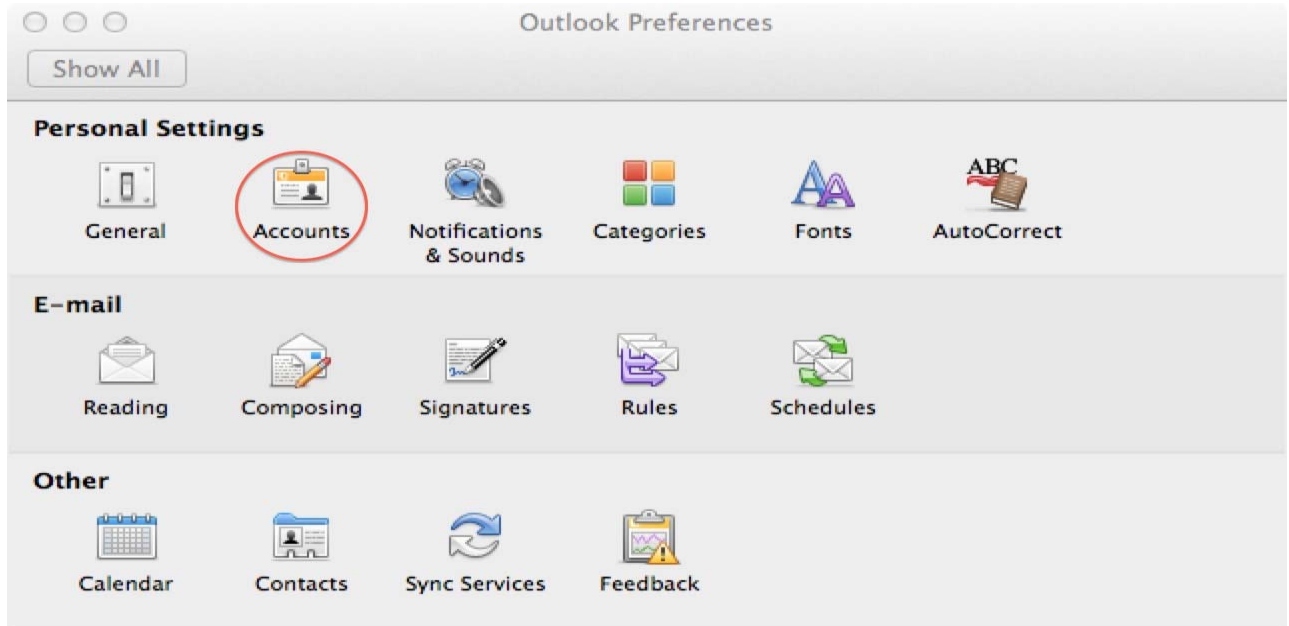


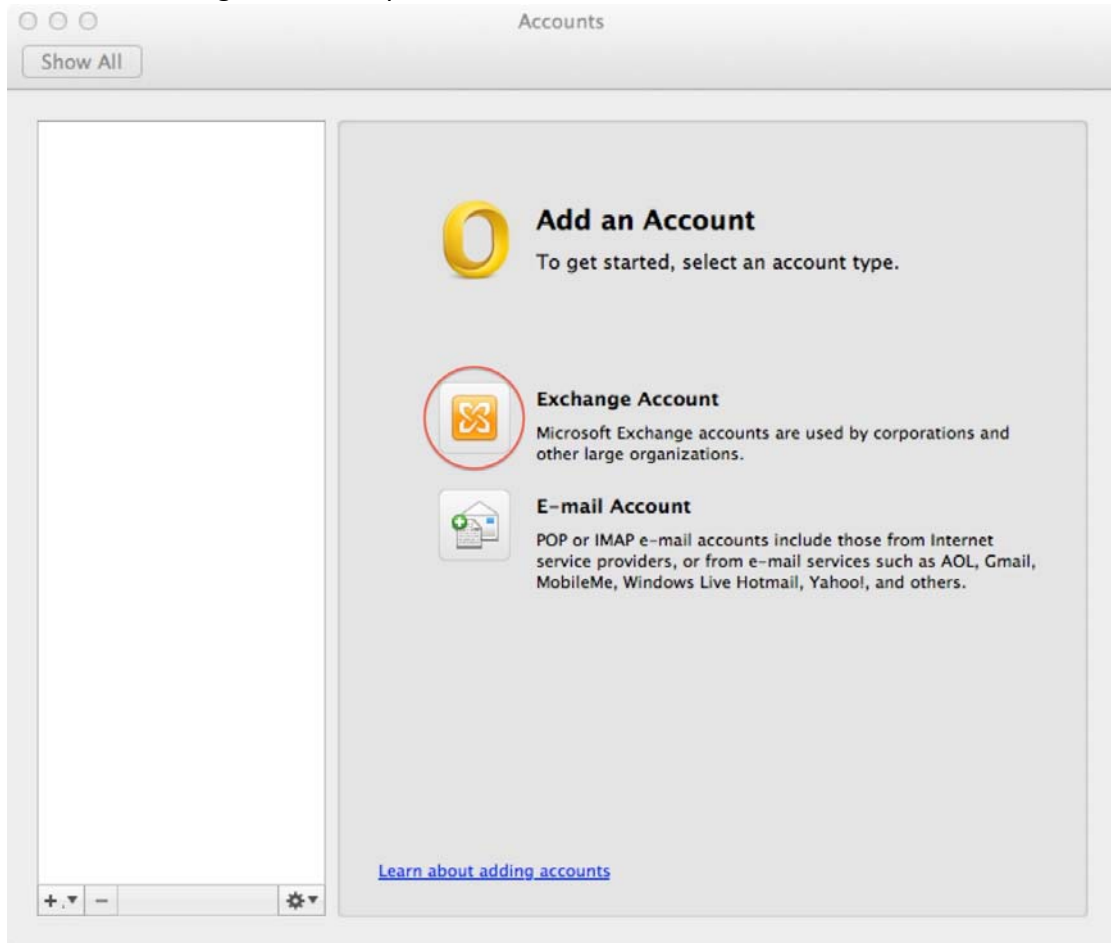
## Office 365 (Outlook 2011) - Configure Outlook 2011

