U MIAMI INFORMATION TECHNOLOGY

Outlook 2013/2016

Configuring an Office 365 Mailbox

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Configuring an Office 365 Mailbox in Outlook 2013/2016

Requirements:
- An Office 365 Account
- You have run the most recent Microsoft updates.

1. For first time users of Outlook (no existing profile), launch Outlook to start the account creation wizard and proceed to Step 6.
2. For users who have an Outlook profile already created, go to **Start** > **Control Panel**.
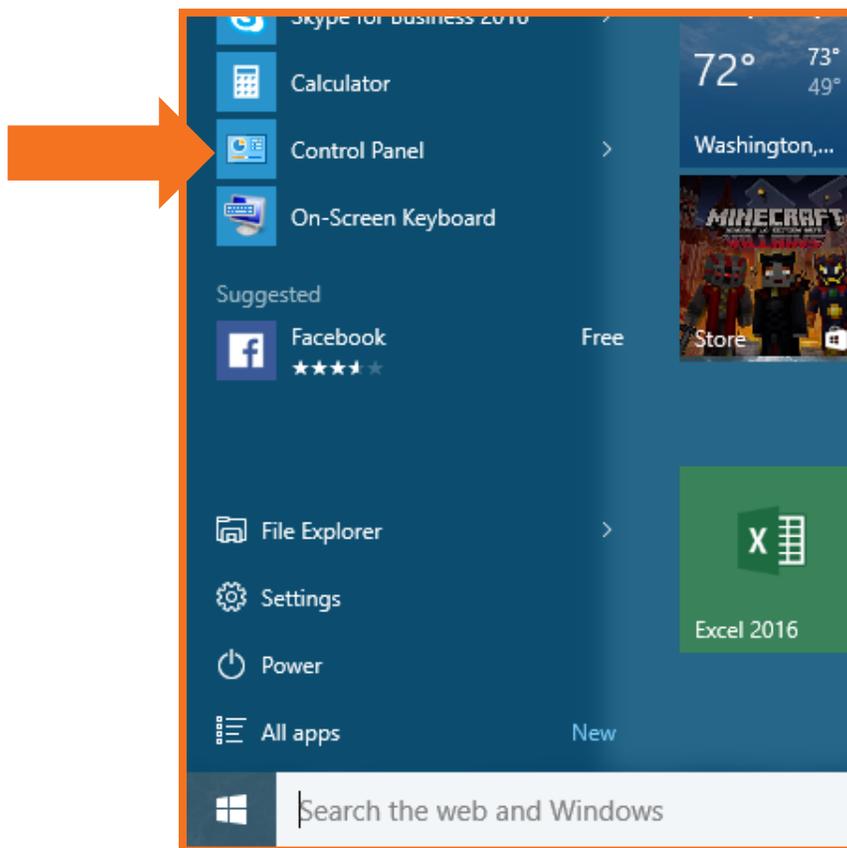
3. In the Control Panel click inside the Search box in the upper right-hand corner of the window and search for "Mail."
