



Outlook 2016/Office 365 for PC

Configuring an Office 365 Mailbox

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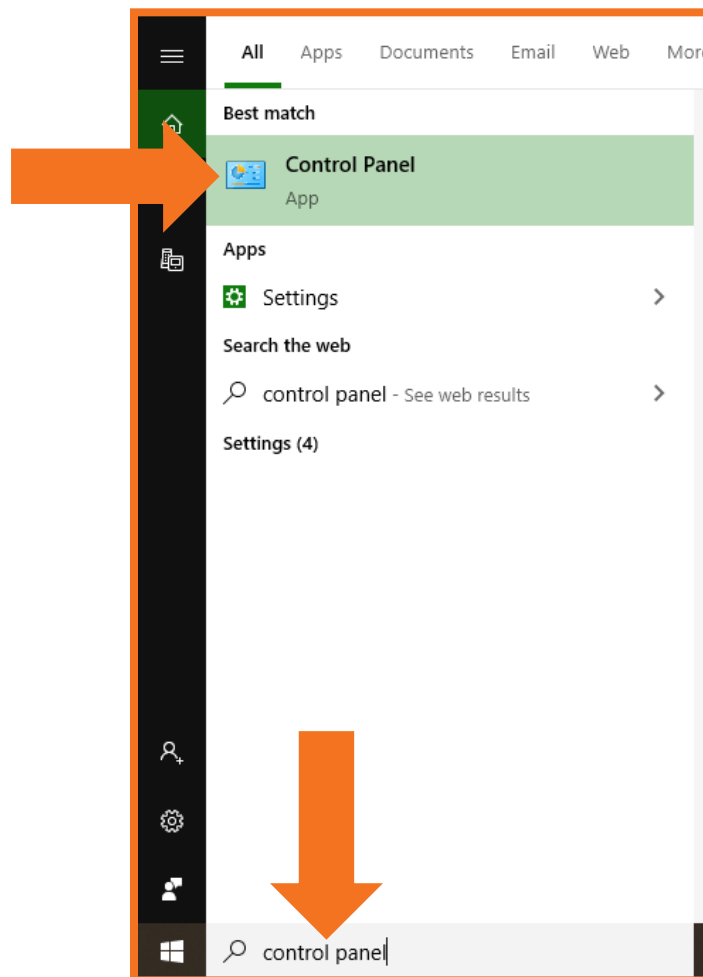
Configuring Outlook 2016/Office 365 for PC

Requirements:

