Set up Office 365 E-Mail in Outlook 2007 and Outlook 2010

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This tutorial will provide users with simple instructions on how to configure their Outlook to be used with the new Office 365 cloud email system.

We will be creating a **new** Outlook profile for the user. To do so please follow the step by step instructions below:

NOTE: Before proceeding, you MUST change your domain password. On Campus: hit CTRL+ALT+DEL on your keyboard and select the "Change Password"option. If you are connecting off-campus, please change it by logging on to MyNorthwestern, clicking on the "Help Desk" tab, and choosing "Change Your Password" on the left.

Note the new password requirements:

8-16 Characters and must contain **3 of the 4** requirements: **Lowercase, uppercase, number, symbol**

Once your password has been changed, please proceed.

1. Open up the control panel by going to START → Control Panel.

2. Within Control Panel, if you are running Windows XP, ensure that your view is in Classic View. If you are running Windows Vista or Windows 7, ensure that the view is set to Small Icons and NOT Category.

3. Look for the icon called "Mail." Open up that application
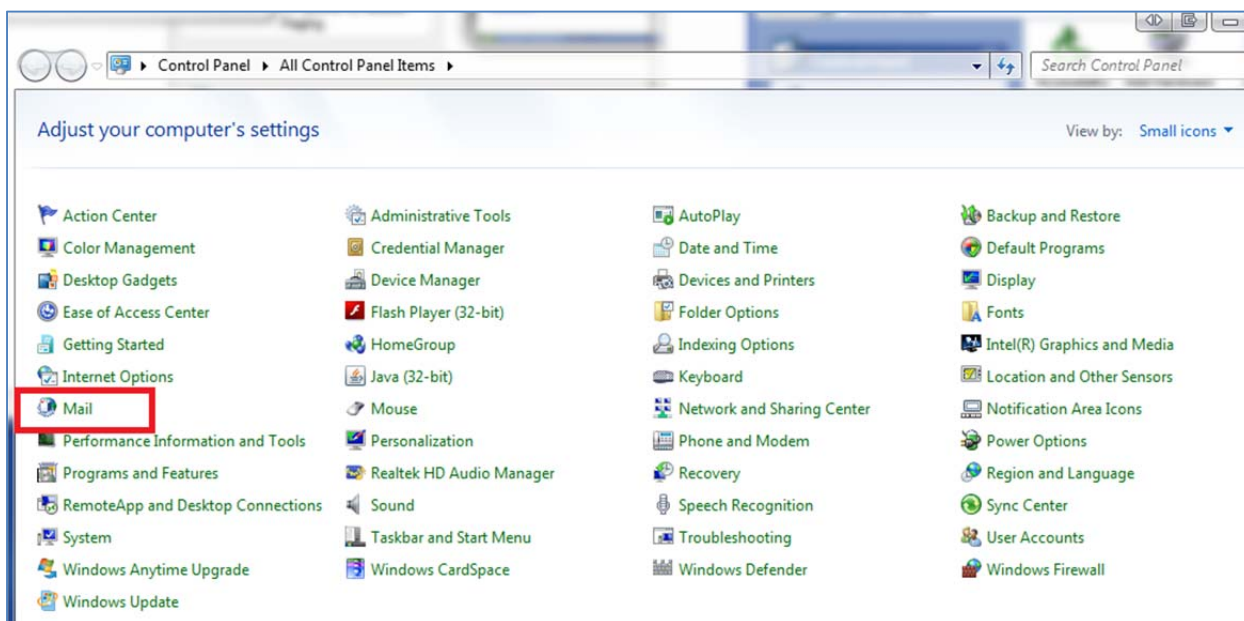
4. A new window will pop up as shown below. Click on Show Profiles
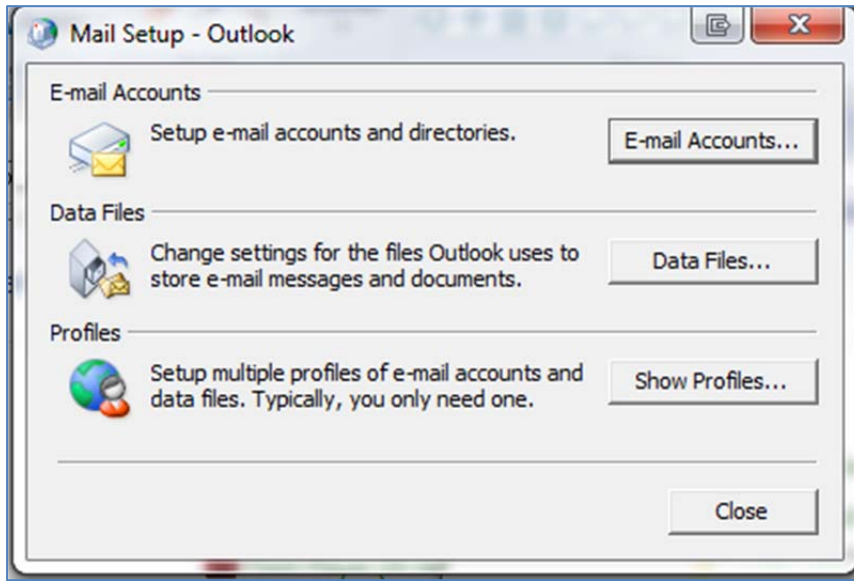
5. Click on ADD. Name the new profile something easy to remember, i.e. Office 365 email. Hit OK.


