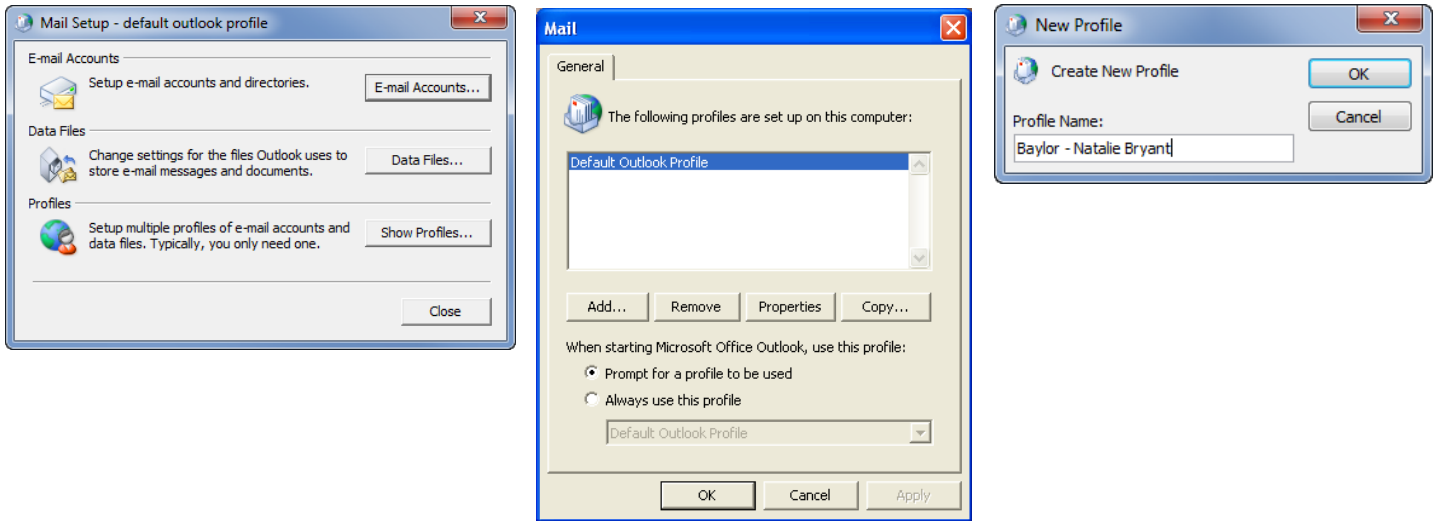
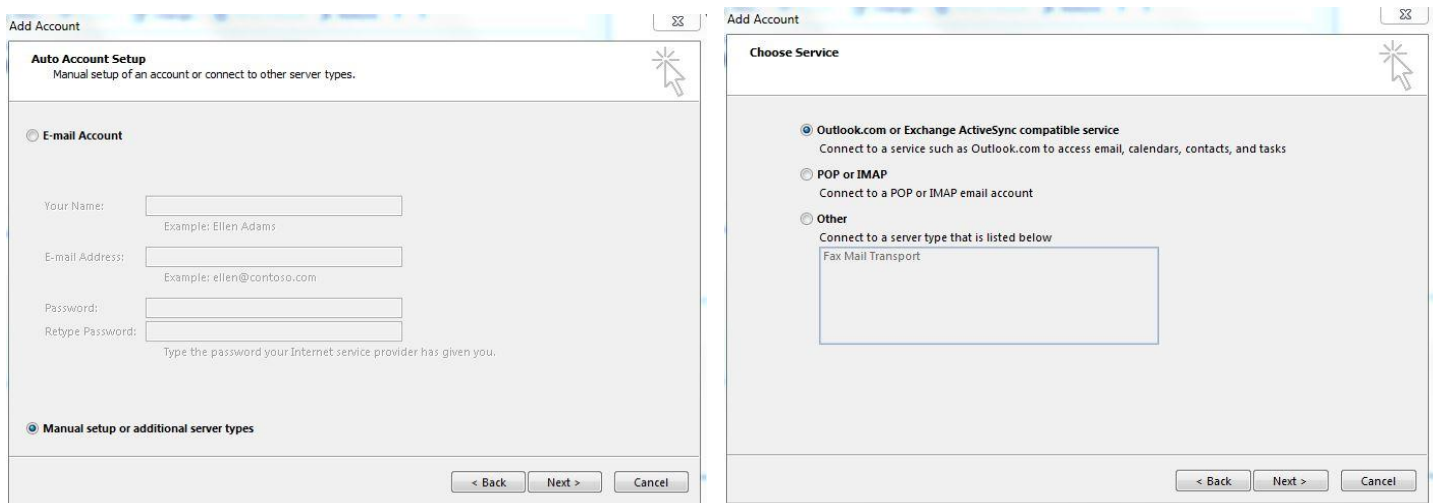