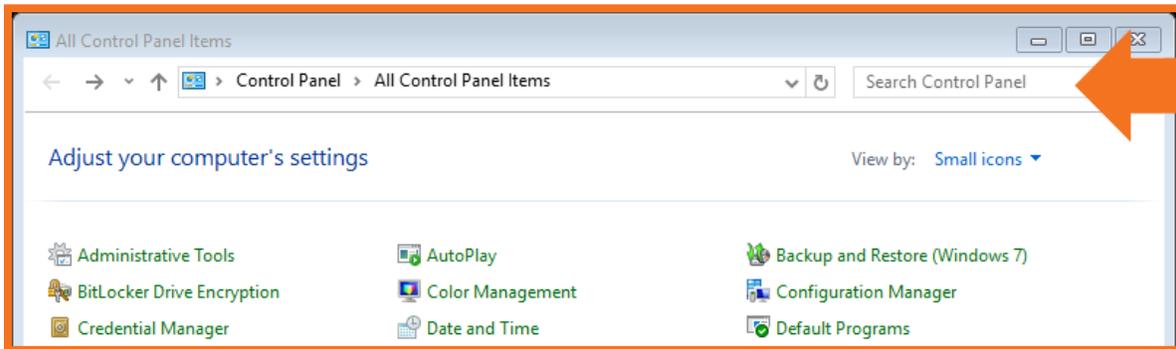
4. Click **Mail** in the search results.
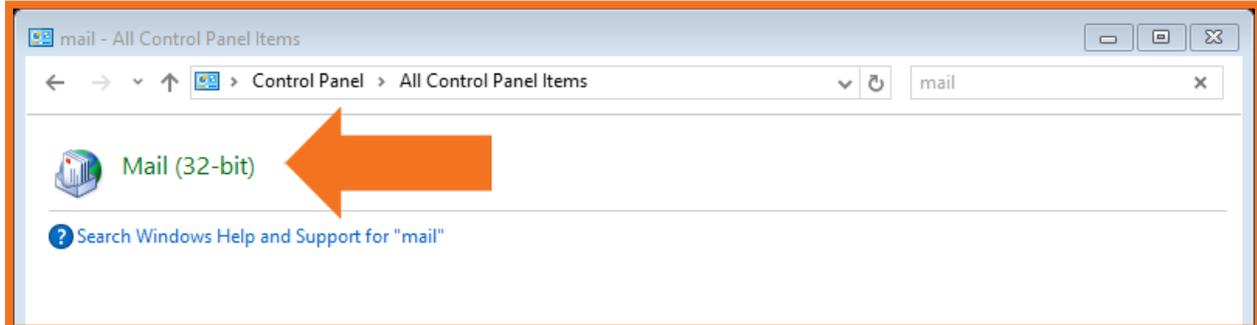
5. In the **Mail Setup** dialog box, click **Show Profiles**.
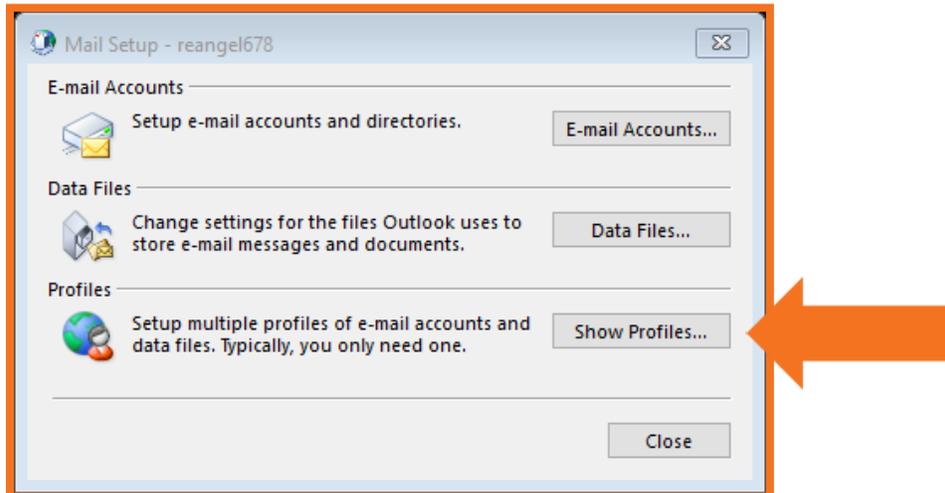
6. On the **General** tab, under **When starting Microsoft Office Outlook, use this profile**, click **Prompt for a profile to be used**, and then click **Add**.
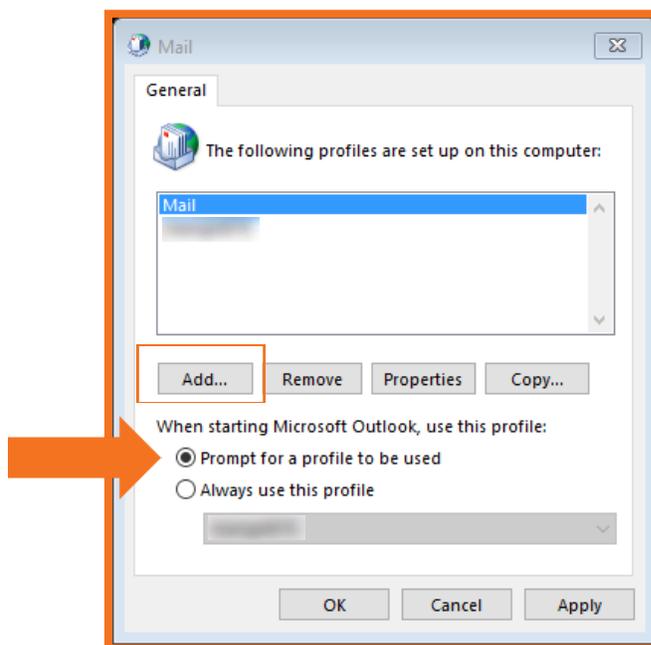
7. In the **Profile Name** box, type the name that you want to use for the new email profile, and then click **OK**.
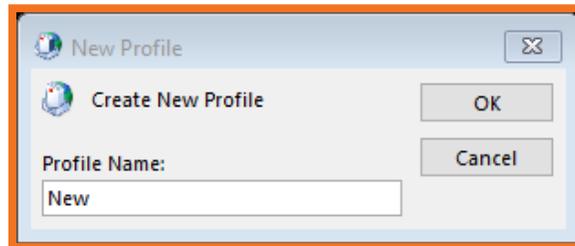