### Configure Outlook 2011 for Office 365

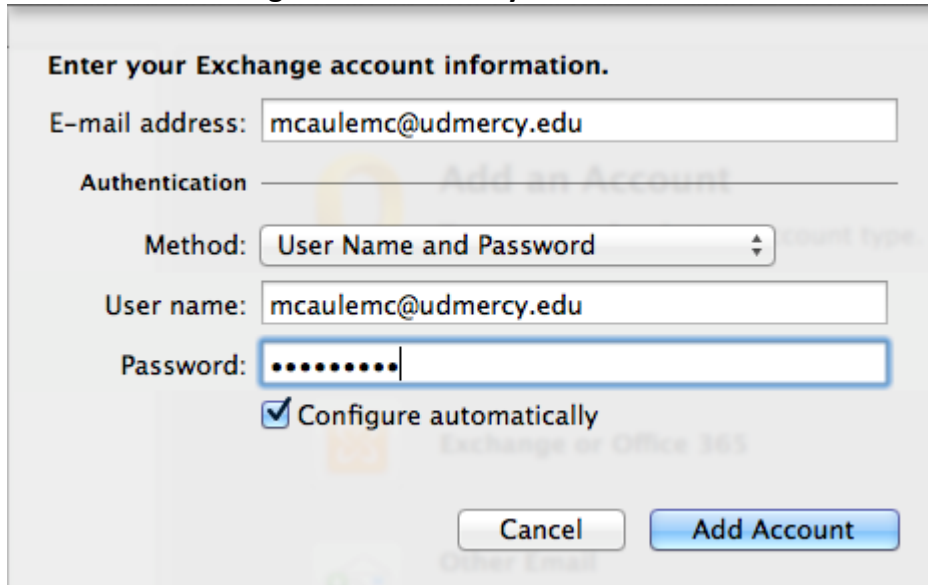
1. Launch Outlook 2011.
2. Open the **Outlook** menu and select **Preferences**.
3. Click the **Accounts** icon from the Outlook Preferences window.



4. Click the Exchange Account option.



- On the *Auto Account Setup* window, enter the following for each field:
  - Email Address:** *Your email address*
  - Method:** **User Name and Password**
  - Username:** *Your email address*
  - Password:** *Your password*
  - Ensure **Configure Automatically** is checked.



**Enter your Exchange account information.**

E-mail address:

Authentication

Method:

User name:

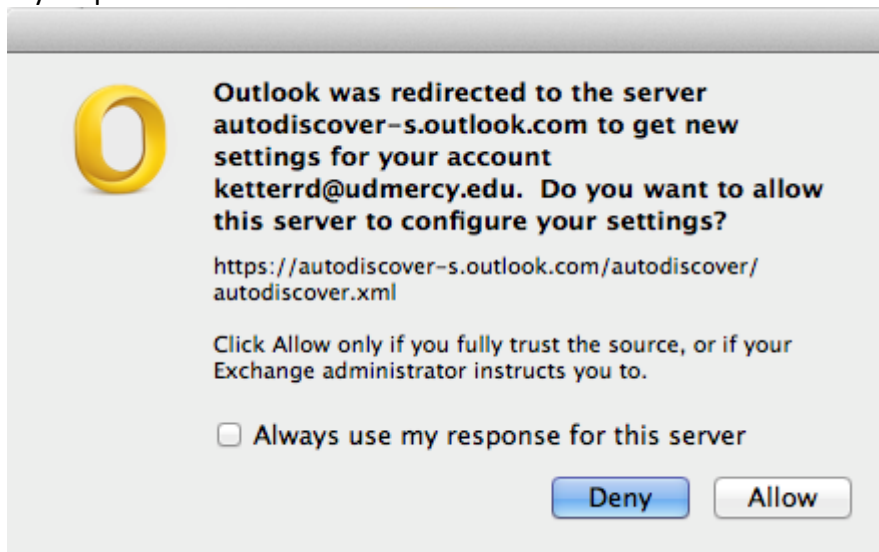
Password:


Configure automatically

- Click **Add Account**.