# Outlook 365 Setup using Outlook 2016

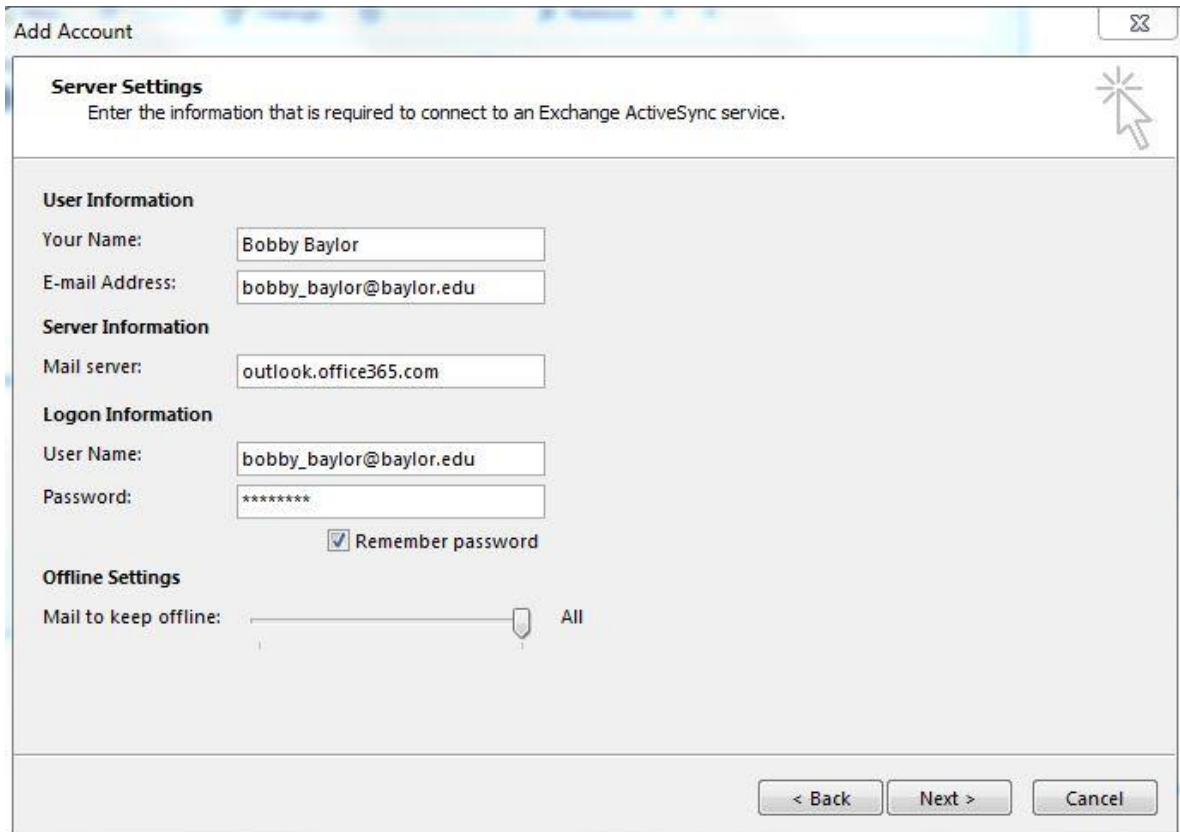
**Step 1:** Install Office/Outlook 365 from <http://portal.office.com>, and with Outlook still closed, click on the Start button, and then select the Control panel. Click on the “Mail (Microsoft Outlook 2016) (32bit)” icon, and then click the “Show Profiles” button. NOTE: You may remove the “Default 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.



