Overview

The following instructions step through the process of manually configuring your Office 365 Exchange Online account with Outlook 2010 and 2013 for Windows**.** This may be needed when configuring secondary account or if you run into issues with the automatic configuration process.

**Note:** Outlook 2016 only supports the Auto-discover process for adding Exchange Online accounts. The following instructions do not apply.

This tutorial applies to the following operating system(s):

* WINDOWS

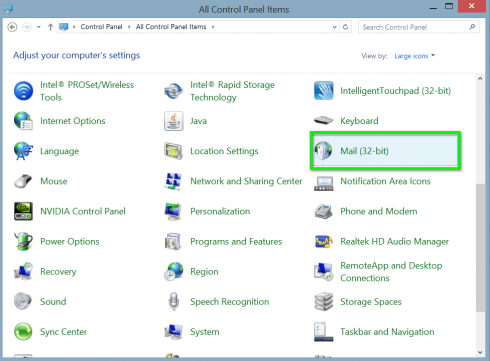
Step 1

Open the **Control Panel**.

Step 2

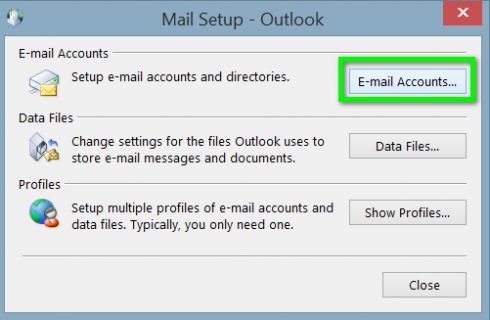
Click **Mail**.

**\*Note**: If you do not see the Mail option, change your *View by* setting to Large Icons or Small Icons.

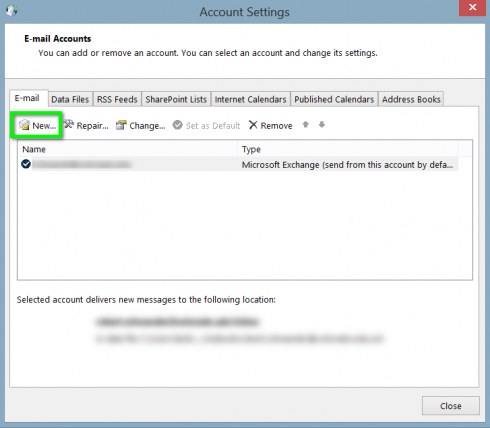
[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config1.png)

Step 3

Click **E-mail Accounts...**

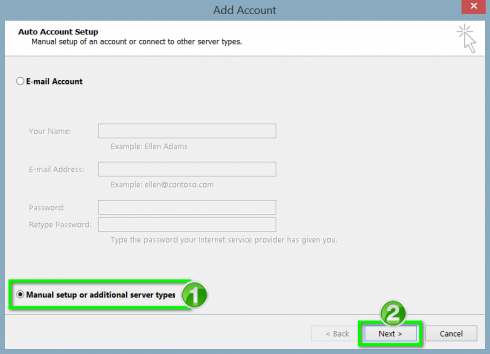
[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config2.png)

Step 4

Click **New...**[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config3.png)

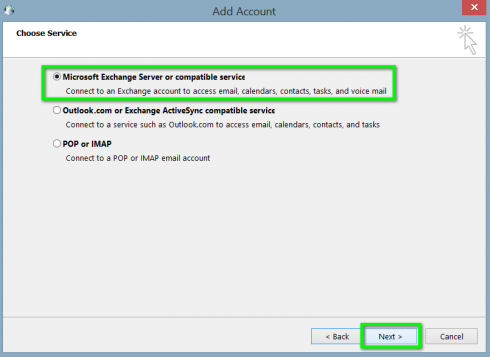
Step 5

Select **Manual setup or additional server types**, then click **Next**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config4.png)

Step 6

Selec**t Microsoft Exchange Server or compatible service**, then click **Next**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config5.png)

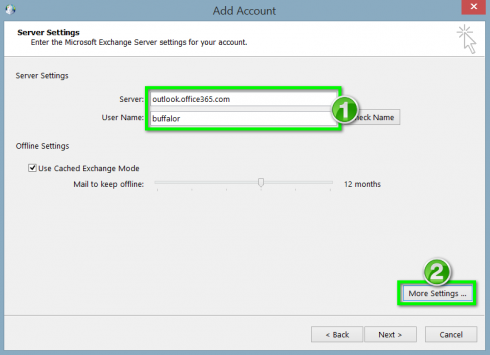
Step 7

Enter the following in the corresponding fields:

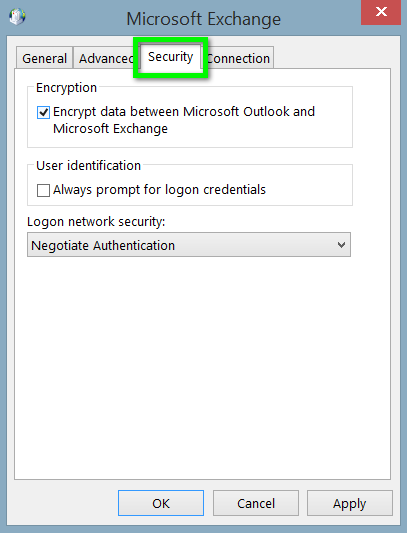
**Server**: outlook.office365.com

**User Name**: Login name

When finished, click **More Settings \*Note**: Do not click the **Check Name** button at this step, or the configuration process will fail.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/outlook365_config7.png)

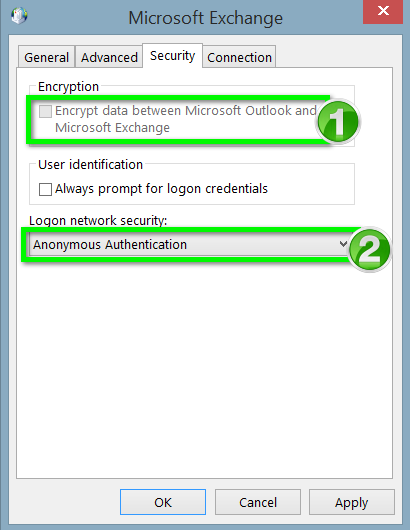
Step 8

Click the **Security** tab.[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config7.png)

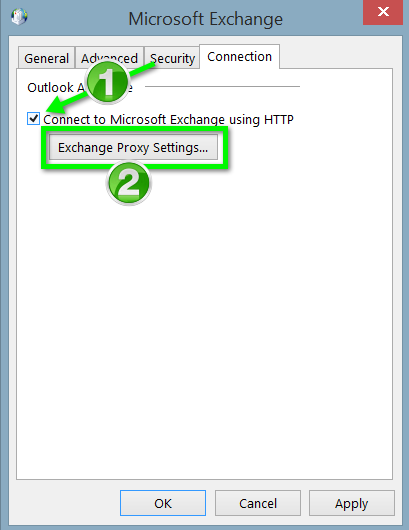
Step 9

Adjust the following settings:

* Uncheck **Encrypt data between Microsoft Outlook and Microsoft Exchange**.
* Choose **Anonymous Authentication** from the *Logon network security* drop-down menu.

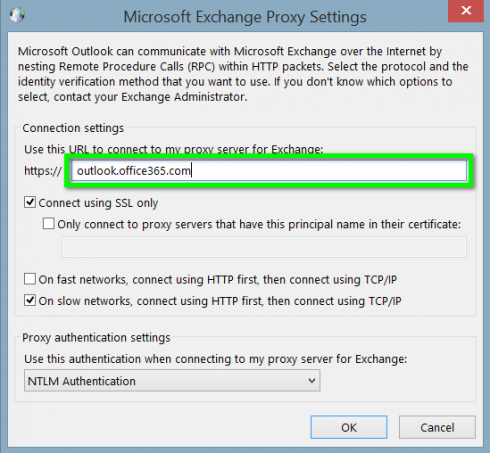
[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config8.png)

Step 10

In the *Connection* tab, check **Connect to Microsoft Exchange using HTTP**, then click **Exchange Proxy Settings...**[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config9.png)

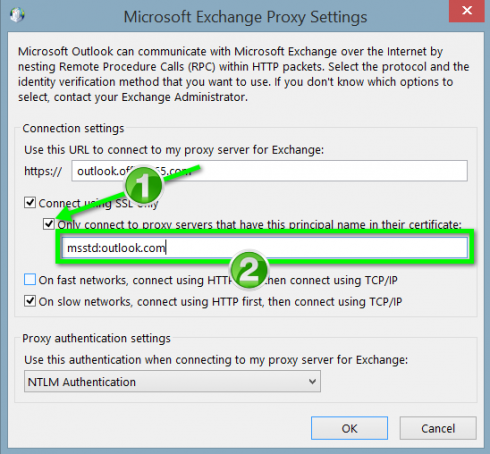
Step 11

In the *Use this URL to connect to my proxy server for Exchange* field, enter **outlook.office365.com.**

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config10.png)

Step 12

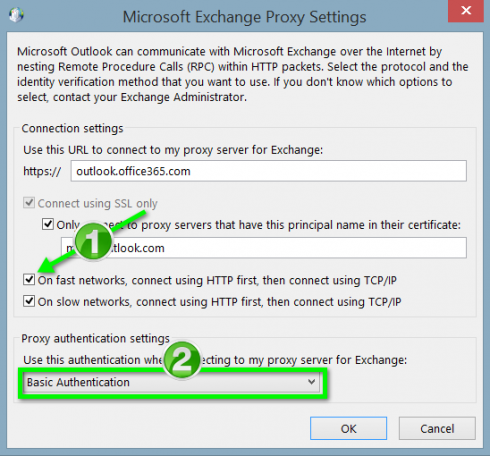
Check the *Only connect to proxy servers that have this principal name on their certificate****,*** then enter **msstd:outlook.com** in the associated text field.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config11.png)