**Please note:** If you receive an error message that your account is unable to be auto-configured, please make sure that your Outlook client is fully updated to the newest version (patch) currently available.

- If you receive a warning similar to the following, place a check mark within "Always use my response for this server" box and click **Allow** to continue.



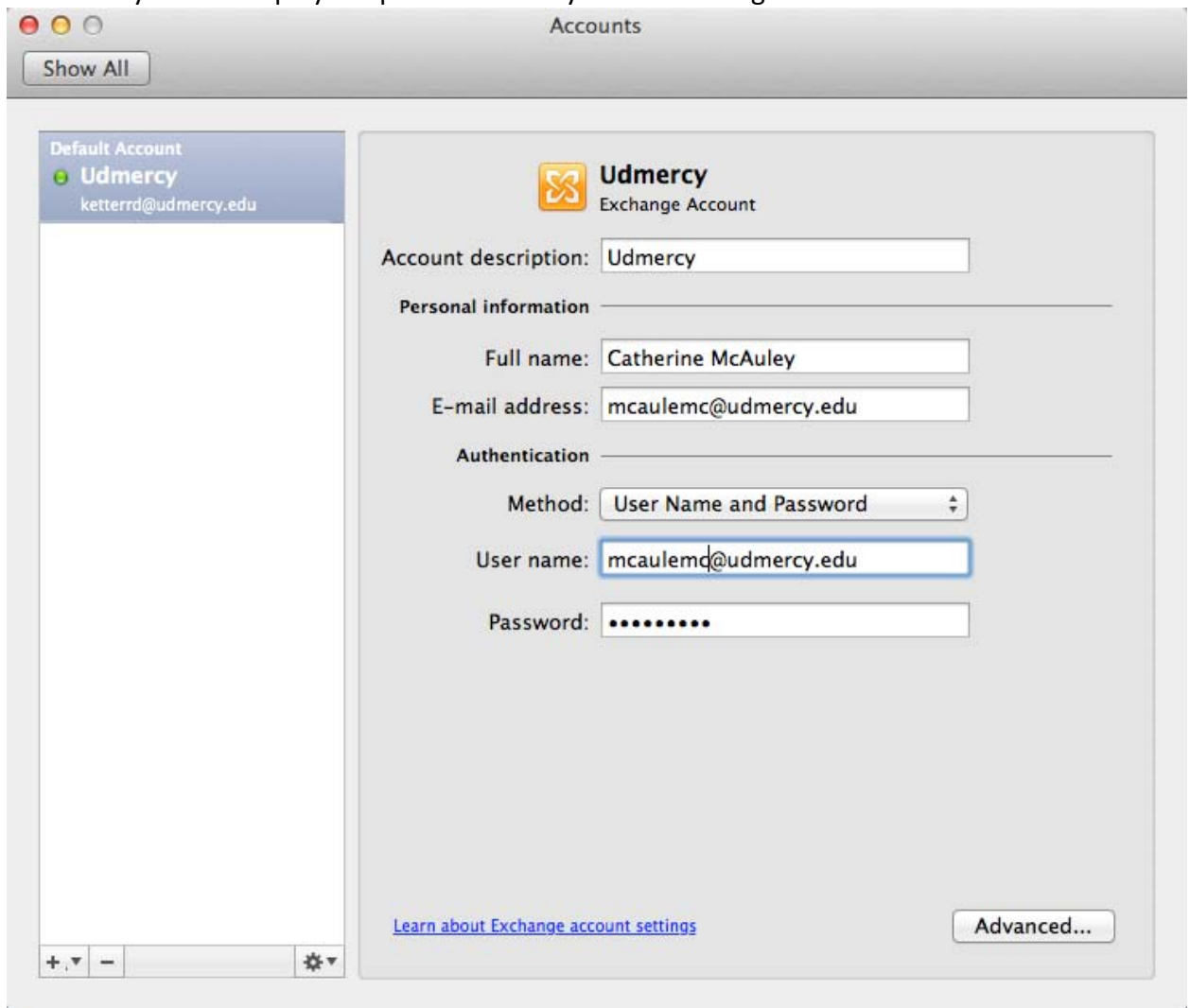
 **Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account ketterrd@udmercy.edu. Do you want to allow this server to configure your settings?**

<https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml>

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

Always use my response for this server

8. A summary will be displayed upon successfully account configuration.



9. Close the **Accounts** window to start using Outlook.