Configure Outlook 2011 for Office 365

1. Launch Outlook 2011.

2. Open the Outlook menu and select Preferences.

3. Click the Accounts icon from the Outlook Preferences window.
4. Click the Exchange Account option.
5. On the Auto Account Setup window, enter the following for each field:
   - **Email Address**: Your email address
   - **Method**: User Name and Password
   - **Username**: Your email address
   - **Password**: Your password
   - Ensure **Configure Automatically** is checked.

6. Click Add Account.
   **Please note**: If you receive an error message that your account is unable to be auto-configured, please make sure that your Outlook client is fully updated to the newest version (patch) currently available.

7. If you receive a warning similar to the following, place a check mark within "Always use my response for this server" box and click Allow to continue.
8. A summary will be displayed upon successfully account configuration.

9. Close the **Accounts** window to start using Outlook.