Set up E-Mail on Outlook client
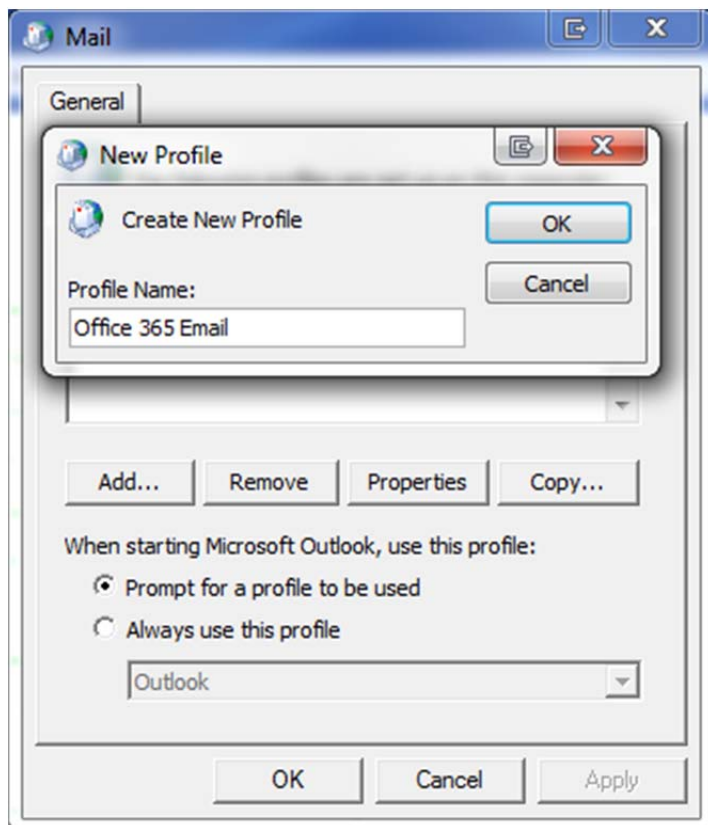
6. A new window will appear with your name and email address already provided. **IMPORTANT:** Go ahead and delete your email address and your name.
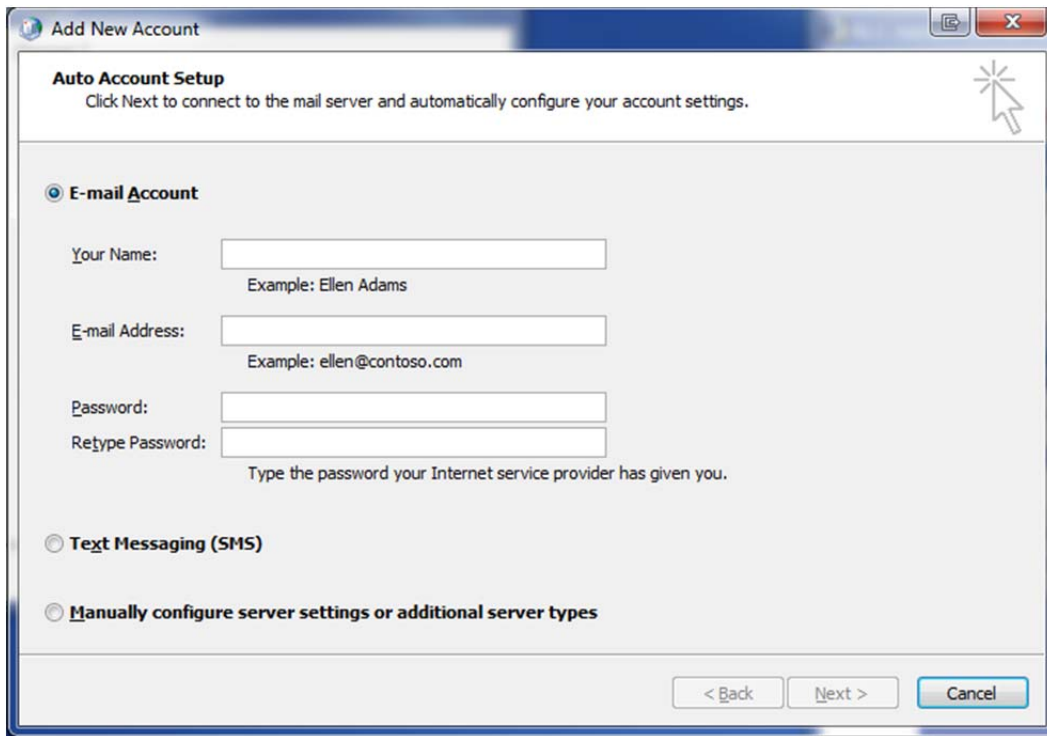
7. Type in your name and email address again in the empty spaces provided. Then type in your password in the password section. Click NEXT once you have filled out all the required information.

