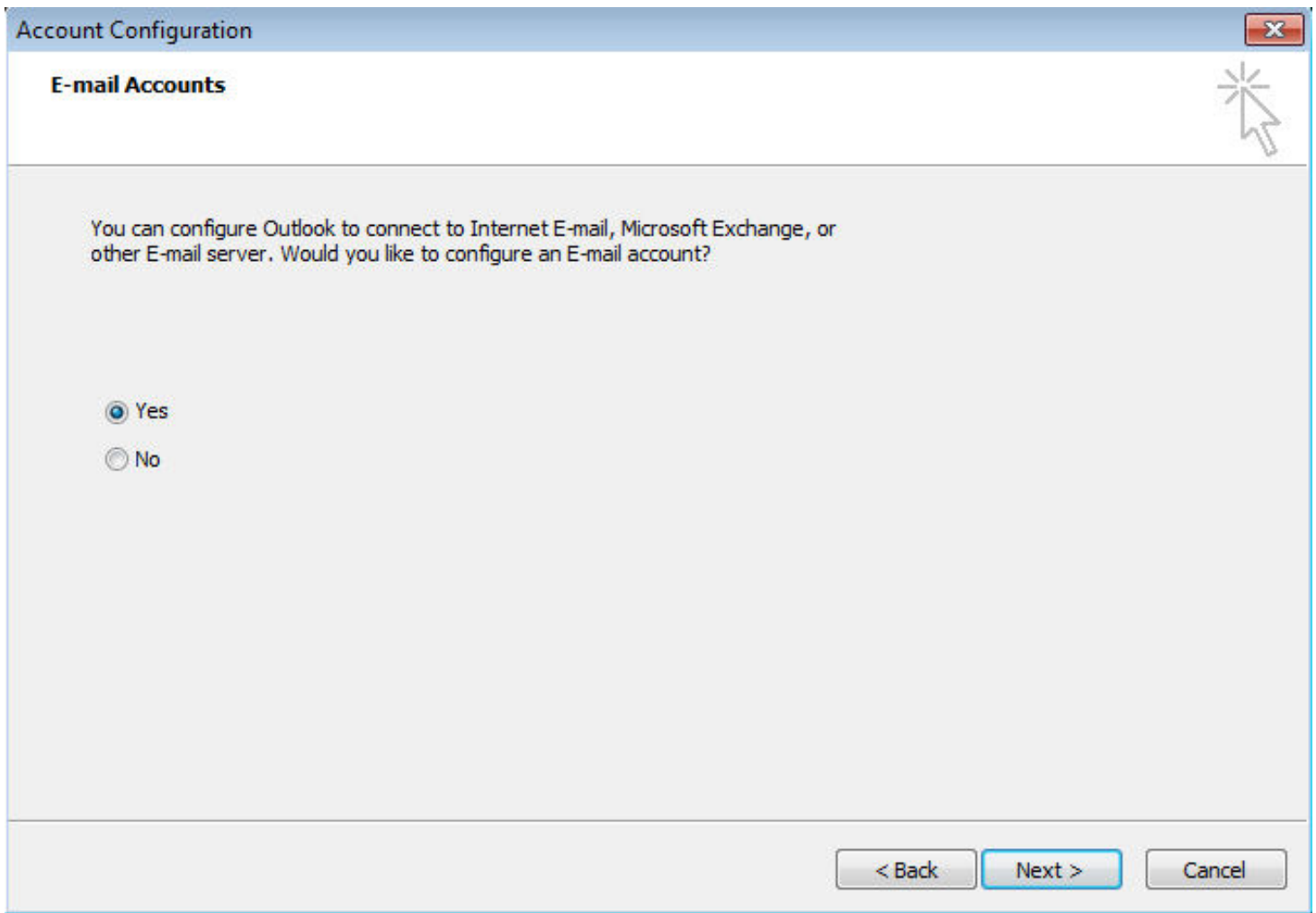


Figure 2: Account Configuration

3. Click **Next**. On the following screen, you may see your Name and E-mail Address already filled in. If not, type in your e-mail address, along with your EUI e-mail password. Your Name (Display Name) will in any case appear automatically once your e-mail address is recognized.

