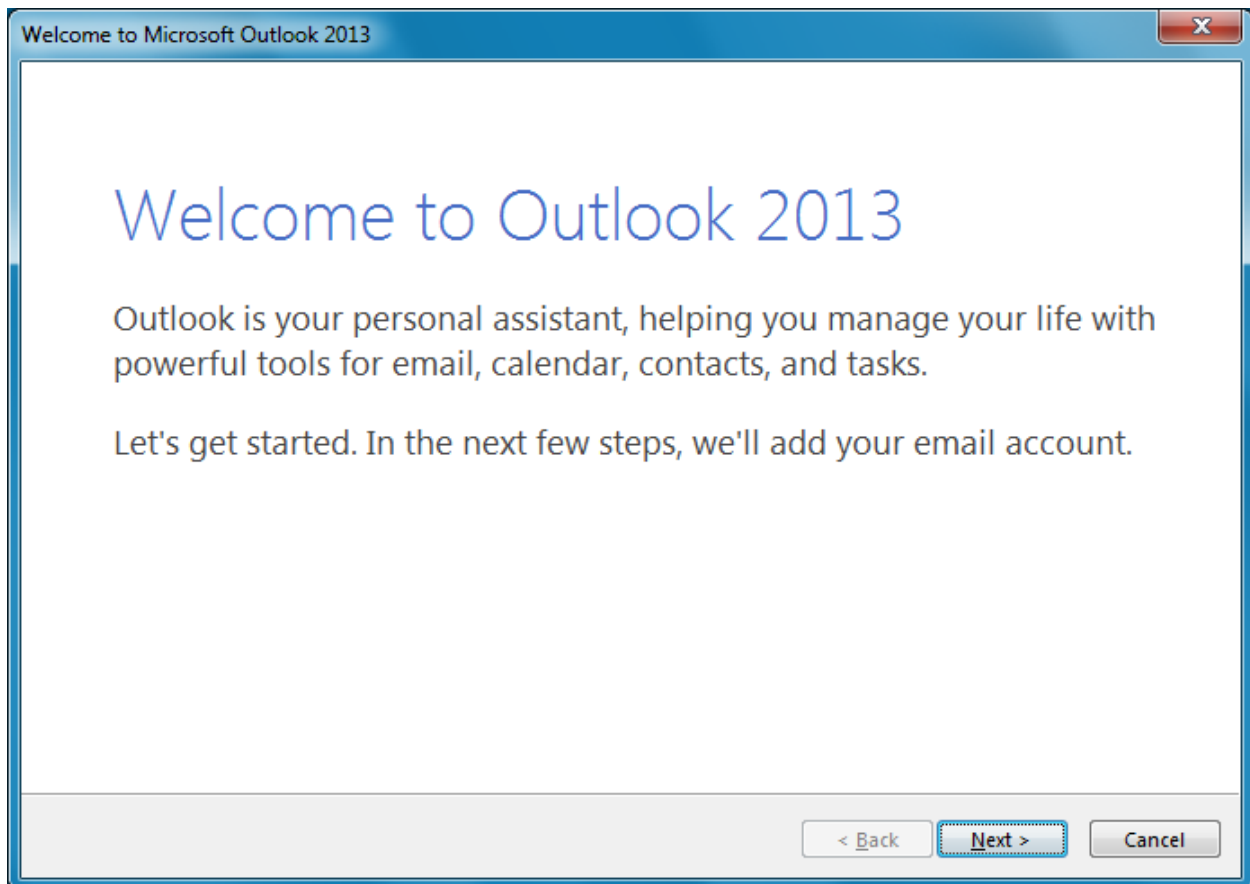