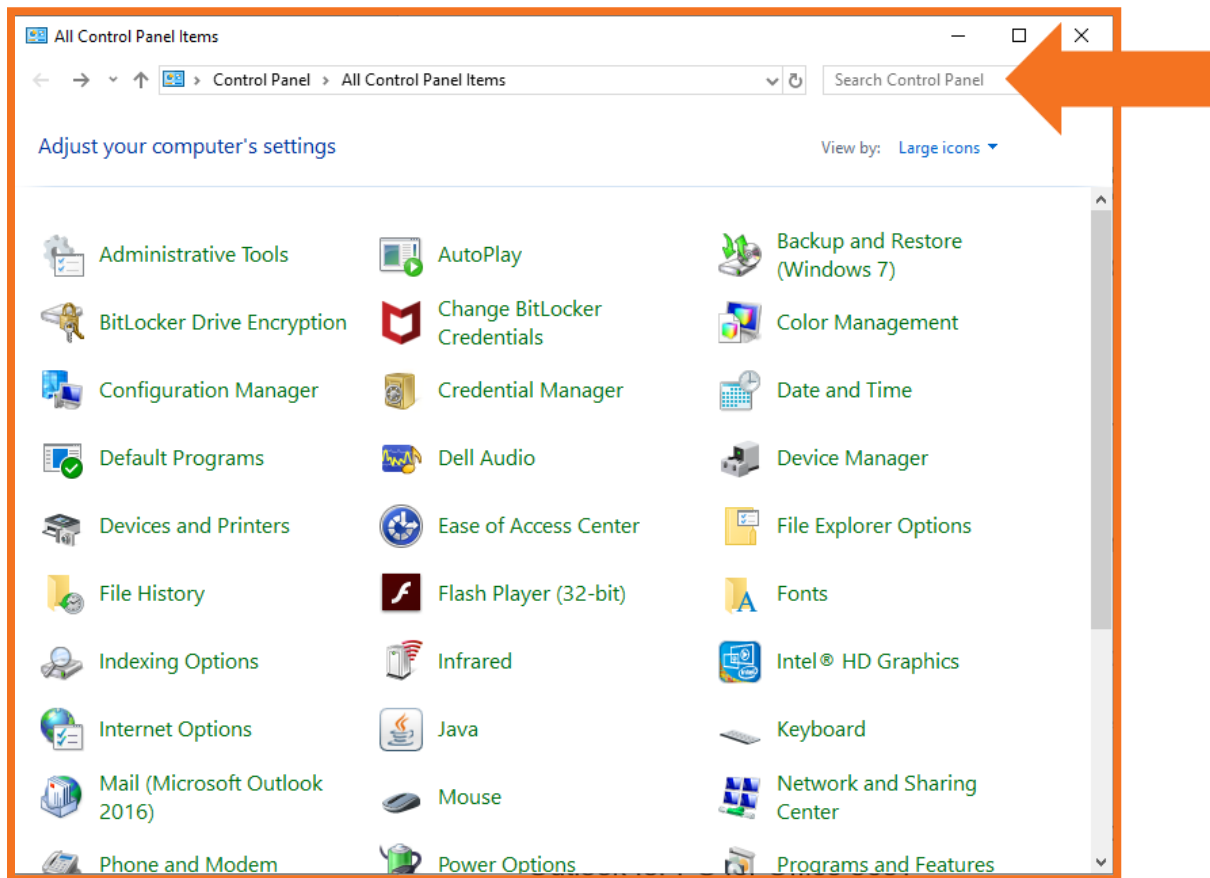
1. An Office 365 Account
2. You have Office 2016 or [Office for Office 365 installed on your computer](#)
3. The latest Microsoft Office updates have been applied

Adding an Account

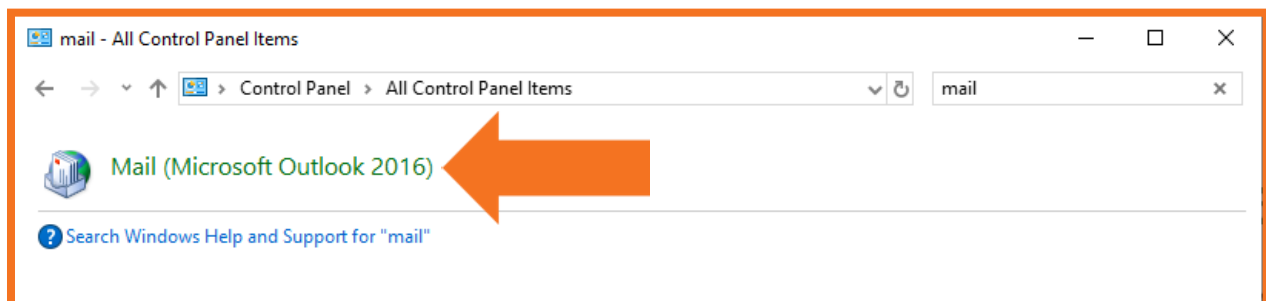
1. For first time users of Outlook (no existing profile), launch Outlook to start the account creation wizard and proceed to Step 10.
2. For users who have an Outlook profile already created, click inside the search field to the right of the Windows icon and type “control panel”.
3. Select **Control Panel** from the results.



