Outlook 365 Setup using Outlook 2016

Step 1: Install Office/Outlook 365 from [http://portal.office.com](http://portal.office.com), and with Outlook still closed, click on the Start button, and then select the Control panel. Click on the “Mail (Microsoft Outlook 2016) (32bit)” icon, and then click the “Show Profiles” button. NOTE: You may remove the “Default Outlook Profile” (ONLY if the default profile is NOT one of your personal/home email accounts, such as AT&T, Time Warner, Grande, etc…). Choose “Add” to enter a Baylor profile name, which can be just a descriptive name. The profile name does not have to be in the actual bear_id format. Click OK when done.

Step 2: Select the button “Manual setup or additional server types,” click “Next,” and then select “Outlook.com or Exchange ActiveSync compatible service”, and click “Next” again.
Step 3: Enter your credentials and information as noted below. The mail server name should be outlook.office365.com. Click “Next” and then “Finish” when done.
Step 4: Finally, open Outlook as you normally would from your computer. Enter your full Baylor email address as the username, and then type in your current email password.

Please contact the ITS Help Desk at 254.710.4357 (HELP) if you have any other questions.