Setup Outlook 2010

1. To setup your Microsoft Outlook 2010 client to receive your Office 365 e-mail launch Outlook and you will be presented with the first run dialog screen. Click on the “Next >” button to begin the process of setting up your account.
2. On the “Account Configuration” screen click on the “Yes” option and then click on the “Next >” button to continue through the wizard.
3. On the “Auto Account Setup” screen your name and e-mail address should be pre-filled with the correct information. If not please input your name in the “Your Name:” field, and your full e-mail address in the “E-mail address:” field. Once finished click the “Next >” button.
4. The setup wizard will try to automatically determine the best settings for your account and may take a few moments to complete. Please be patient while the process is occurring.
5. If prompted with a “Window’s Security” window. Click on the “Use another account” option.
6. Please enter your username in the following format “username@furman.edu” and type in your network password. Once you have entered the information click the “OK” button.
7. Once the wizard has completed you will be presented with a window that confirms your account status that “Your e-mail account is successfully configured.” Click the “Finish” button to complete the setup process.