



Configuring Office 365 Email and Calendar

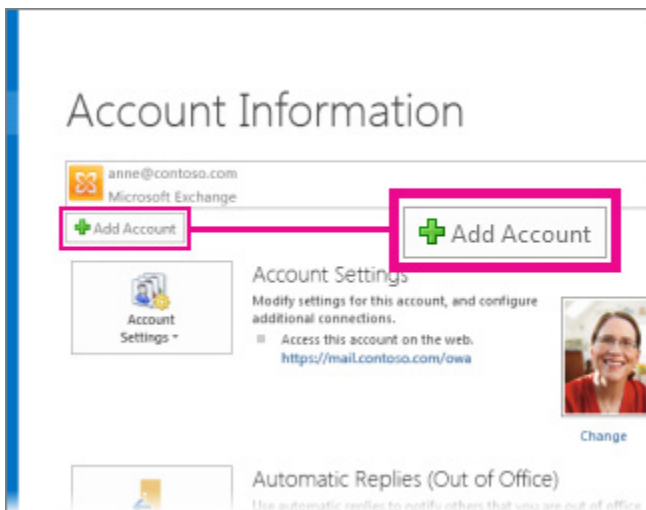
Microsoft Outlook 2010 and 2013

1. Open Outlook 2013 or Outlook 2010. When the Auto Account Wizard opens, select **Next**. On the **E-mail Accounts** page, select **Next**.

If the Wizard didn't open or you want to add an additional email account, on the Outlook toolbar select the **File** tab.



2. Select **Add Account**.



3. On the **Auto Account Setup** page, enter your name, e-mail address, and password, and then select **Next**.
4. Select **Finish**.