

1. Go to the start menu, then go to control panel



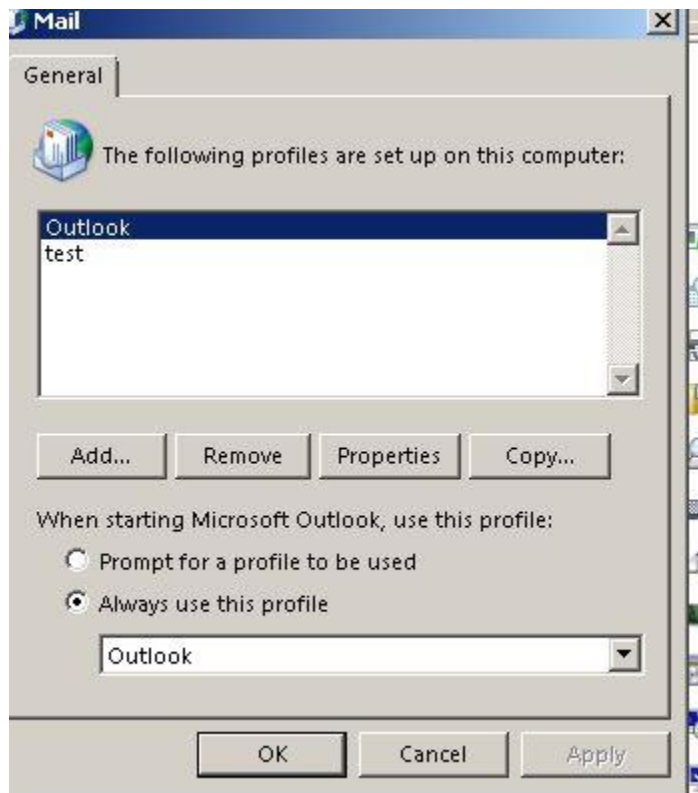
2. Click on mail. If you don't see it make sure you press the drop-down menu on the top right where it say's view by and select large icons. You should see mail now.



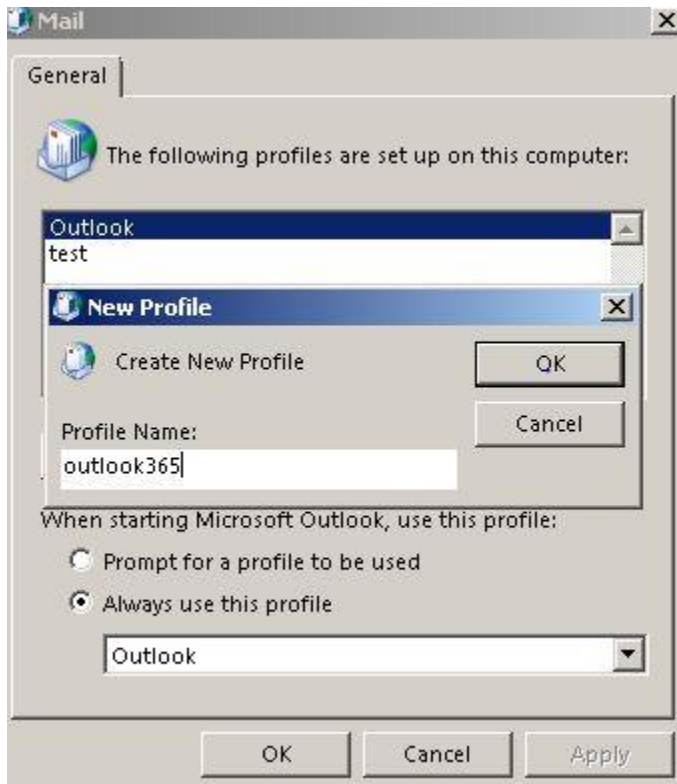
3. Click show profiles



4. Click add



5. Type in Office365 and click Ok



6. Your email and password should automatically input itself. If it doesn't, just manually type it in. Then you hit next.

The screenshot shows the 'Add Account' dialog box in Outlook. The title bar reads 'Add Account'. Below the title bar, the section is titled 'Auto Account Setup' with the subtitle 'Outlook can automatically configure many email accounts.' There are two radio buttons: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are two text input fields. The first is labeled 'Your Name:' and contains the text 'Mike Seplowin'. Below it is an example: 'Example: Ellen Adams'. The second is labeled 'E-mail Address:' and contains the text 'mikesep@classcomputing.com'. Below it is an example: 'Example: ellen@contoso.com'. At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'.

You are going to get a box that asks for your credentials, ensure that your email is correct and use the same password that you were set up with. Once you do that hit Ok.

It will load your settings automatically and then you just have to hit finish.

7. Once you hit finish you will be taken back to the show profiles page. Just click the drop menu and select Office 365. Once you do that hit apply and then OK. If you have any issues, please contact us. support@classcomputing.com or 312-262-3930

