

Office 365 Setup in Outlook

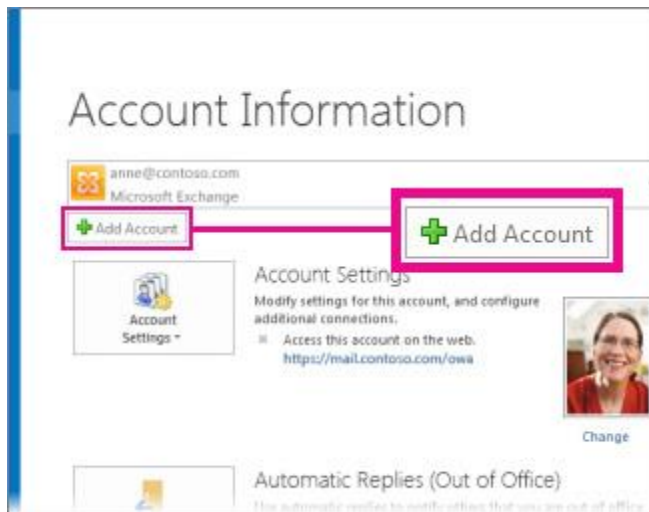
The steps in this article describe how to set up your email account using Outlook 2016, Outlook 2013, or Outlook 2010 on your PC.

1. Open Outlook. 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, Office 365 e-mail address, and password, and then select **Next**.
4. Select **Finish**.