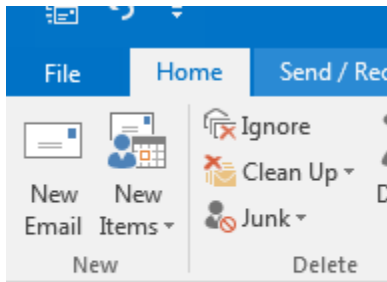


Setting up Microsoft Office 365 On Microsoft Outlook

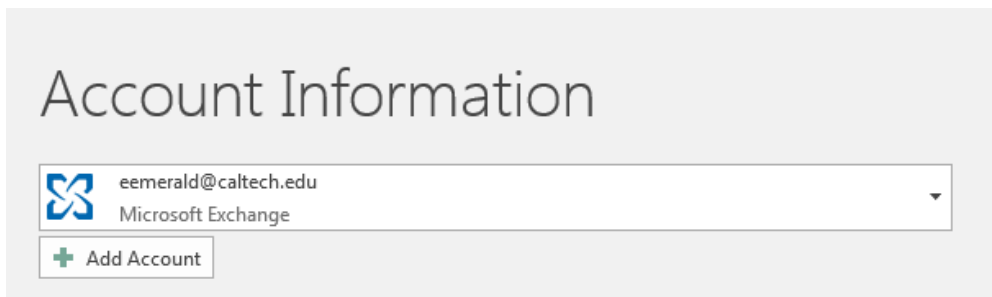
Click File in the left hand corner.



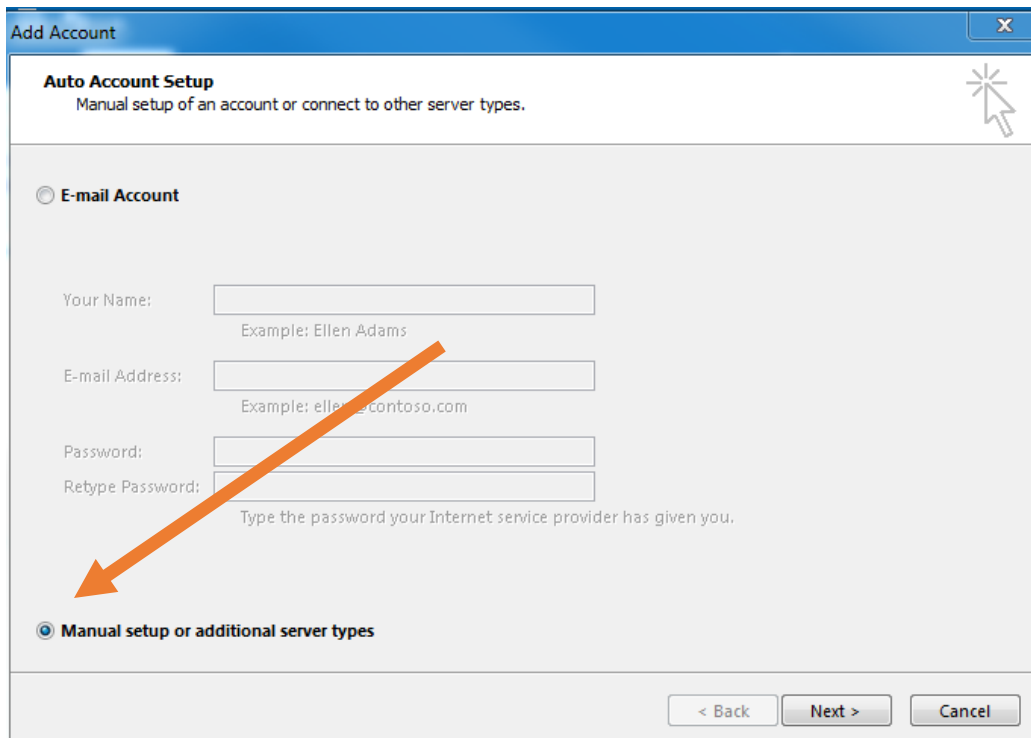
Favorites

Inbox

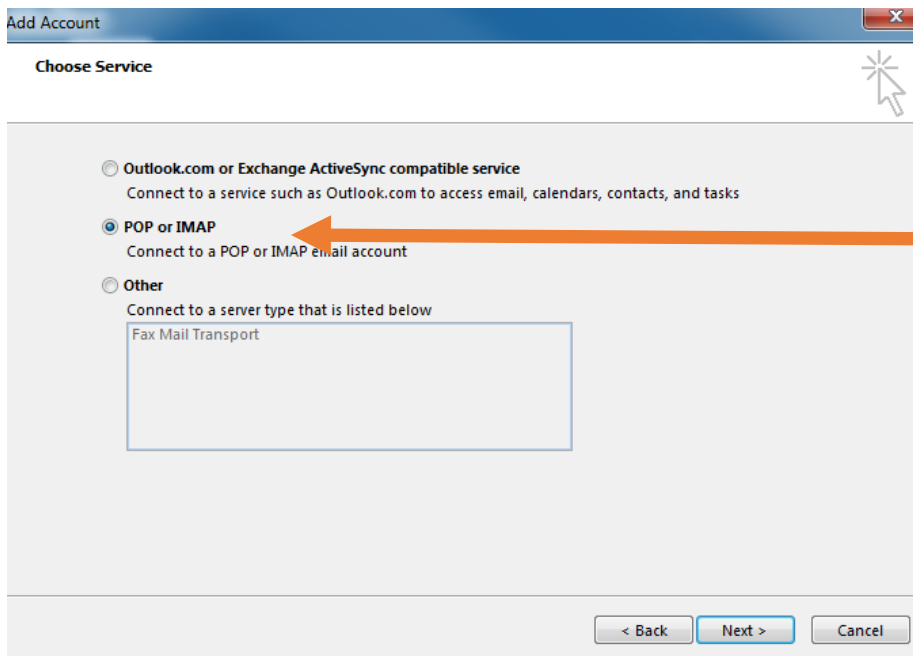
Click Add Account



Click Manual Setup or additional server types. Then click next.