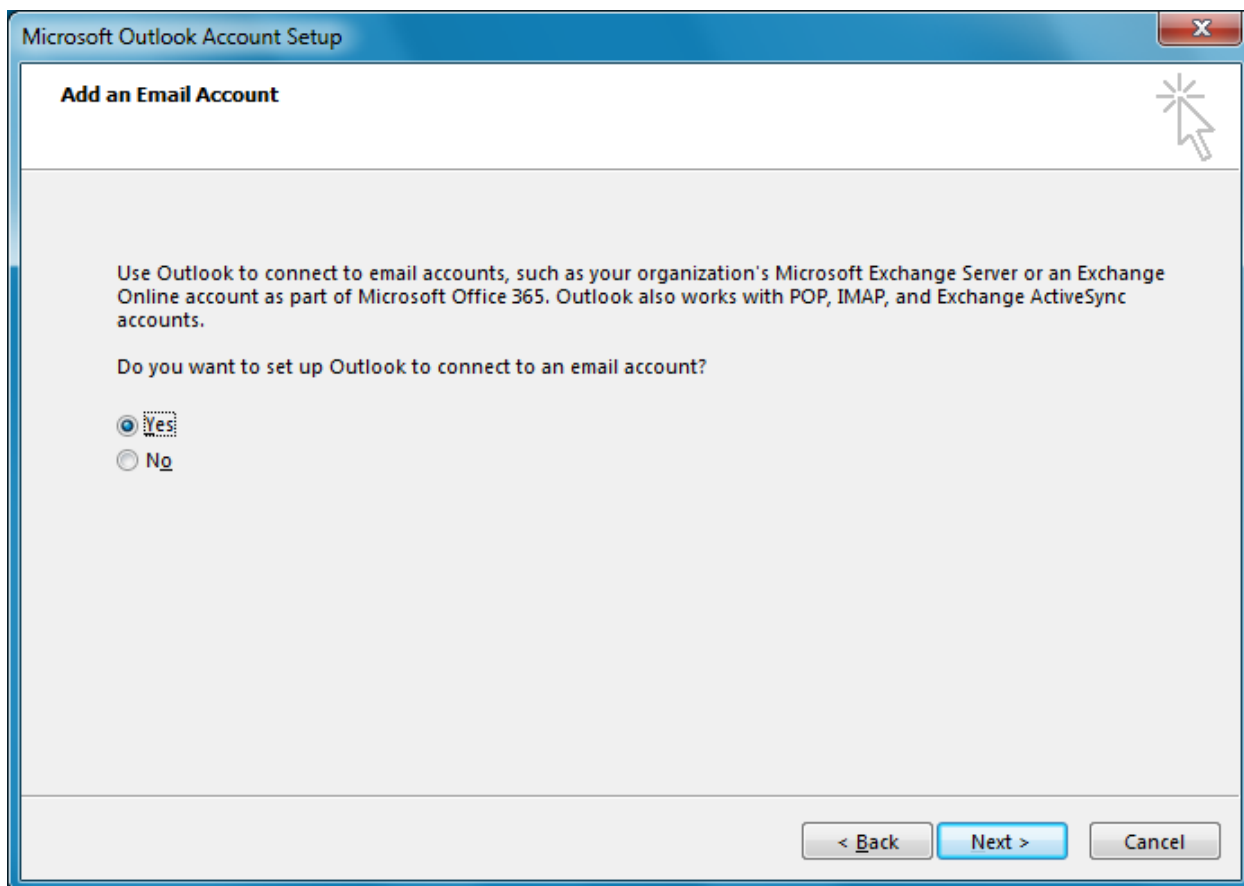