8. Outlook will automatically connect to the right servers and configure your profile without any further steps necessary. Once the process is complete (see below). Click Finish.
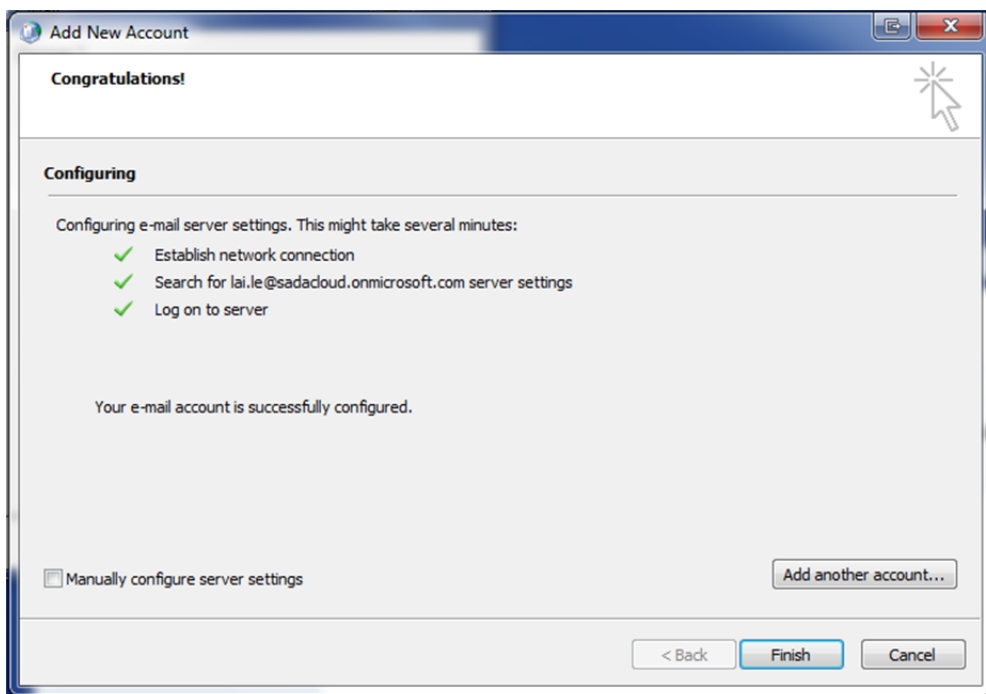
9. You will then be brought back to the Mail settings. Check the option "Always use this profile" and scroll down to select the profile that you recently created. In this case it was called "Office 365 Email." Hit OK.
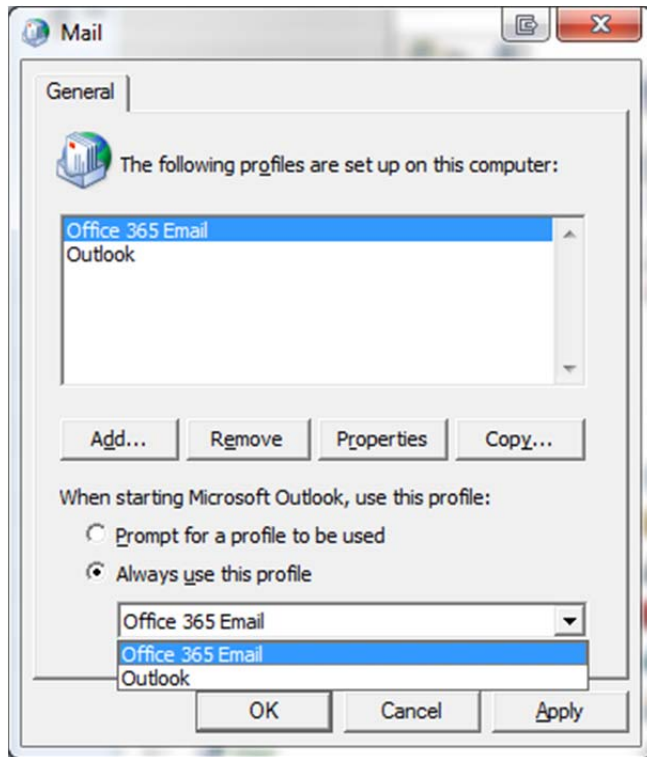
10. Launch Outlook. Your profile will take some time to download all the emails as a cached copy. Please allow Outlook to run for several minutes before using resource intensive applications on your computer.

PLEASE REMEMBER: If you are prompted to input your username and password, always type in your email address.

PLEASE NOTE: The email migration process will only migrate data within the users' mailbox. Any other information such as Signature, Outlook Rules, and Autocomplete will not be brought over from your old profile. Additionally, features like delegate email access (the abilitiy to read and send email on behalf of someone else) will need to be set up again.

If you do not have access to your Outlook and wish to view your email via the web, you can access it at the following URL: outlook.com/nwciowa.edu. You will no longer be using https://email.nwciowa.edu.