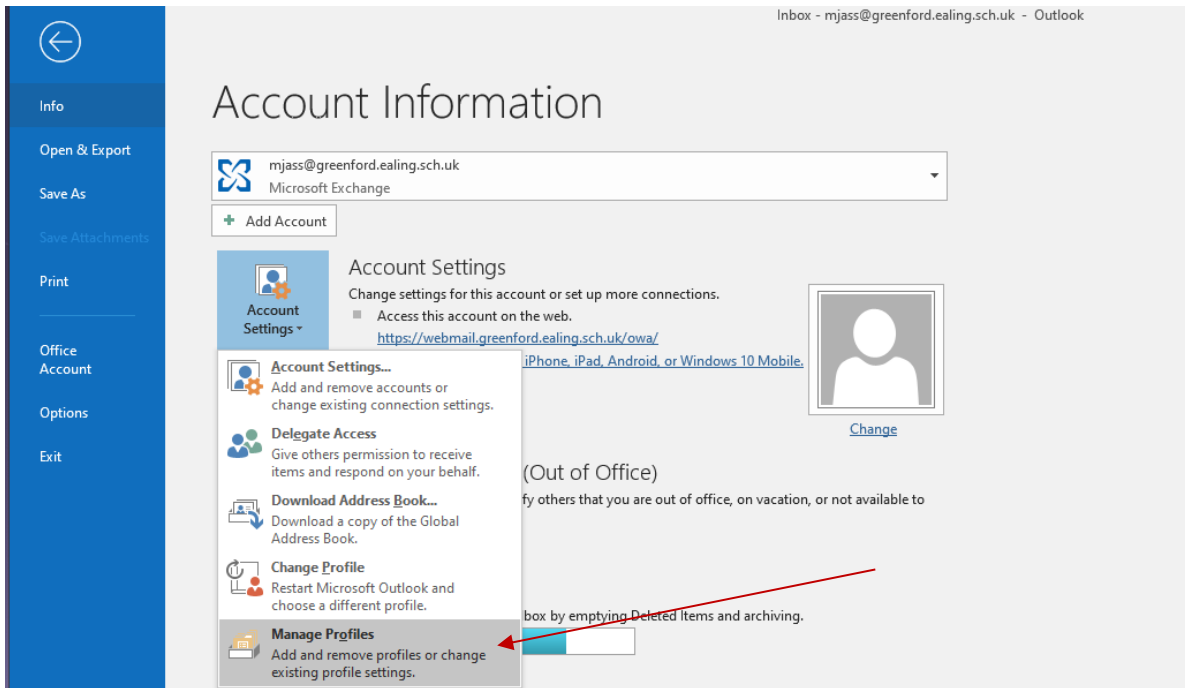


How to connect to new O365 mailbox

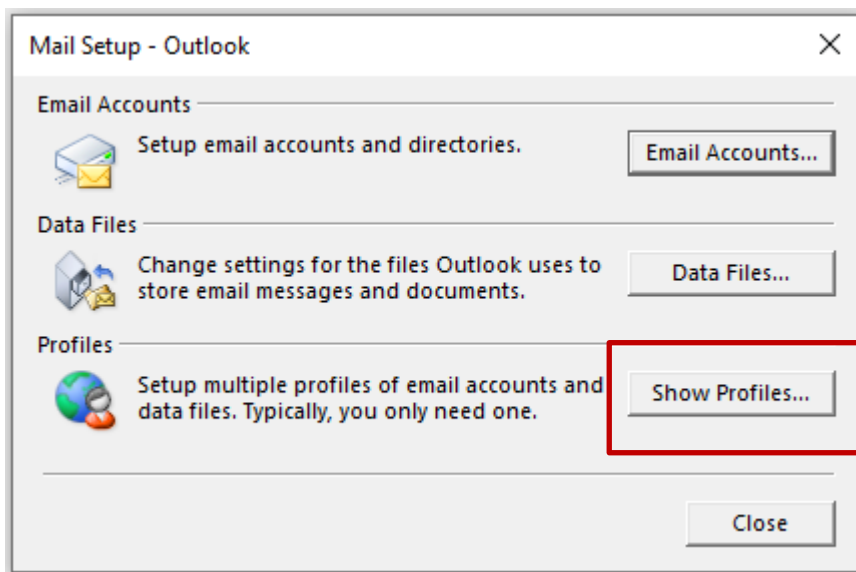
1. Open the Outlook app on your desktop



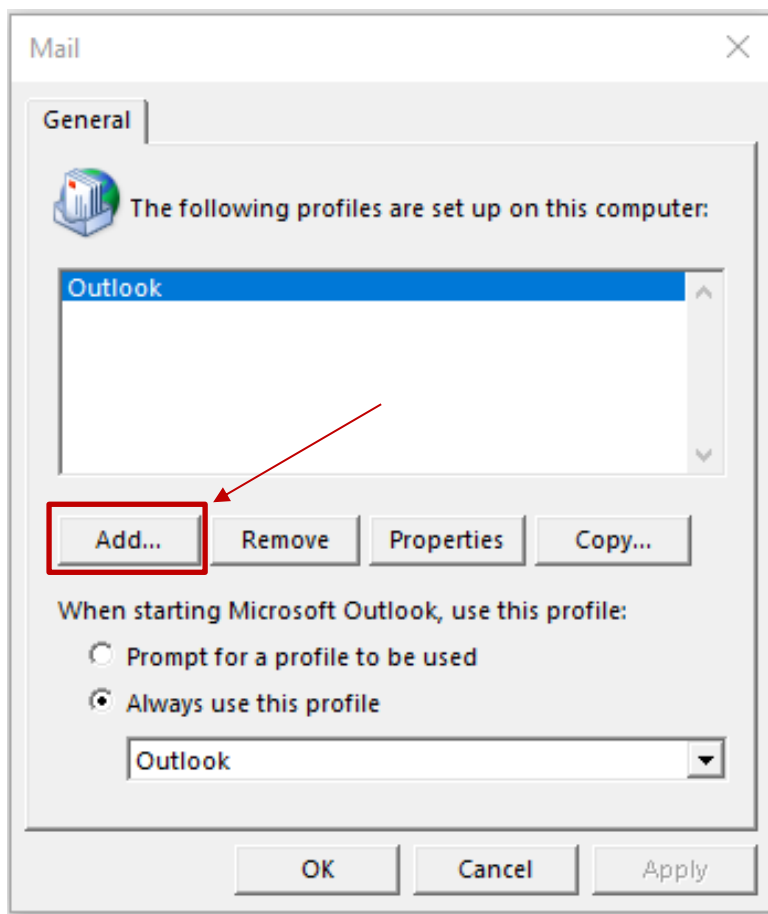
2. At the top left corner click File > Account Settings > Managed Profiles:



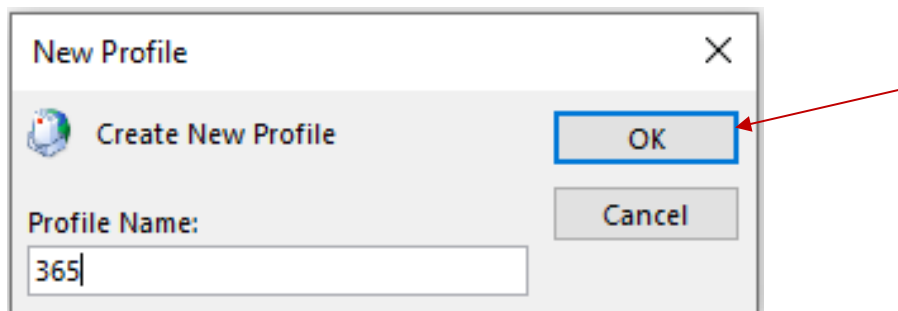
3. On the Manage Profiles window, Click on Show Profile:



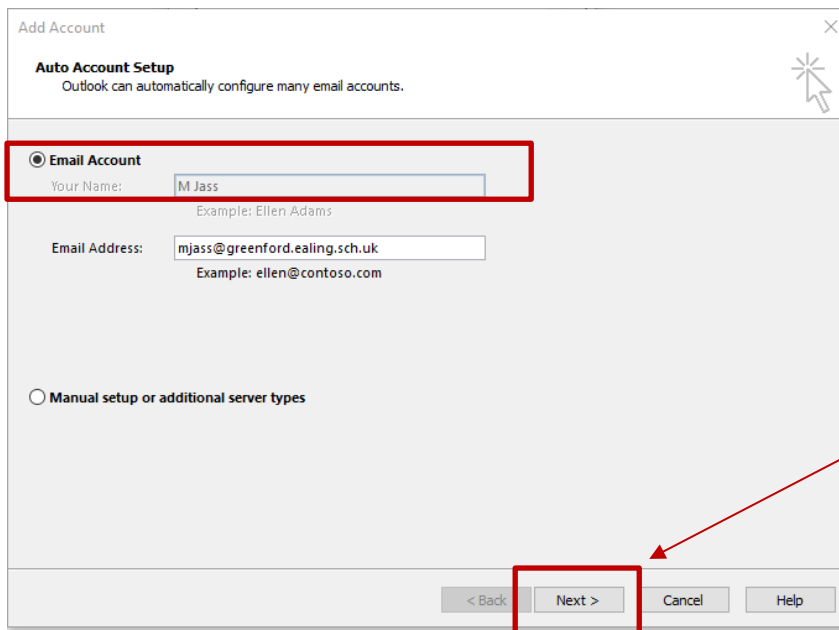
4. After clicking Show Profiles, you will see the window below. Click Add:



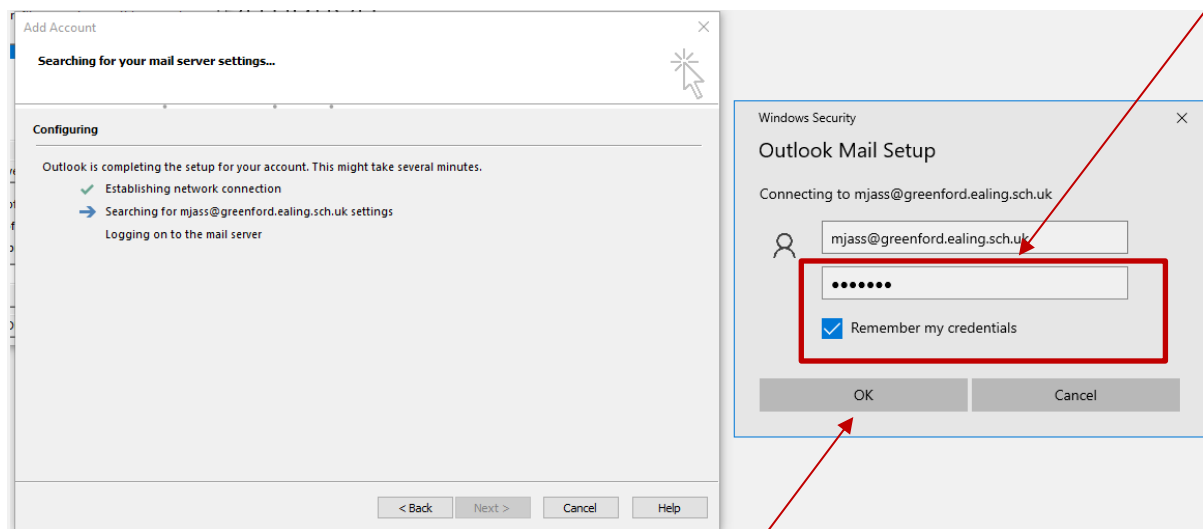
5. The New Profile window will appear. Enter in 365 in the box and click OK:



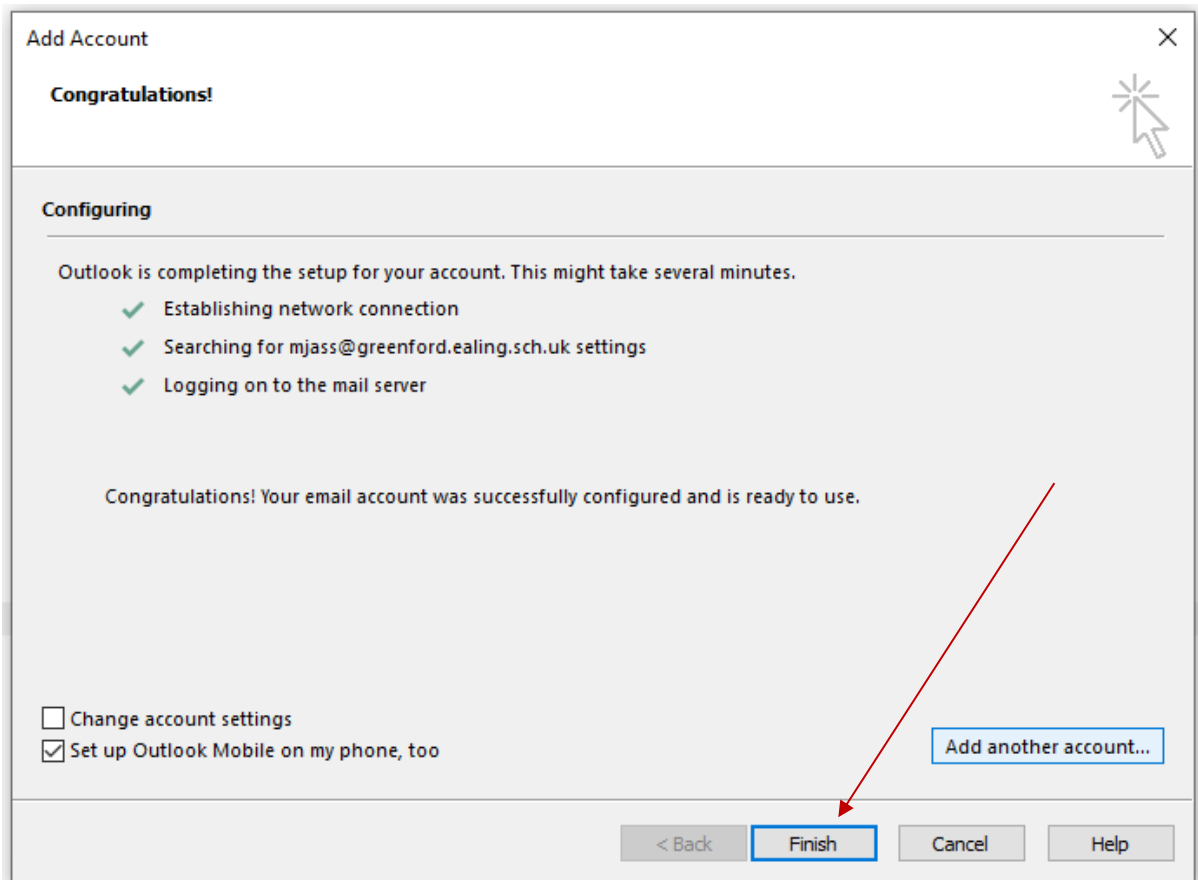
6. After clicking OK the Auto Account Setup window will display and your email address will already be filled in the box. Click Next.



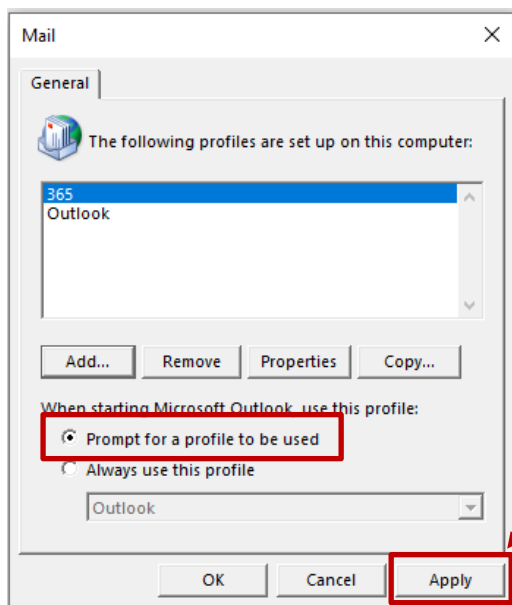
7. A new window will appear asking for the password to your email address. Enter your password into the box and tick Remember by credentials as shown, then click OK:



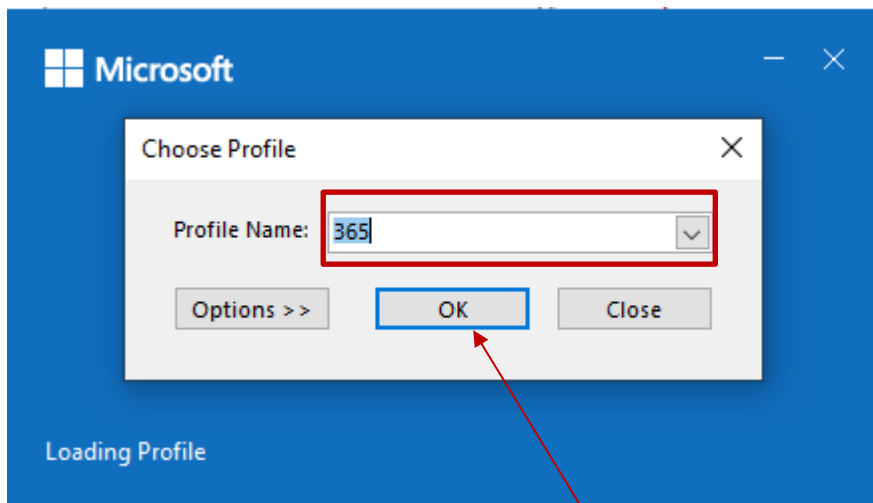
8. After clicking OK you will see the following window appear. This shows it has been added to your Outlook. Click Finish:



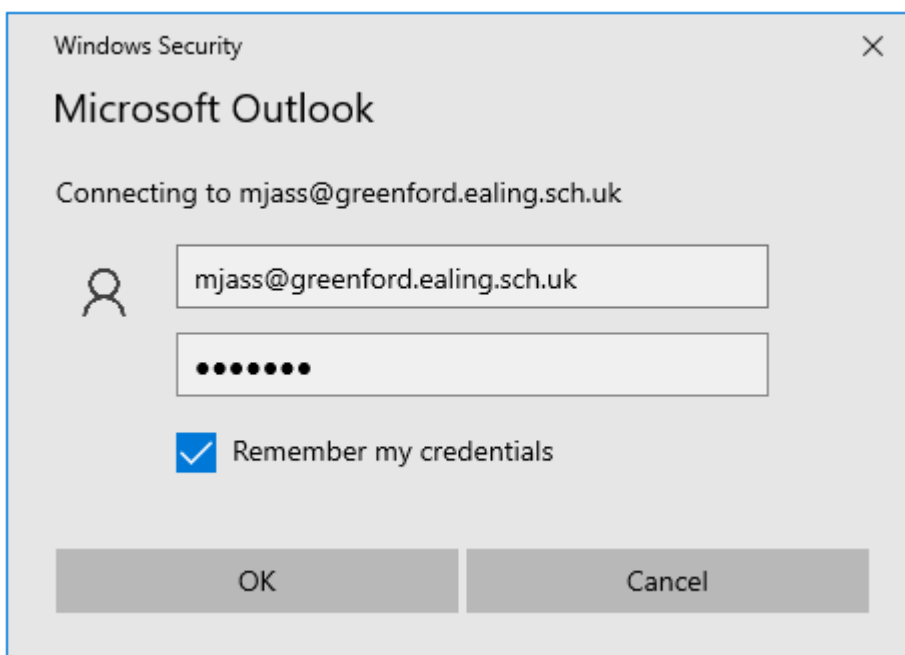
9. After you click Finish you will need to select "Prompt for a profile to be used" on the Mail profile window as shown below, then click Apply:



10. Once you click Apply, you can exit Outlook and open it again. You will be prompted to choose which Profile to use. Select 365 as shown below, then click OK:

