

Set Up Office365 Account in Outlook (PC)

In many cases, Outlook can set up your account for you with only an email address and a password. When you launch Outlook for the very first time, the Auto Account Wizard launches.

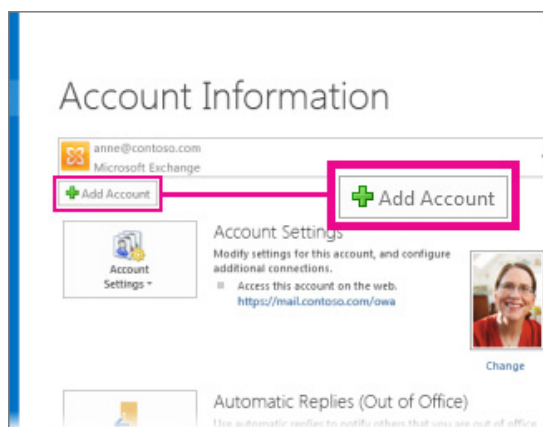
To automatically set up an account

1. Open Outlook, and when the Auto Account Wizard opens, choose Next.
2. On the Auto Account Setup page, enter your name, email address (**firstName.lastName@my.southcentral.edu**), and password, and then choose Next.
3. Choose Finish.

NOTE: If the wizard didn't open or if you want to add an additional email account, on the toolbar choose the File tab.

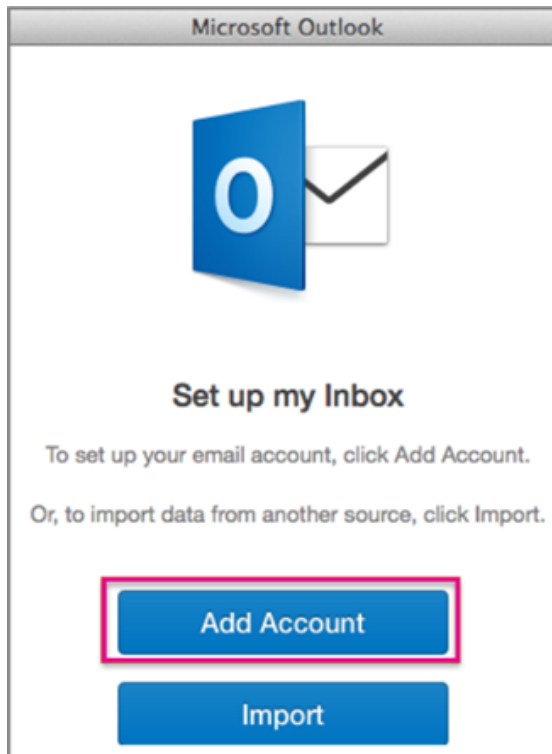


On the E-mail Accounts page, choose Next > Add Account.

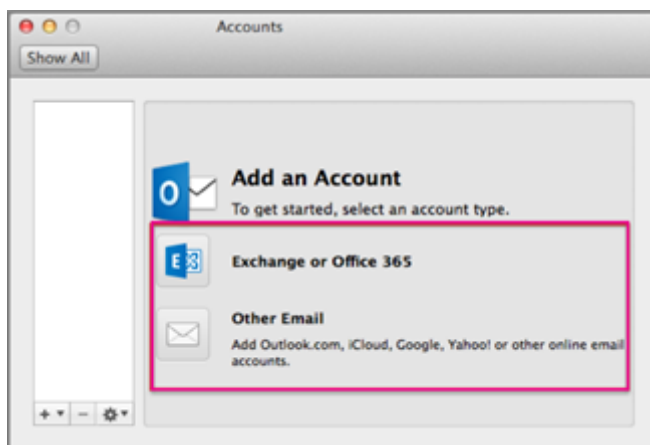


Set Up Office365 Account in Outlook (Mac)

1. On the setup page, click Add Account.



2. Click Exchange or Office 365 to add your school email account.



- Enter your account information, and click Add Account. NOTE: Please make sure you use your email address only (**firstName.lastName@my.southcentral.edu**) for both the **Email address** and **User name** fields.

Enter your Exchange account information.

E-mail address:

Authentication

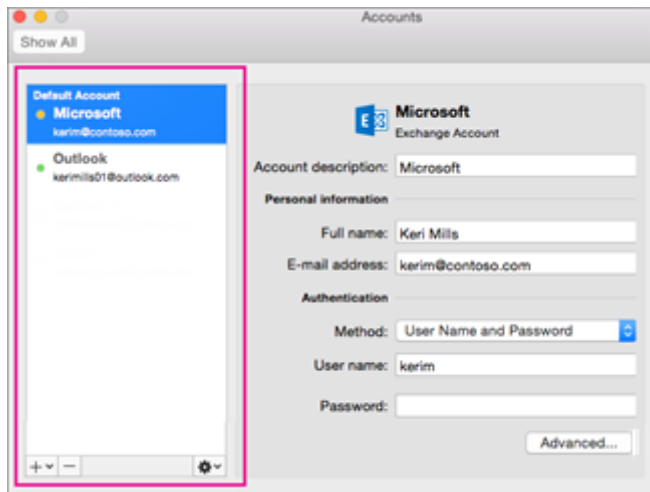
Method:

User name:

Password:

Configure automatically

All the accounts you add will show in the left pane.



TIPS: To add more email accounts, on the Tools tab, click Accounts.