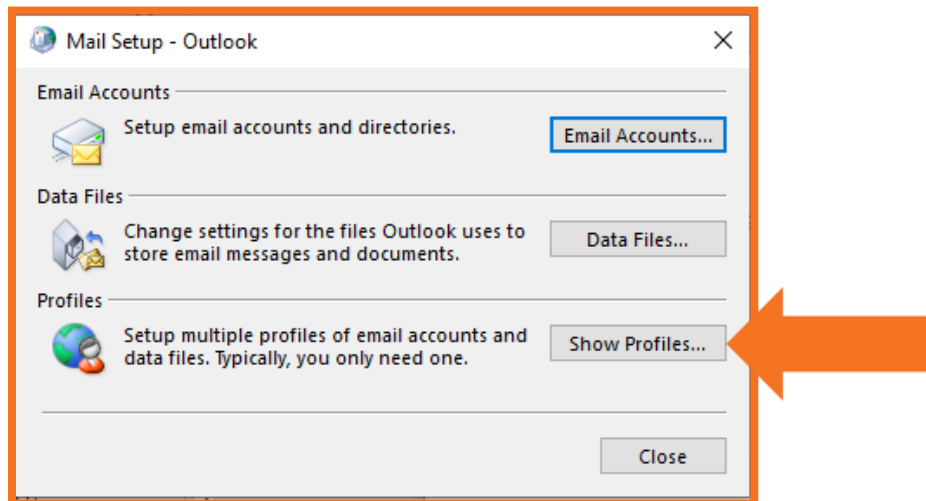
4. In the Control Panel click inside the Search box in the upper right-hand corner of the window and search for "Mail."



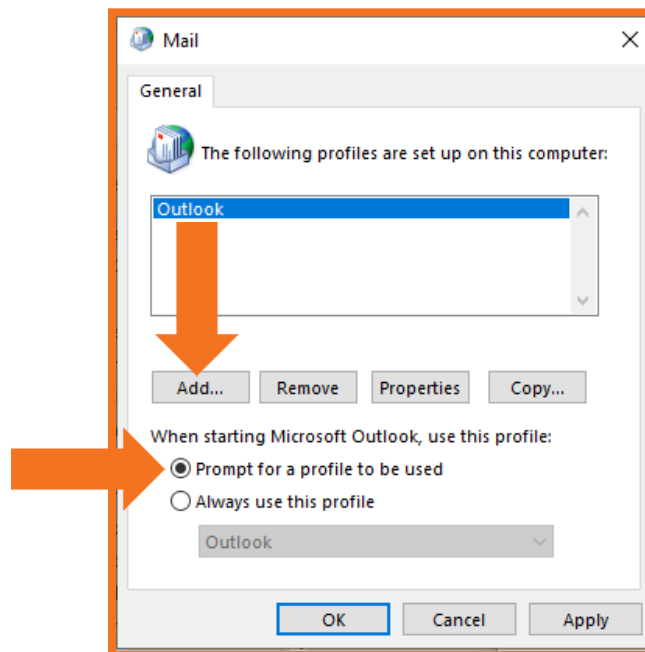
5. Click **Mail** in the search results.



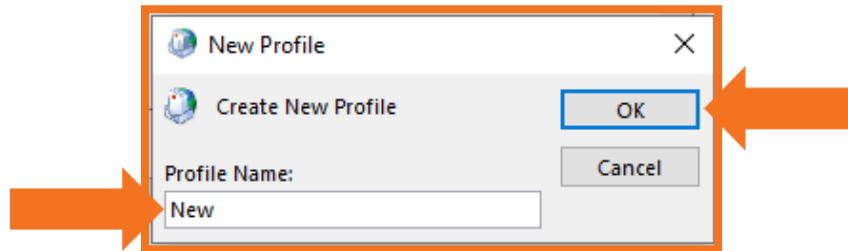
6. In the **Mail Setup** dialog box, click **Show Profiles**.