Add New Account [Close]

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

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.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Figure 3: Auto Account Setup

4. Wait while Outlook proceeds through configuration of the e-mail server settings. When it has completed, you should see:

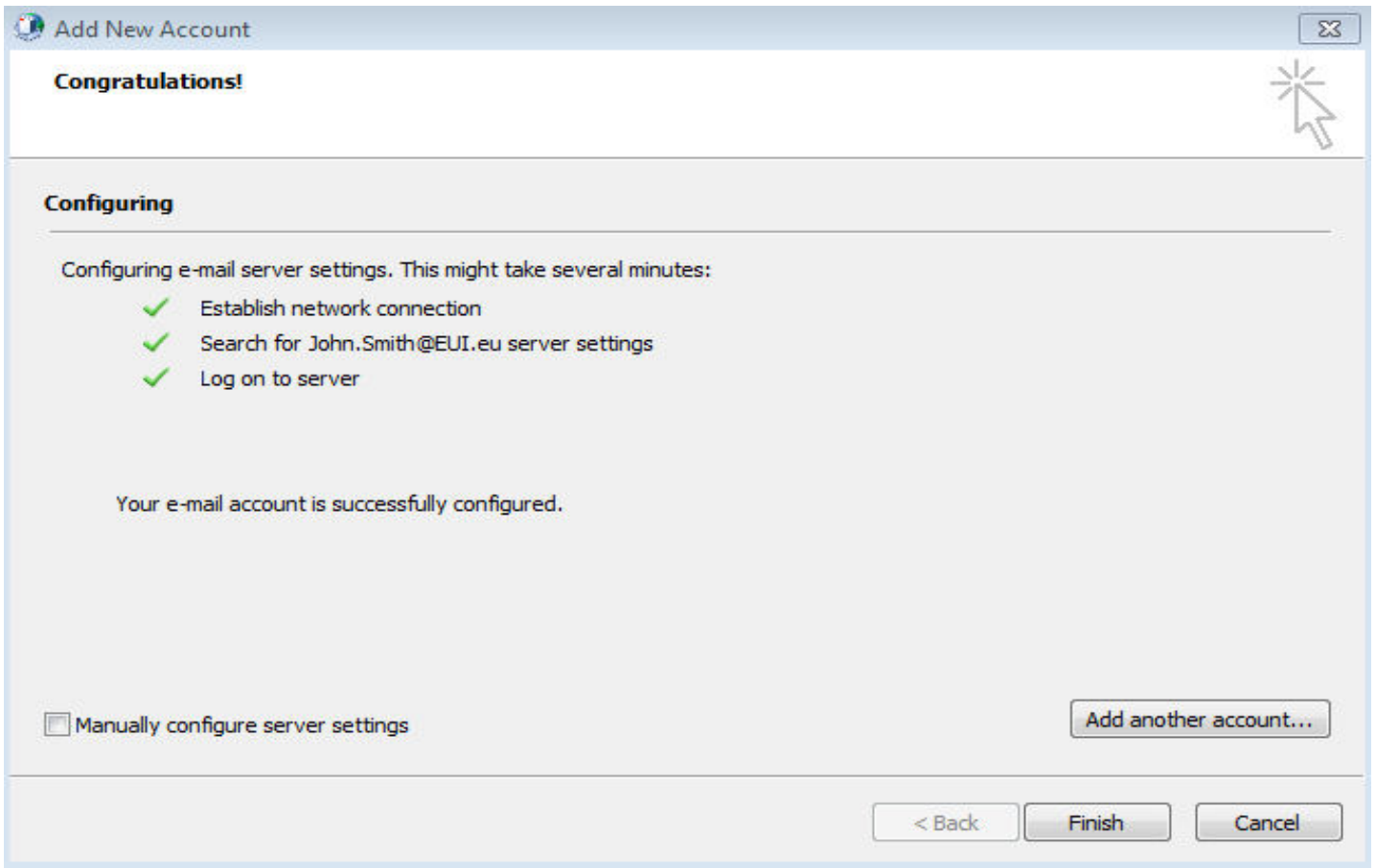


Figure 4: Success