Choose Pop or IMAP



Add Account

Choose Service

Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks

POP or IMAP
Connect to a POP or IMAP email account

Other
Connect to a server type that is listed below

Fax Mail Transport

< Back Next > Cancel

Please enter your name: *First Name, Last Name*

Your Email Address: username@alumni.caltech.edu

Account Type: IMAP

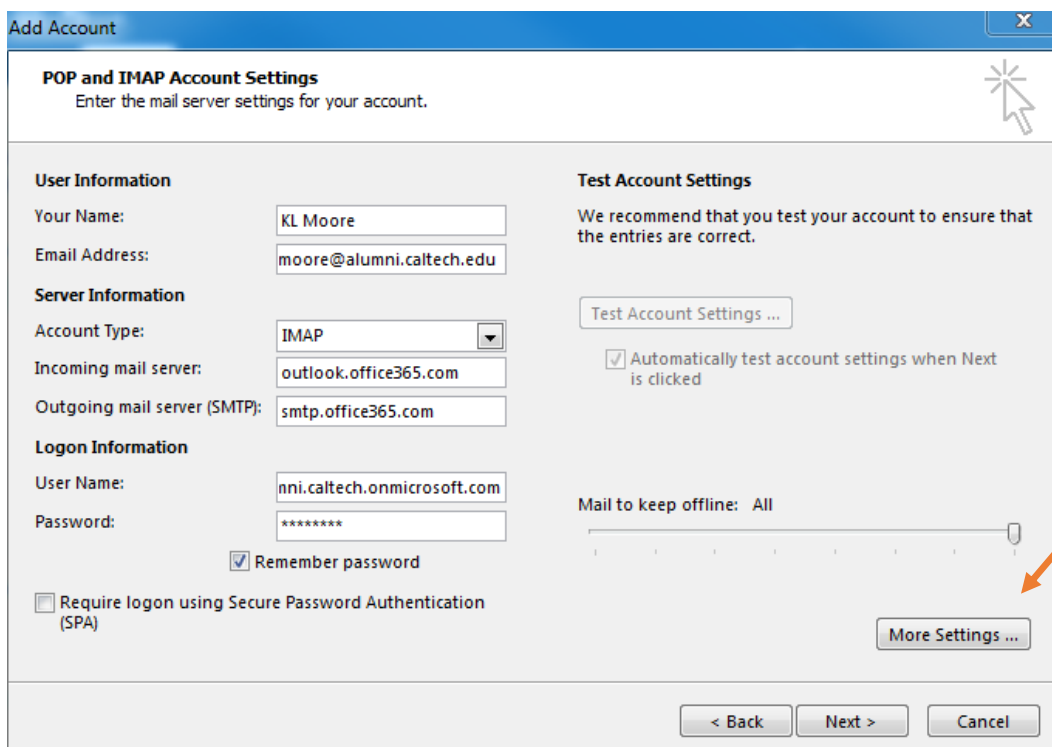
Incoming Mail Server: *outlook.office365.com*

Outgoing mail server (SMTP): *smtp.office365.com*

Username: username@alumni.caltech.onmicrosoft.com

Password: Outlook Office 365 Password

Click More Settings



Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: KL Moore

Email Address: moore@alumni.caltech.edu

Server Information

Account Type: IMAP

Incoming mail server: outlook.office365.com

Outgoing mail server (SMTP): smtp.office365.com

Logon Information

User Name: nni.caltech.onmicrosoft.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

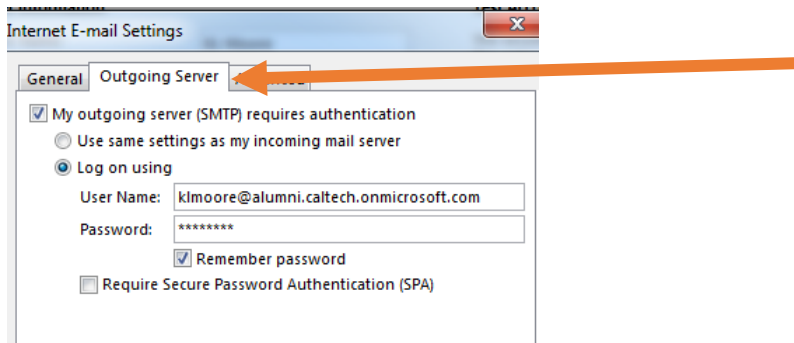
Please go to Outgoing Server

Click My outgoing server (SMTP) requires authentication

Log on using:

Username: username@alumni.caltech.onmicrosoft.com

Password: Your Office 365 Password



Go to Advanced

Incoming server (IMAP): 993

Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

Click Ok