How to Configure Microsoft 365 E-Mail on Windows 7 Desktops on June 30, 2014 (Outlook 2013)



Launch the outlook client on your desktop or through the start menu under "Microsoft Office Applications". The first time it is launched it will go through an initial setup wizard as shown above. Click Next to begin



Click on Next

Add Account X

Auto Account Setup
Outlook can automatically configure many email accounts. ✖

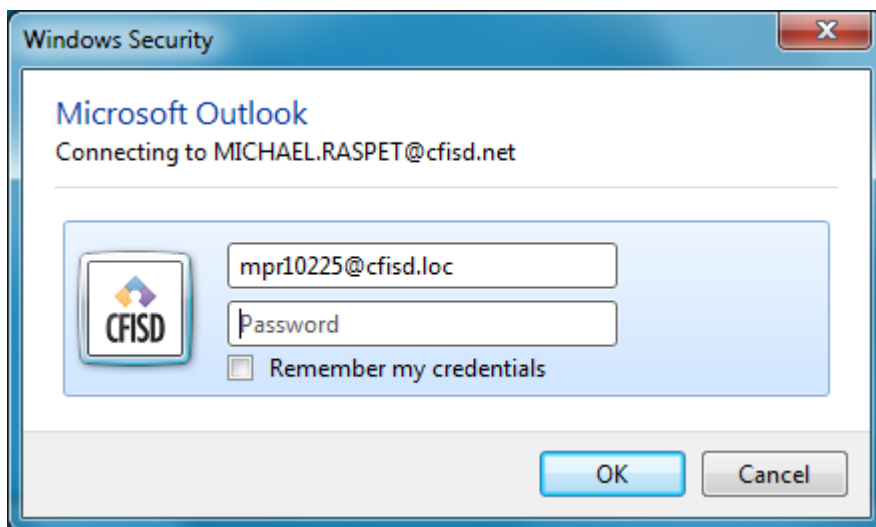
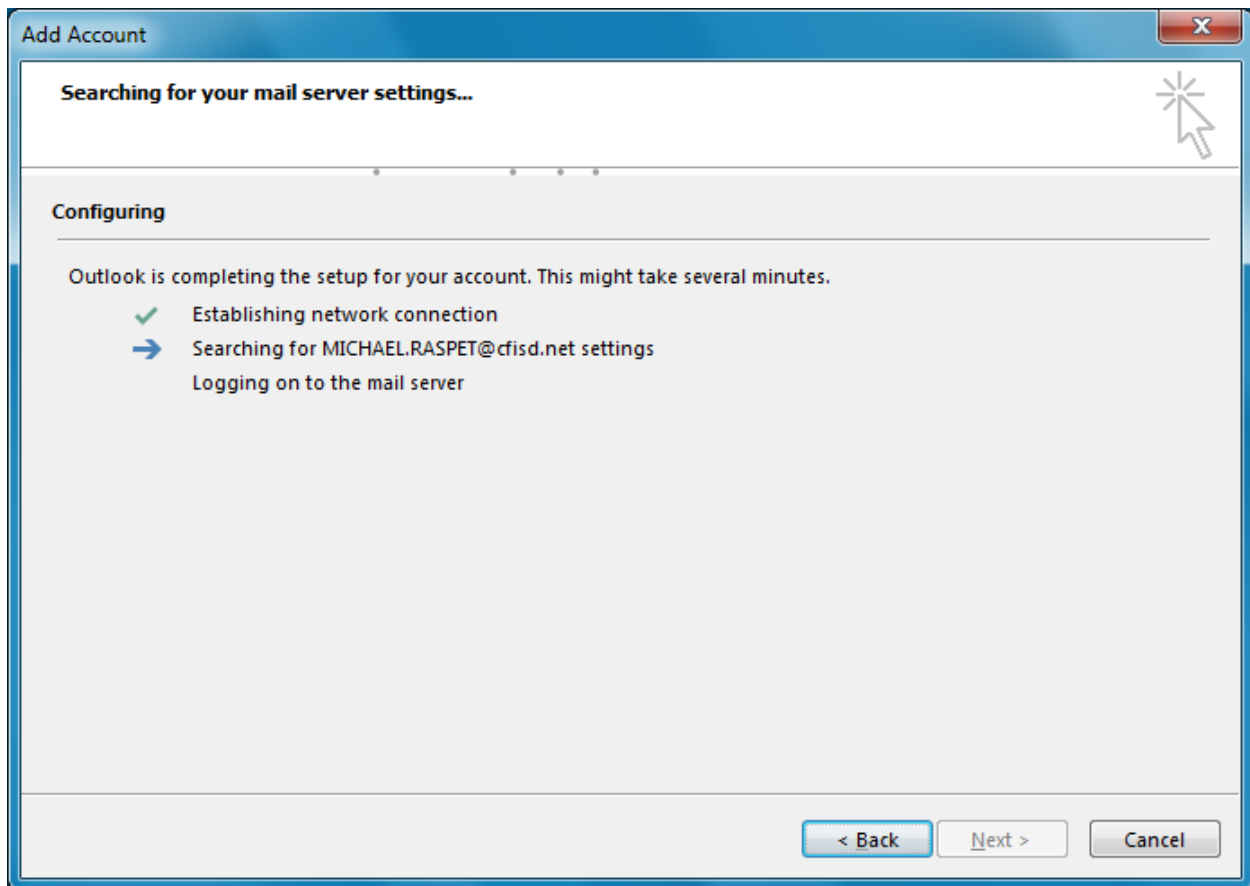
E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