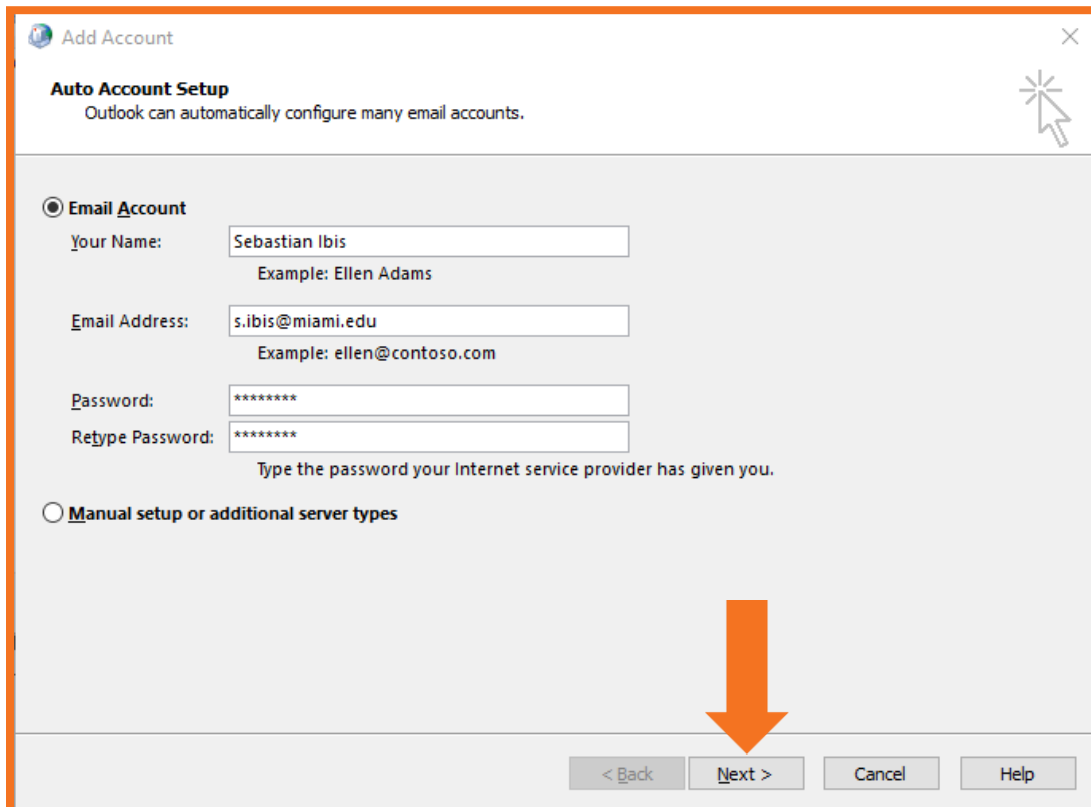
7. On the General tab, under “When starting Microsoft Office Outlook, use this profile, click **Prompt for a profile to be used**.
8. Click **Add**.



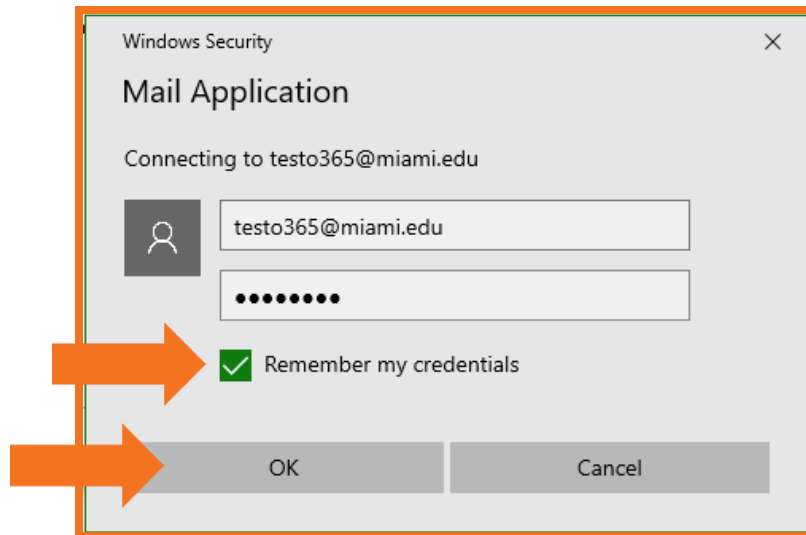
9. In the Profile Name box, type the name that you want to use for the new email profile, and then click **OK**.



