Welcome to Office 365! This guide will assist you in setting up your Office 365 environment for e-mail on your computer using Outlook.

**Outlook Web App**


**Accessing Office 365 E-mail using Outlook**

If you are using Outlook 2013, it may not be necessary to perform the following steps. If you are using Outlook 2007 or 2010 perform the below steps:

Open control panel, if in category view, select **User Accounts and Safety**.

Then click on the “Mail” Icon
Click on **Show Profiles**

Click on **add**, then **OK**

Enter a name for your profile, and click **OK**
In the Account Setup screen, fill out the appropriate information with your information for your KSU account and click **Next**

The next screen show the progress of your server being discovered.
Once discovered you will notice 3 check marks, click **Next** to finish the configuration.