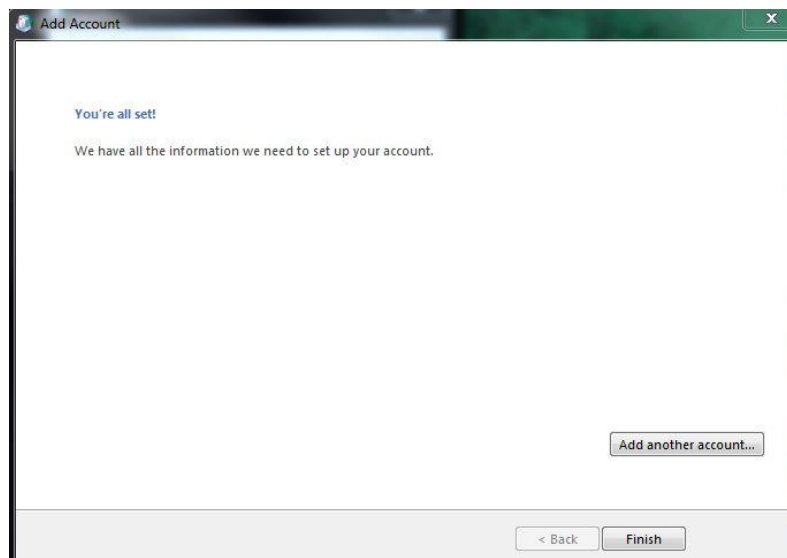
**Step 3:** Enter your credentials and information as noted below. The mail server name should be **outlook.office365.com**. Click “Next” and then “Finish” when done.



The screenshot shows the 'Add Account' dialog box with the following sections and fields:

- Server Settings:** Enter the information that is required to connect to an Exchange ActiveSync service.
- User Information:**
  - Your Name: Bobby Baylor
  - E-mail Address: bobby\_baylor@baylor.edu
- Server Information:**
  - Mail server: outlook.office365.com
- Logon Information:**
  - User Name: bobby\_baylor@baylor.edu
  - Password: \*\*\*\*\*
  - Remember password
- Offline Settings:**
  - Mail to keep offline: [Slider] All

Buttons at the bottom: < Back, Next >, Cancel



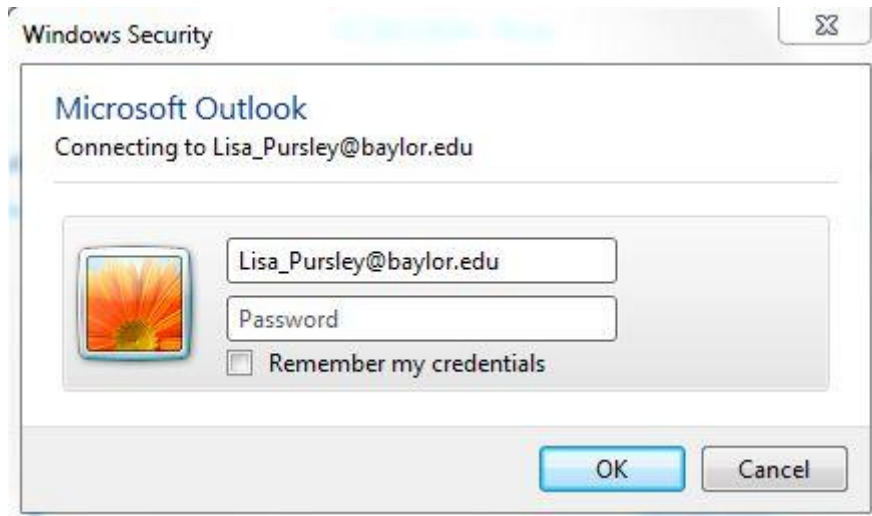
The screenshot shows the 'Add Account' dialog box with the following text and buttons:

You're all set!

We have all the information we need to set up your account.

Buttons: Add another account..., < Back, Finish

**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.