

# Setup Desktop Outlook with Office 365

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1. Open Outlook
2. If the Microsoft Outlook Startup wizard appears
  - A. On the first page of the wizard, click **Next**
  - B. On the **E-mail Accounts** page, click **Next**
3. If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab.
  - A. Just above the **Account Settings** button, click **Add Account**.
2. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name** and **E-mail Address** settings based on how you're logged on to your computer. If the settings on the **Auto Account Setup** page aren't filled in or aren't correct, do the following:
  - If the settings on the **Auto Account Setup** page aren't filled in, enter your name, email address, and WUAD password (the one you use to log into your computer)
  - If the name in the **Your Name** box isn't correct, you may need to reset the options on the **Auto Account Setup** page before you can edit your name. To reset the options, click the option button next to **Manually configure server settings or additional server types**, and then click the option button next to **E-Mail Account**.
3. Click **Next**
4. Outlook will search online to find your email server settings. You'll be prompted to enter your user name and password during this search. Make sure that you enter your full email address (first.last@washburn.edu) as your user name.
5. If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.