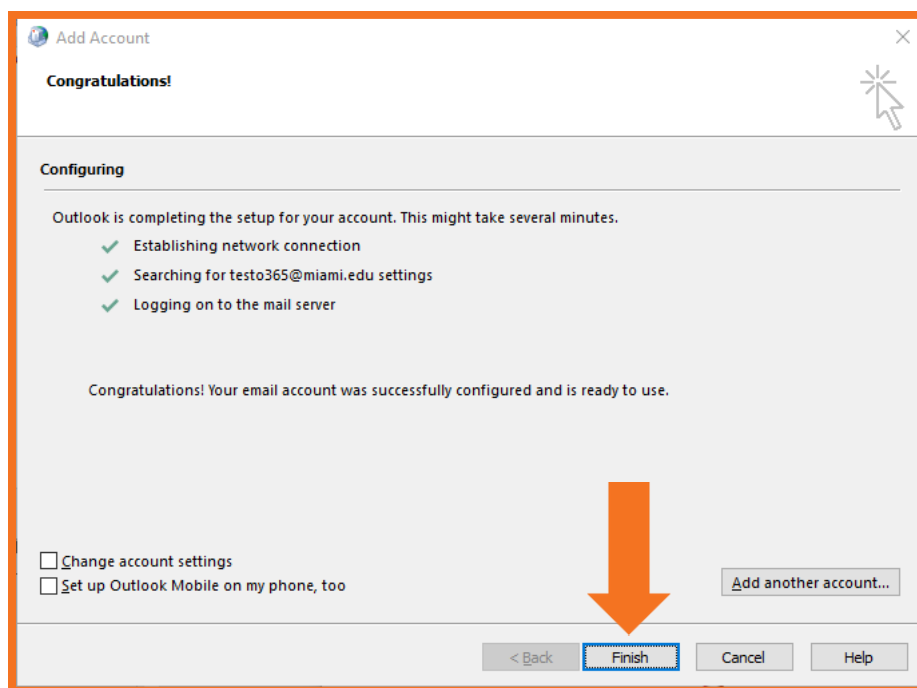
10. On the **Add Account Setup** window, enter the following for each field if they are not already populated:
- **Your Name:** Enter your name as you'd like it to appear.
 - **E-mail Address:** Enter your email address (i.e. s.ibis@miami.edu).
 - **Password/Retype Password:** Enter your account password.
11. Click **Next**.



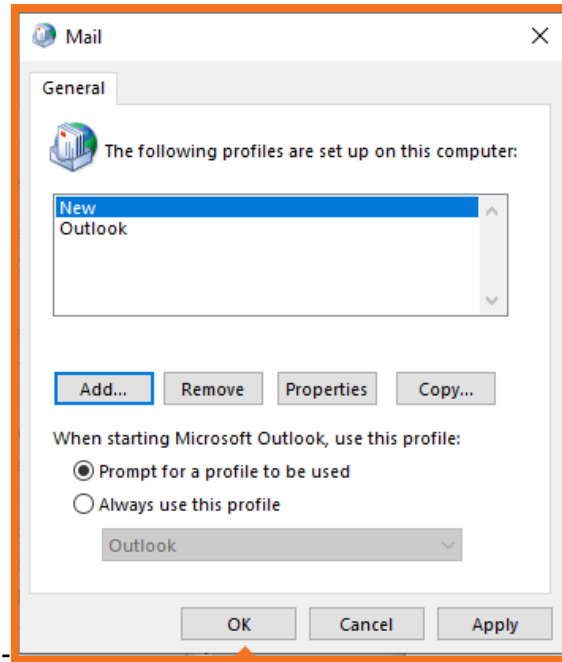
12. You may be prompted to enter your credentials. If so, enter your email address as your username and your account password as your password, check the box next to **Remember my credentials** and click **OK**.



