Office 365 Mail Client Configuration Guide
Microsoft Outlook 2010

**Required Items:** Microsoft Outlook 2010

This guide will assist you with configuring the Microsoft Outlook 2010 email client for use with the Office 365 mail system. The setup instructions will be set up in steps. Please be sure to complete all of the setting changes in each step before moving on to the next.

**Step 1:** Opening the Auto Account Setup wizard

Open the Outlook application from your Desktop or from **Start -> All Programs -> Microsoft Office -> Microsoft Outlook 2010**. Click **Next** twice to get to the Auto Account Setup screen in **Step 2**.

**Note:** If this is not your first time opening Outlook, you will need to then go to **File -> Info** and click the + **Add Account** button to start the setup.
Step 1a (Alternate Instructions): If Step 1 does not work for some reason, you can manually open the Auto Account Setup wizard.

Go to Start -> Control Panel. Once in the Control Panel, make sure the View by: option in the upper right is set to Large icons or Small icons (Windows 7) or (Windows XP). Double click on the Mail or Mail (32-bit) icon. When the Mail Setup window appears, click the E-mail Accounts… button. On the Account Settings window that appears, click the New… button on the E-mail tab to start the Account Setup process.
Step 2: Enter your account information:

**Your Name**: Your display name

**E-mail Address**: Your @student.ysu.edu email address (for Students) or @ysu.edu email address (for Faculty and Staff)

**Password**: Your YSU password

**Retype Password**: Your YSU password

Click Next once this information is entered.

Note: If you are on a campus computer and are logged in as yourself, your screen will look different! Much of your account information will prepopulate as seen in the alternate dialog box on the left. After clicking Next, simply enter your password (and if desired, check the box to Remember my credentials so they do not have to be entered when Outlook is opened) and click OK to continue set up.
Step 3: Finish the set up

Click **Finish**.

Your YSU Office 365 e-mail account is now set up for use in Outlook 2010.

Note: You may be asked to restart Outlook to use your new account. If you are, go ahead and do so to complete set up.