Office 365 - Outlook Setup

Follow this guide to setup Outlook after migrating to the UITS Office 365 mail service

Step-by-step guide

1. Go to the start menu (Click Windows Key) and type “Control” - select Control Panel.

2. If Control Panel looks like this, Click on top right corner “View By” and select either “Small icons” or “Large icons” - otherwise proceed to step 3

3. Double Click on “Mail (32 bit)"
4. Click on "Show Profiles..."

5. Click on "Add..."

6. Type in a Name for the profile and click OK

7. Delete your Business email and type in your UConn E-mail Address (typically FirstName.LastName@uconn.edu) and type in your NetID password in both password fields, then click Next
a. Please refer to phonebook.uconn.edu, if you are unsure what your @uconn.edu address is

b. Outlook will begin searching for your mailbox on the office 365 Environment - this process takes approximately 1-5 minutes
9. When Complete, Choose “Finish”

10. On the Mail Settings window - choose “Always use this profile” and select the newly created mail profile

11. Click “OK”
12. Launch Outlook - the initial launch should take approximately 1-2 minutes to open.

13. Your mailbox is ready to use.

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