8. On the **Add Account Setup** window, enter the following for each field if they are not already populated:
   o **Your Name**: Enter your name as you'd like it to appear.
   o **E-mail Address**: Enter your email address (i.e. sibis@miami.edu).
   o **Password/Retype Password**: Enter your account password.
9. Click **Next**.
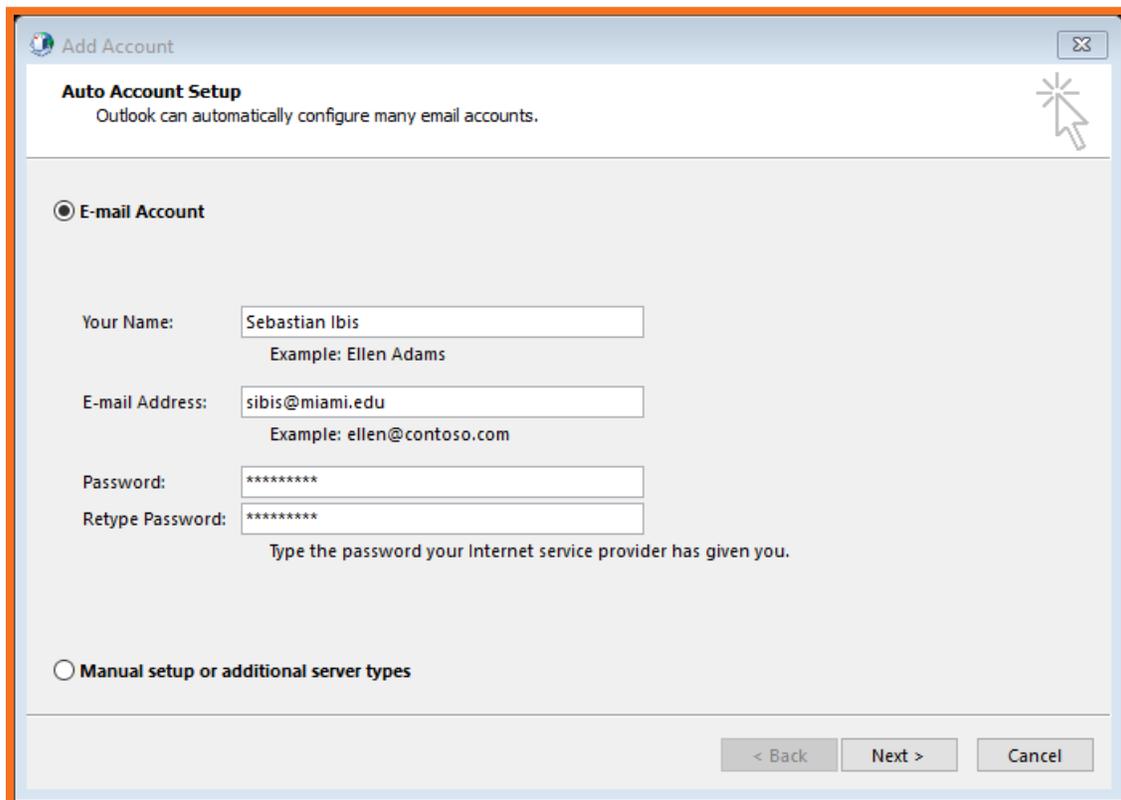
10. You may be prompted to enter your credentials. If so, enter your email address as your username and your account password as your password, and click **OK**.
11. When your account finishes configuring, click **Finish**.

12. Click **OK**.