Connecting Outlook Mail to your McM Account

1

Office

New Profile ✕

Create New Profile | OK |

3

Profile Name:

2

Cancel

Loading Profile

1 A necessary preliminary step is to download Office 365 (using your McMurry log in and password). After downloading Office 365, you should see an Outlook Icon in your taskbar. Click on this icon and a dialog box will appear.
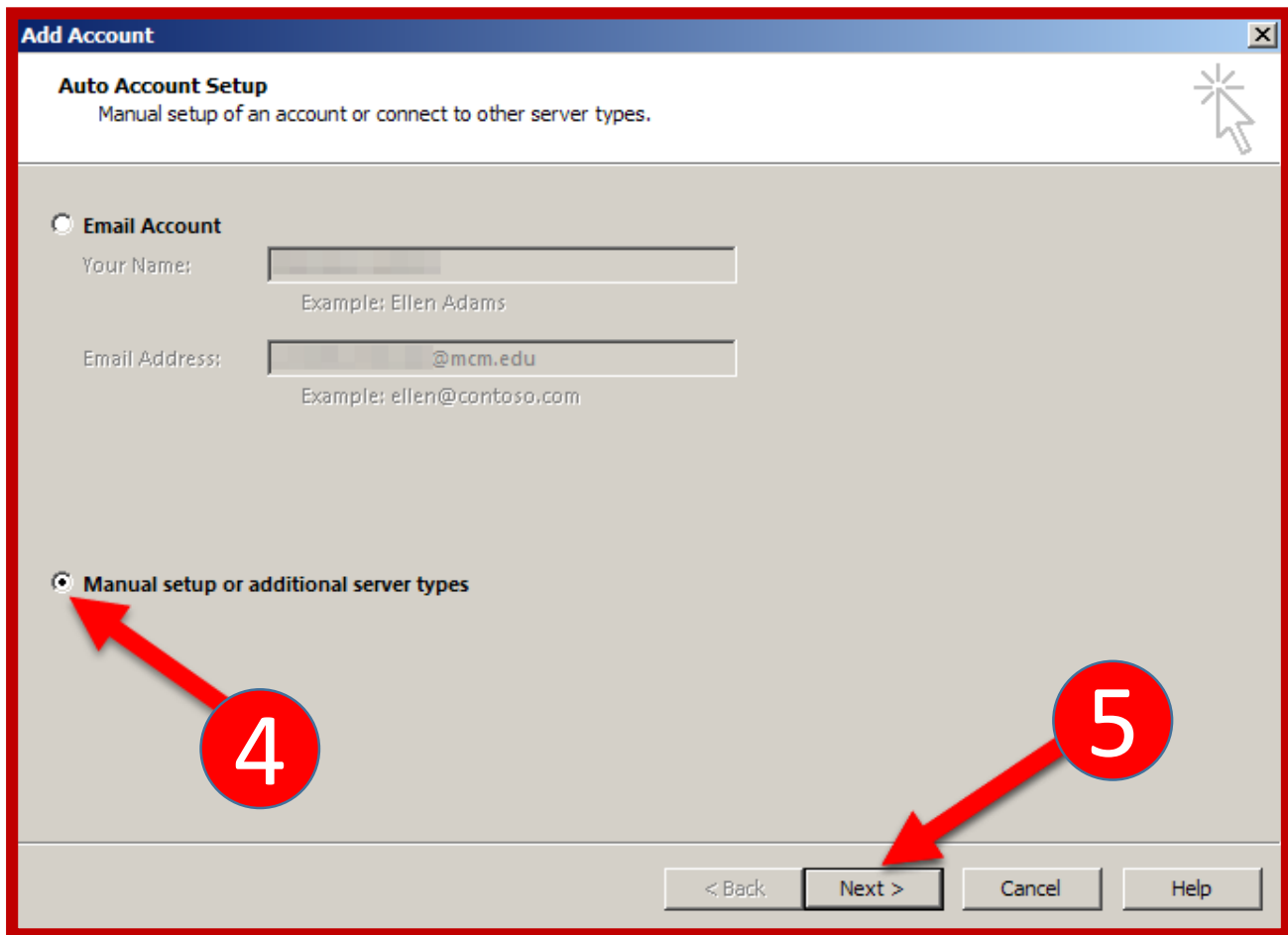
2 Create a profile name.

