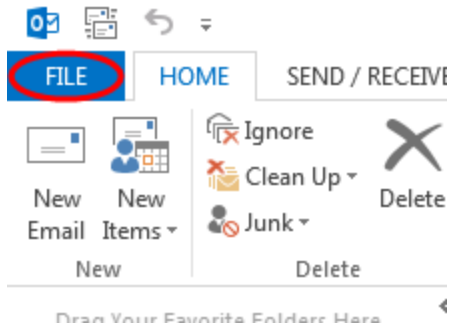
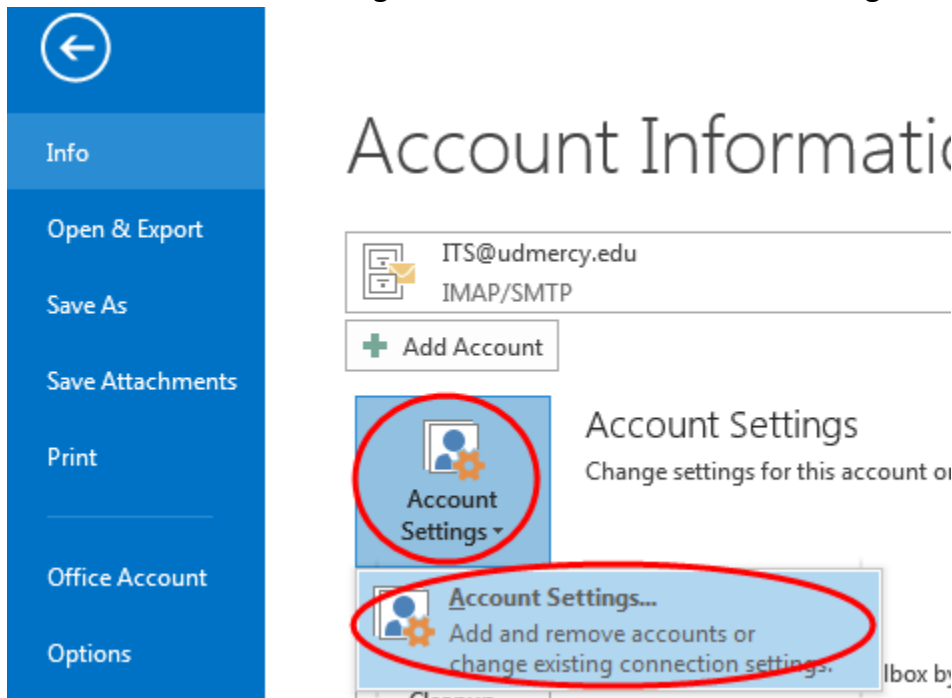


## Configuring the Outlook 2013 Desktop Client for Outlook 365 Email

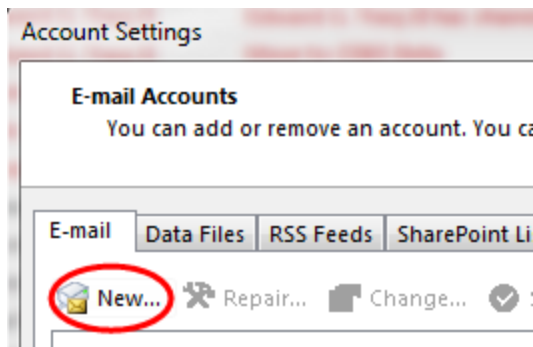
Click on the “FILE” tab.



Click on the “Account Settings” button and select “Account Settings...”



Click on the “New...” button.



Click “Next >”

The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The 'E-mail Account' radio button is selected. Below it, there is a description: 'Connect to an e-mail account provided by your Internet service provider (ISP) or your organization.' The 'Other' radio button is unselected, with a description: 'Connect to a server type shown below.' A list box under 'Other' contains 'Fax Mail Transport'. At the bottom right, the 'Next >' button is circled in red.

Enter your name, email address, and password. Click “Next >”

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' radio button is selected. The text reads: 'Outlook can automatically configure many email accounts.' Below this, there are three input fields: 'Your Name' with the value 'Catherine McAuley' and an example 'Example: Ellen Adams'; 'E-mail Address' with the value 'mcaulemc@udmercy.edu' and an example 'Example: ellen@contoso.com'; and 'Password' and 'Retype Password' both with '\*\*\*\*\*' and a note: 'Type the password your Internet service provider has given you.' The 'Manual setup or additional server types' radio button is unselected. At the bottom right, the 'Next >' button is circled in red.

Click “Finish” after your account is successfully configured.