13. When your account finishes configuring, click **Finish**.

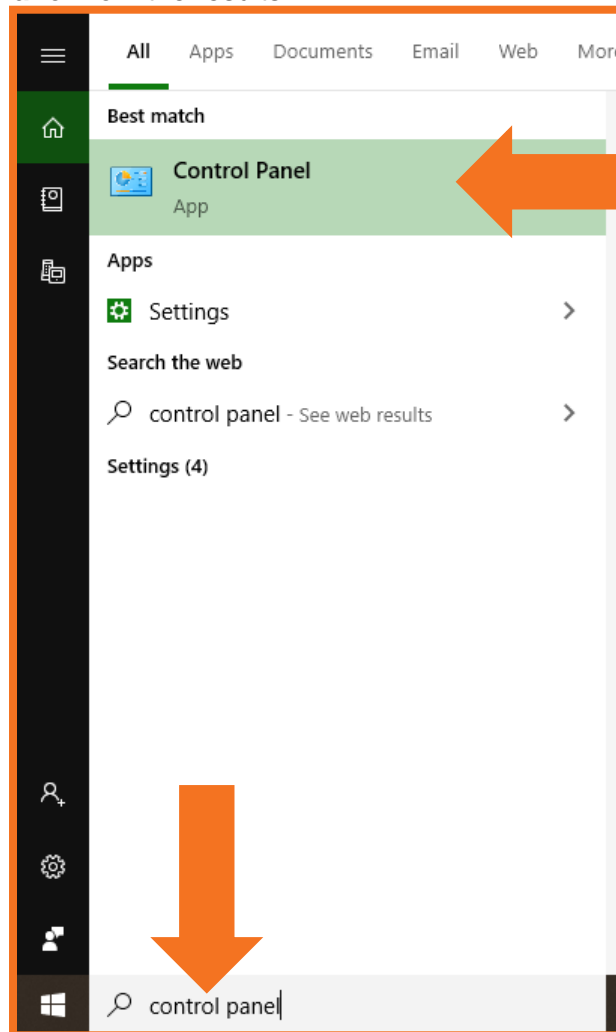


14. Click **OK**.

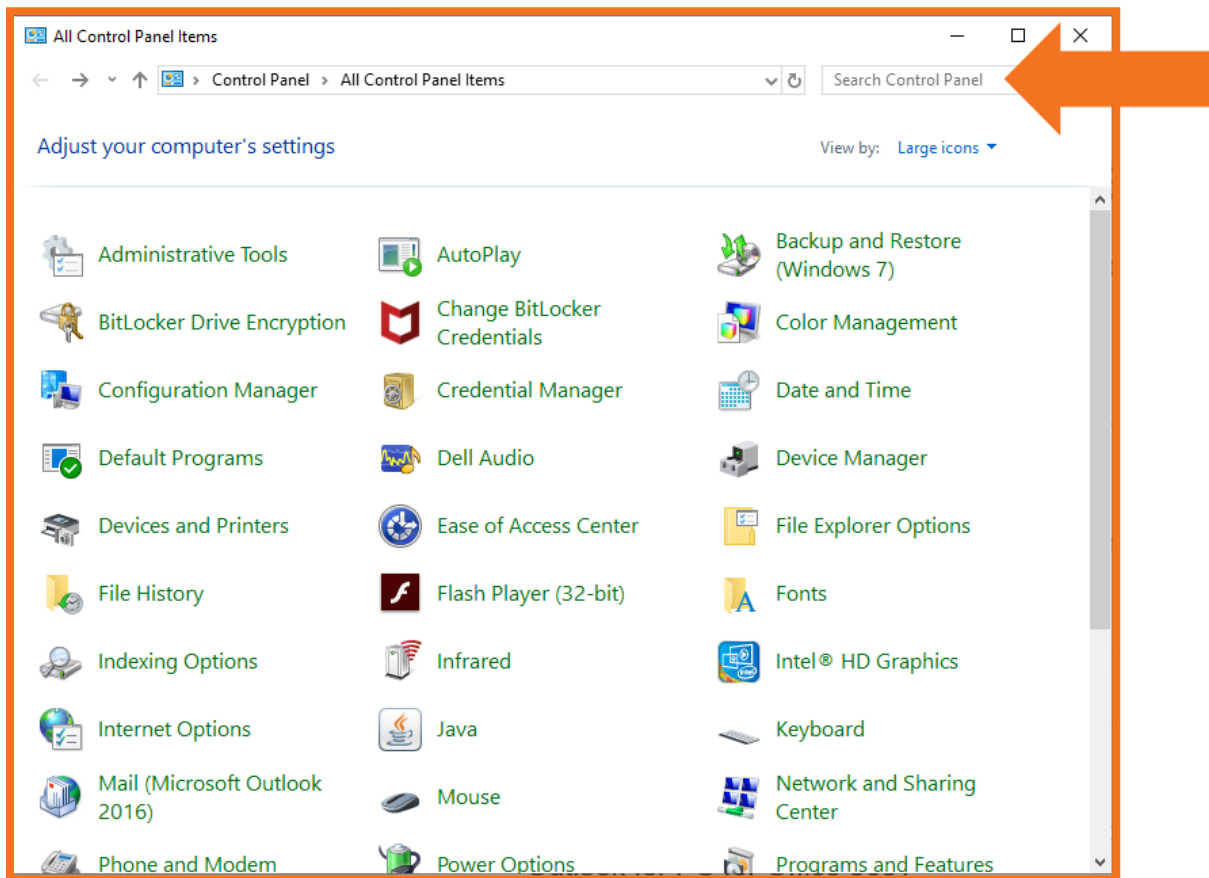


Removing an Account