3 Click "OK"
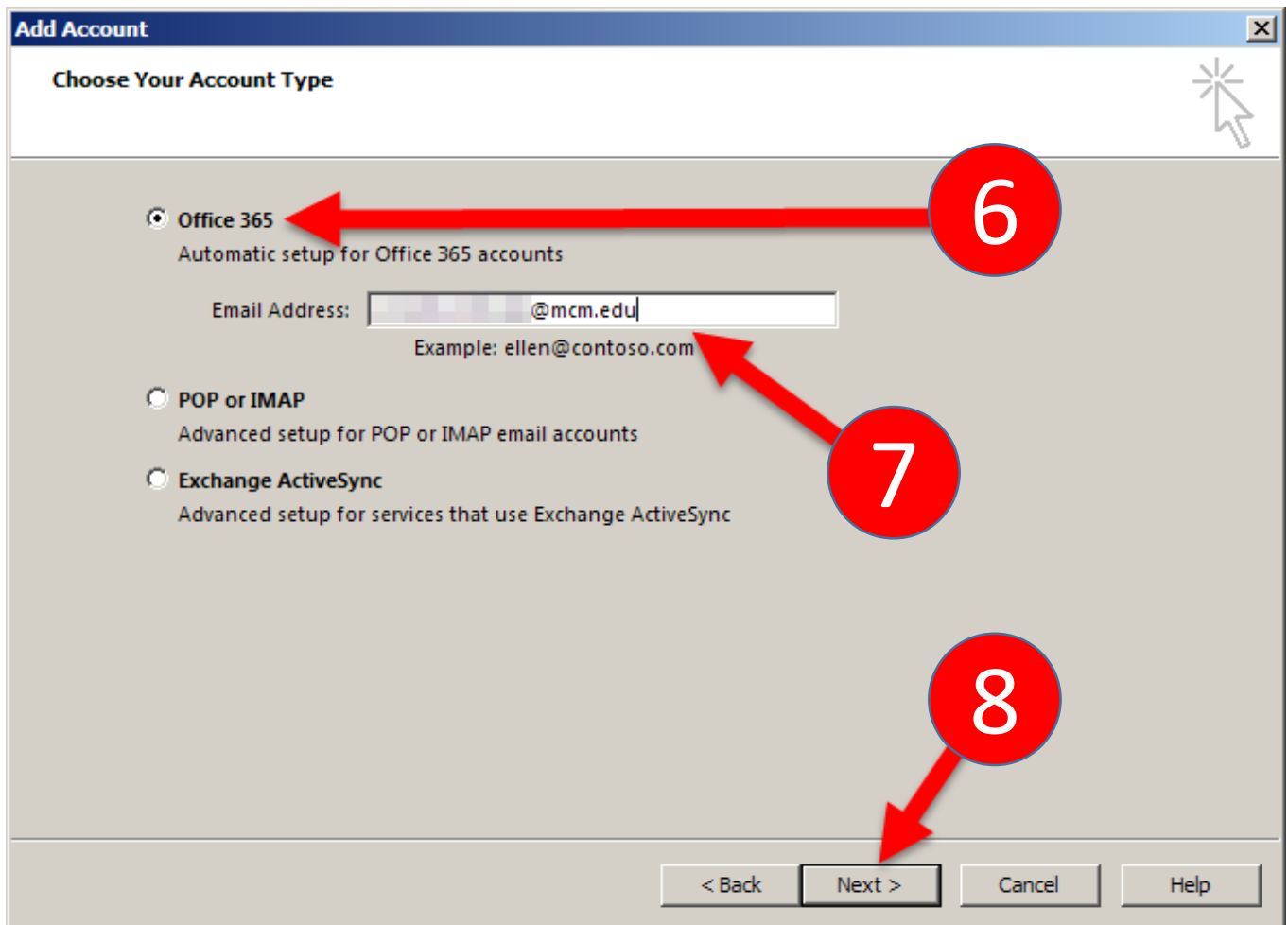
Connecting Outlook Mail to your McM Account

4 Select "Manual setup or additional server types"

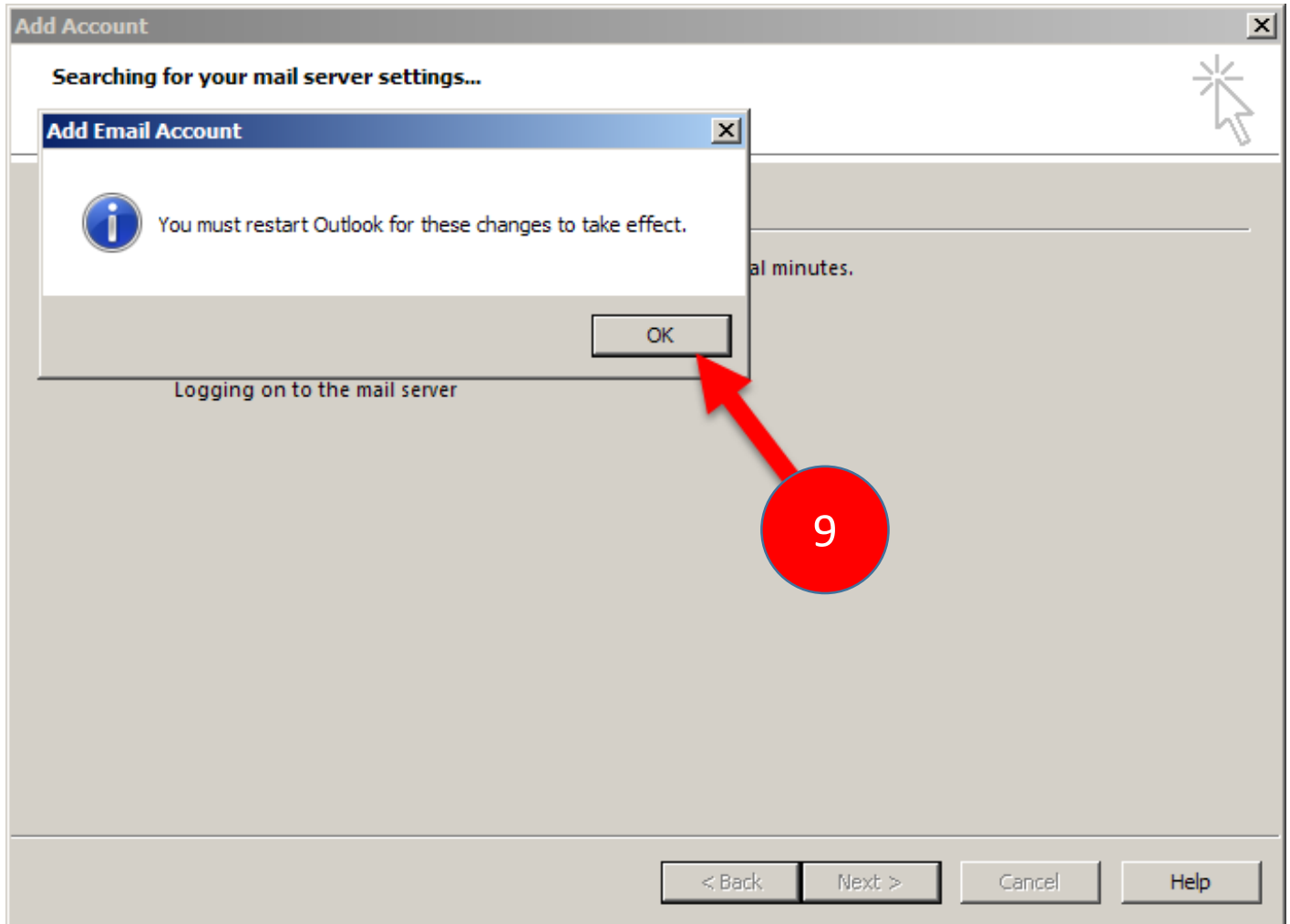**5** Click "Next"

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Add Account ☒

Choose Your Account Type

⦿ **Office 365**
Automatic setup for Office 365 accounts **6**

    Email Address: `██████@mcm.edu`
        Example: ellen@contoso.com **7**

○ **POP or IMAP**
Advanced setup for POP or IMAP email accounts

○ **Exchange ActiveSync**
Advanced setup for services that use Exchange ActiveSync

8

[< Back] [Next >] [Cancel] [Help]

6 Click "Office 365"

7 Enter your email address

8 Click "Next"

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Add Account

Searching for your mail server settings...

Add Email Account

You must restart Outlook for these changes to take effect.

OK

al minutes.