Step 13

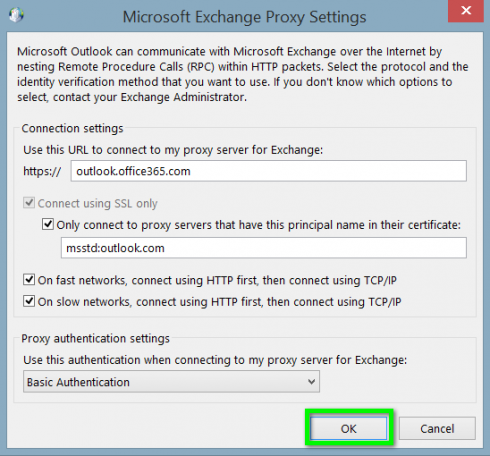
Adjust the following settings:

* Check the **On fast networks, connect using HTTP first then connect using TCP/IP** box.
* Select **Basic Authentication** from the *Use this authentication when connecting to my proxy server for Exchange* drop-down menu.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config12.png)

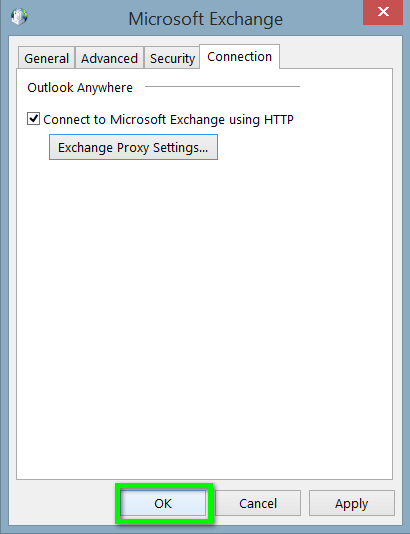
Step 14

Click **OK**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config13.png)

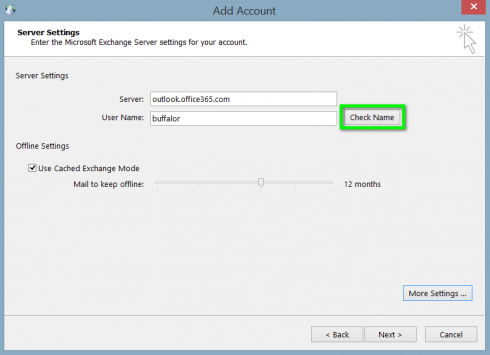
Step 15

Click **OK**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config14.png)

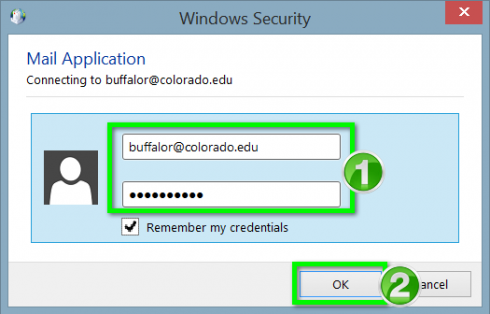
Step 16

Click **Check Name**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/outlook365_config16.png)

Step 17

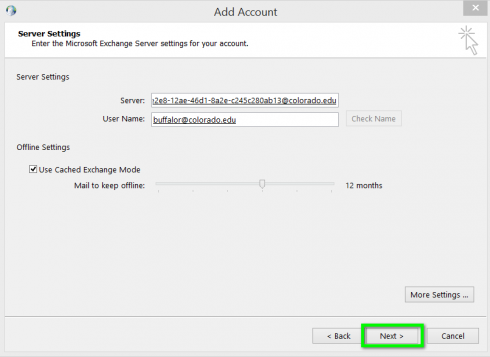
An authentication prompt will appear. Enter your L***oginName@domainname.com.au*** and ***password*** in the corresponding fields, then click **OK**.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config16_0_0.png)

Step 18

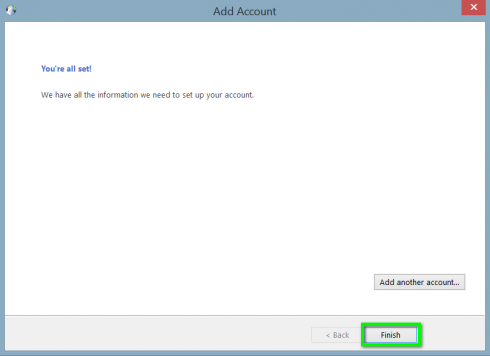
Click **Next >**.

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[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config17.png)

Step 19

Click **Finish**. Your account will be setup and you can open Outlook to begin using your Exchange account.

[](http://www.colorado.edu/oit/sites/default/files/tutorials/out365_config18.png)