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.

Outlook can automatically configure many email accounts.

**E-mail Account**

- **Your Name:** Jonathon Husky
- **E-mail Address:** Jonathon.Husky@uconn.edu
- **Password:** [Redacted]
- **ReType Password:** [Redacted]

Type the password your internet service provider has given you.

- **Manual setup or additional server types**

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

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<table>
<thead>
<tr>
<th>Add Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congratulations!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Configuring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlook is completing the setup for your account. This might take several minutes.</td>
</tr>
<tr>
<td>- Establishing network connection</td>
</tr>
<tr>
<td>- Searching for <a href="mailto:jonathan.husky@uconn.edu">jonathan.husky@uconn.edu</a> settings</td>
</tr>
<tr>
<td>- Logging on to the mail server</td>
</tr>
</tbody>
</table>

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...

Finish Cancel

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

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<tr>
<td>General</td>
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<td>The following profiles are set up on this computer:</td>
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<tr>
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When starting Microsoft Outlook, use this profile:

- Prompt for a profile to be used
- Always use this profile

Click “OK”

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12. Launch Outlook - the initial launch should take approximately 1-2 minutes to Open

13. Your mailbox is ready to use

Related articles

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- Installing directEDGAR