

OFFICE 365 GETTING STARTED GUIDE

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

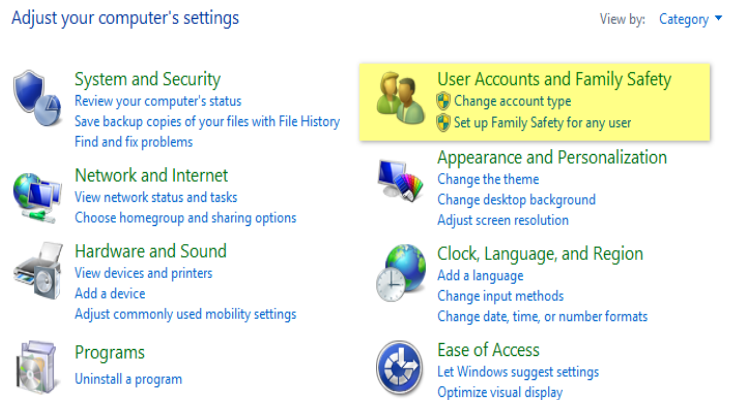
Outlook Web App

<http://office.microsoft.com/en-us/office365-suite-help/getting-started-in-outlook-web-app-for-office-365-HA103267190.aspx?CTT=5&origin=HA103105767>

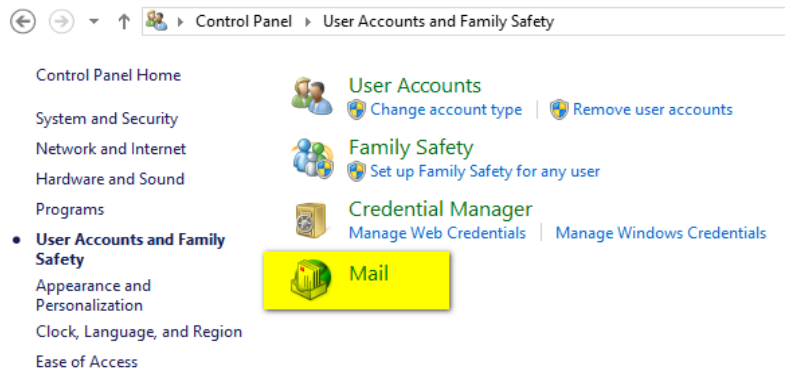
Accessing Office 365 E-mail using Outlook

If 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:

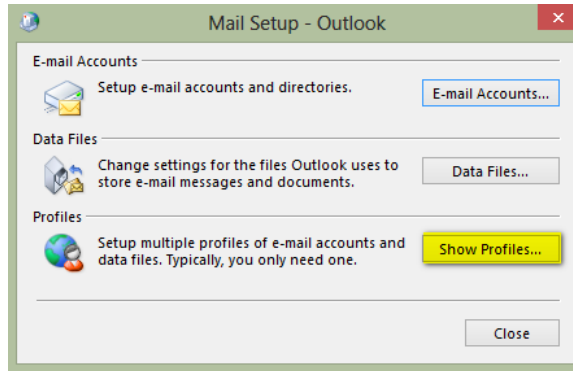
Open control panel, if in category view, select **User Accounts and Safety**.



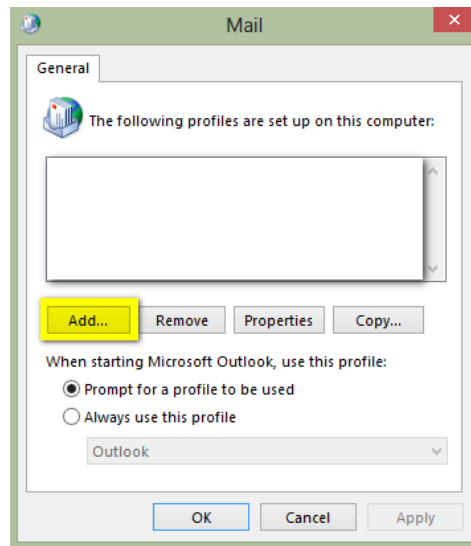
Then click on the **“Mail”** Icon



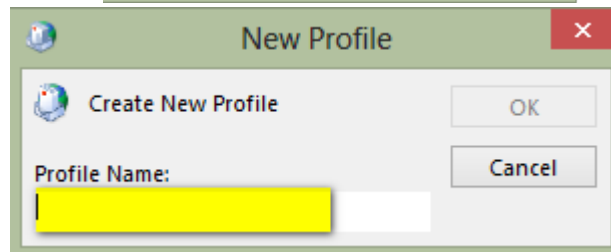
Click on **Show Profiles**



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**

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

The next screen show the progress of your server being discovered.

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➔ **Searching for it.Kizan@kysu.edu settings**
Logging on to the mail server

< Back **Next >** Cancel

Once discovered you will notice 3 check marks, click **Next** to finish the configuration