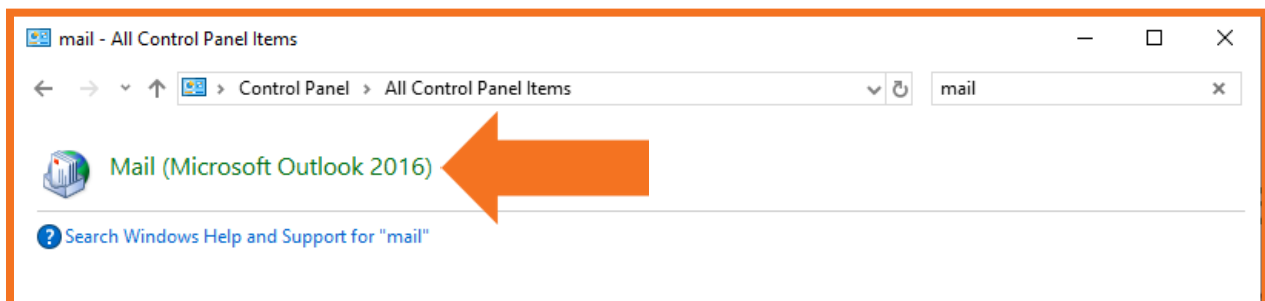
1. Click inside the search field to the right of the Windows icon and type “control panel”.
2. Select **Control Panel** from the results.