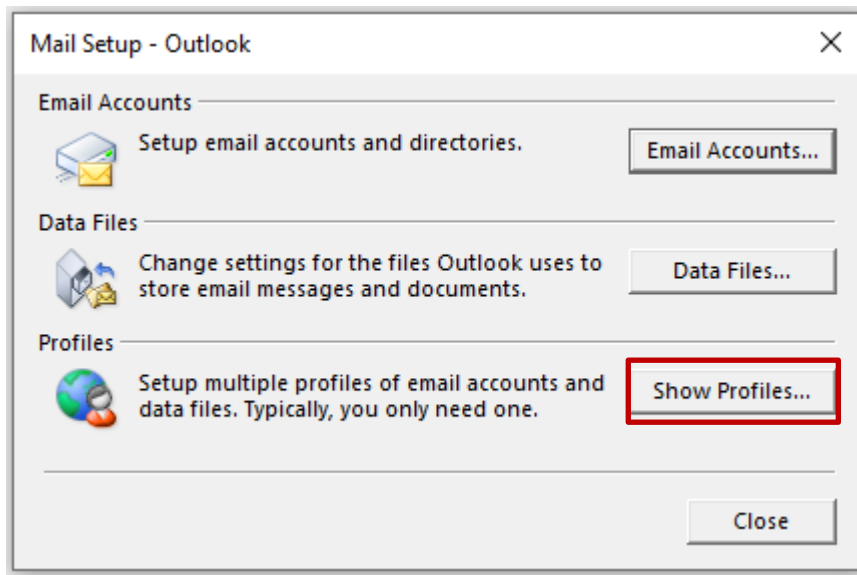


11. You may be prompted to enter your password in again. Please do so and tick the box "Remember my credentials" as shown below:

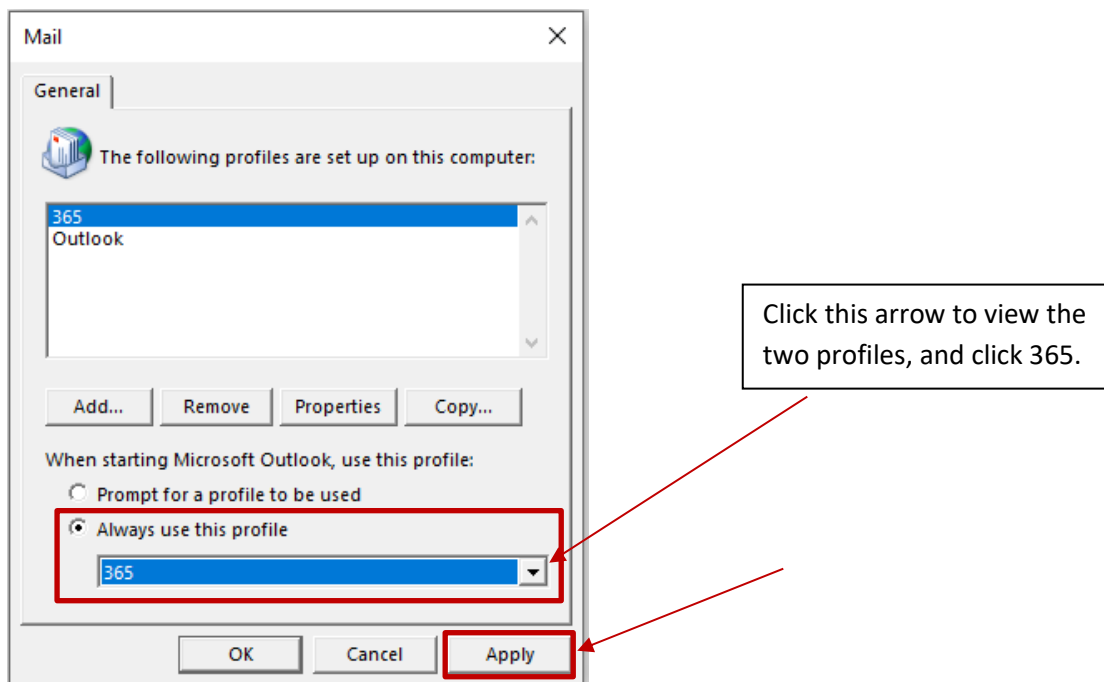


12. Once you can see your emails have loaded successfully and everything looks fine, you can go change the setting to allow Outlook to always select the 365 profile when opening Outlook. To do this, click File > Account Settings > Manage Profiles (same as step 2)

13. On the Managed Profiles window, click Show profiles:



14. On the Profile window, you want to select “Always use this profile” and choose 365 instead of Outlook in the box as shown below. Then click Apply:



15. Your Outlook app is now configured to connect to our new Office 365 mail server.