Logging on to the mail server

9

< Back   Next >   Cancel   Help

9   Click "OK"

Connecting Outlook Mail to your McM Account
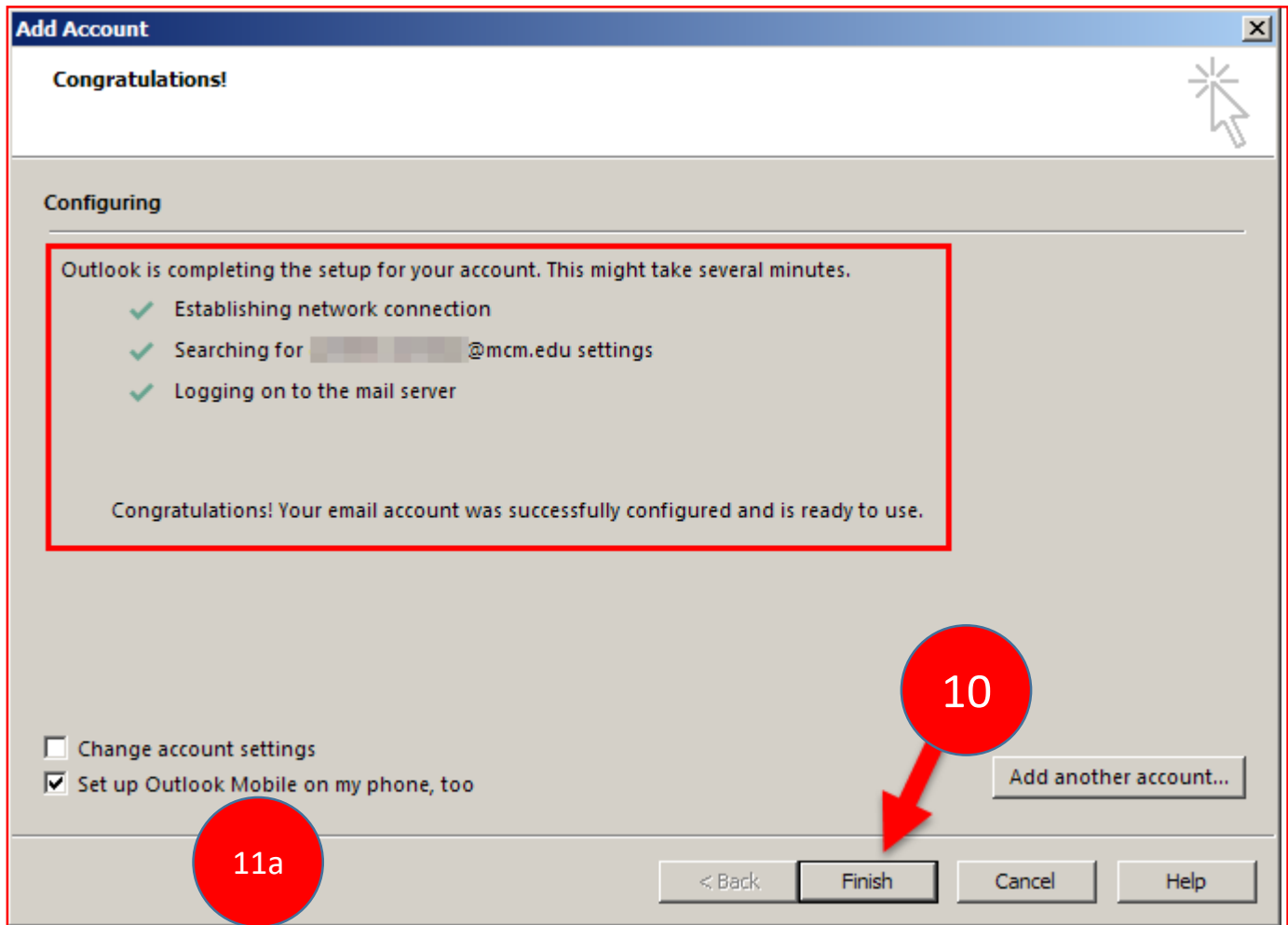
10 — Outlook will take a few minutes to configure. Once you see three checkmarks, click the "Finish" button.

11a — If you wish, you can click on the "Set Outlook Mobile on my phone too" option on the bottom left of your screen.

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11b If you want to install Outlook Mobile on your phone, you can enter your phone number and a link will be sent to your phone to install the Outlook phone app.