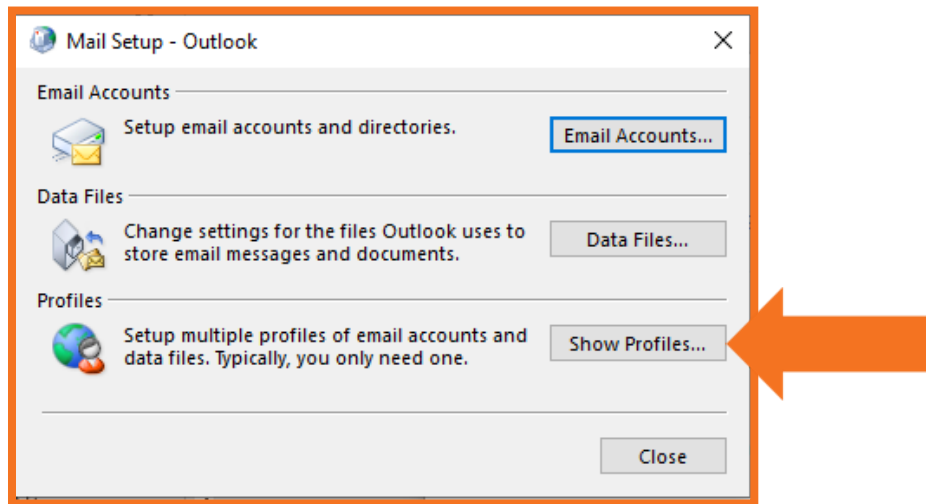
3. In the Control Panel click inside the Search box in the upper right-hand corner of the window and search for "Mail."



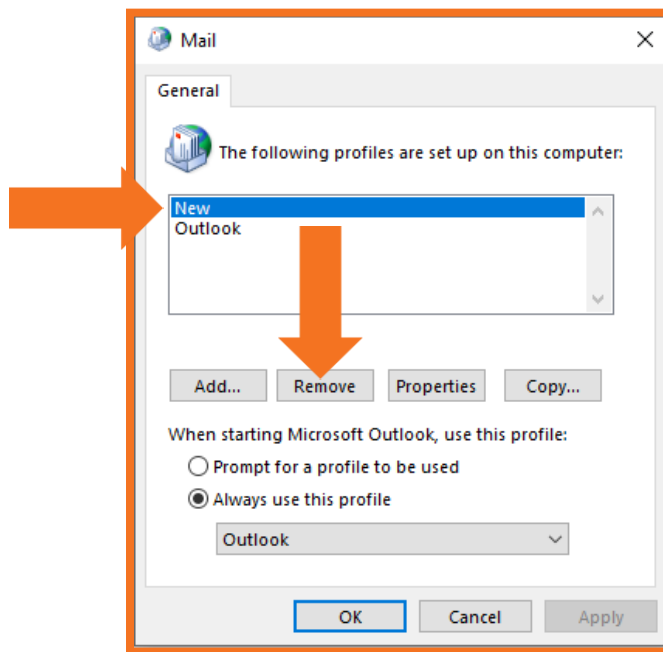
4. Click **Mail** in the search results.



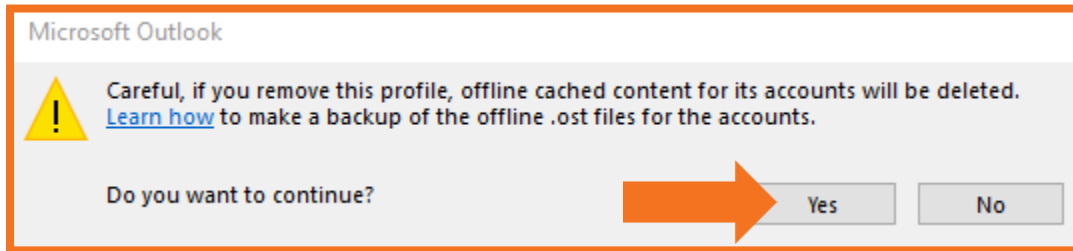
5. In the **Mail Setup** dialog box, click **Show Profiles**.



6. On the General tab, select the profile you would like to remove.
7. Click **Remove**.



8. In the window that appears, click **Yes**.



9. The profile will be removed and no longer appear in the profile list.
10. Click **OK** when done.