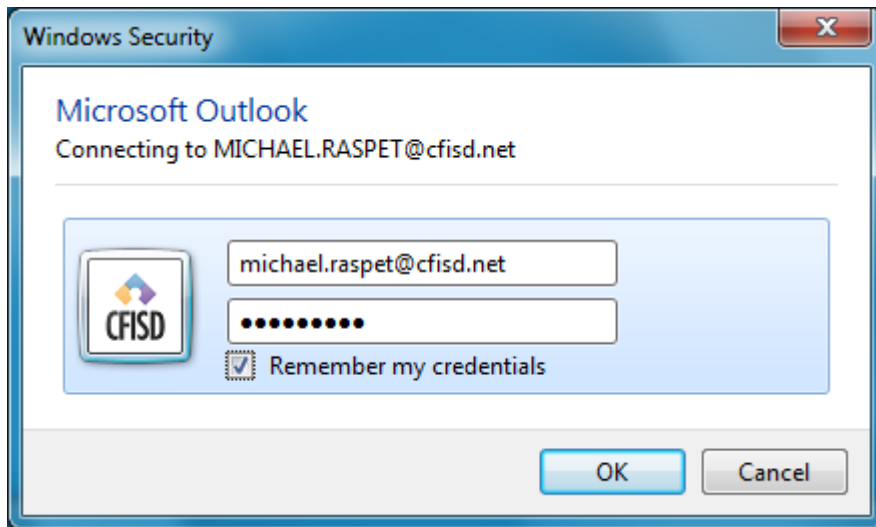
Manual setup or additional server types

Your email address should be automatically populated on the screen similar to above – click Next

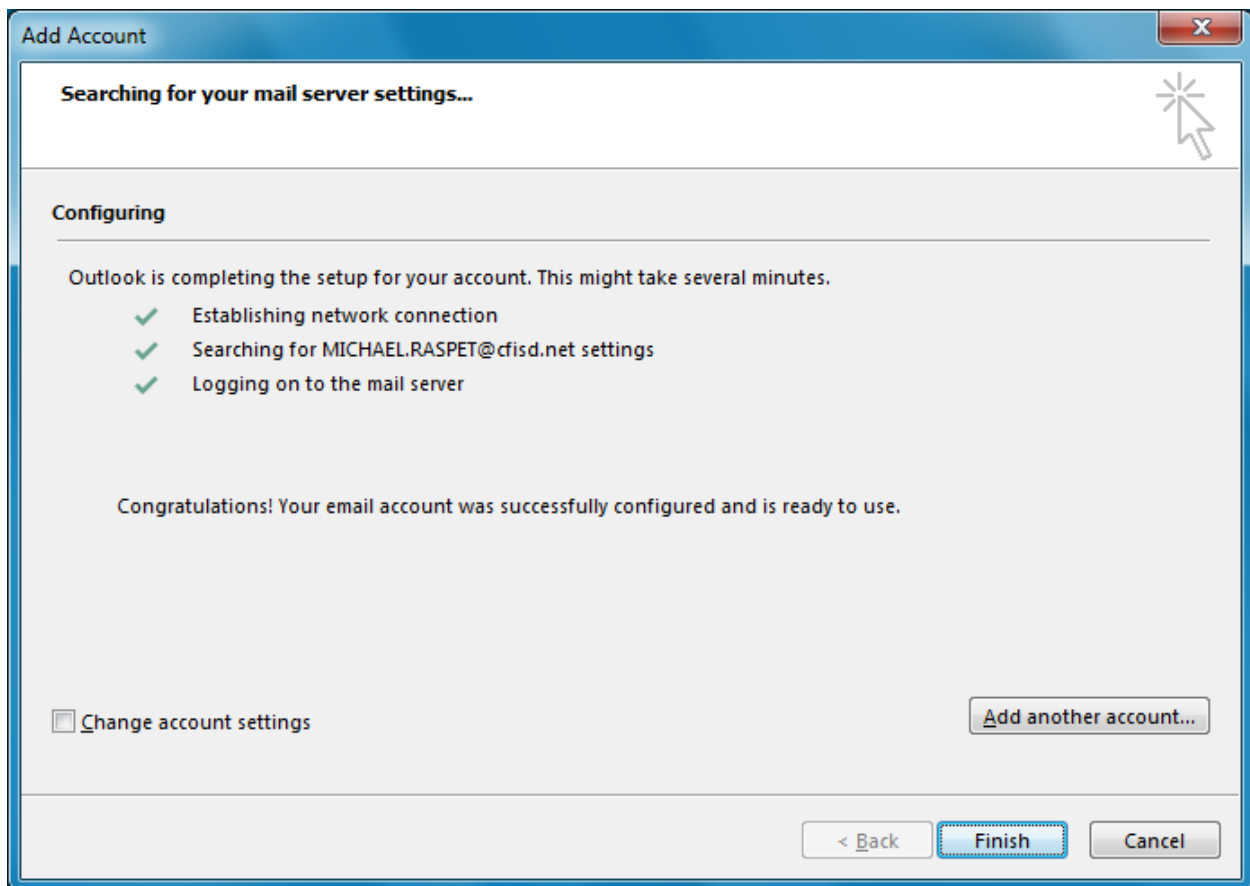


During the configuration a popup similar to above will be presented. The information needed in this box will be your **email address** and current network password.

Note: The Default Username (Example: [mpr10225@cfisd.loc](#)) will need to be changed to [\(first.last@cfisd.net\)](#)



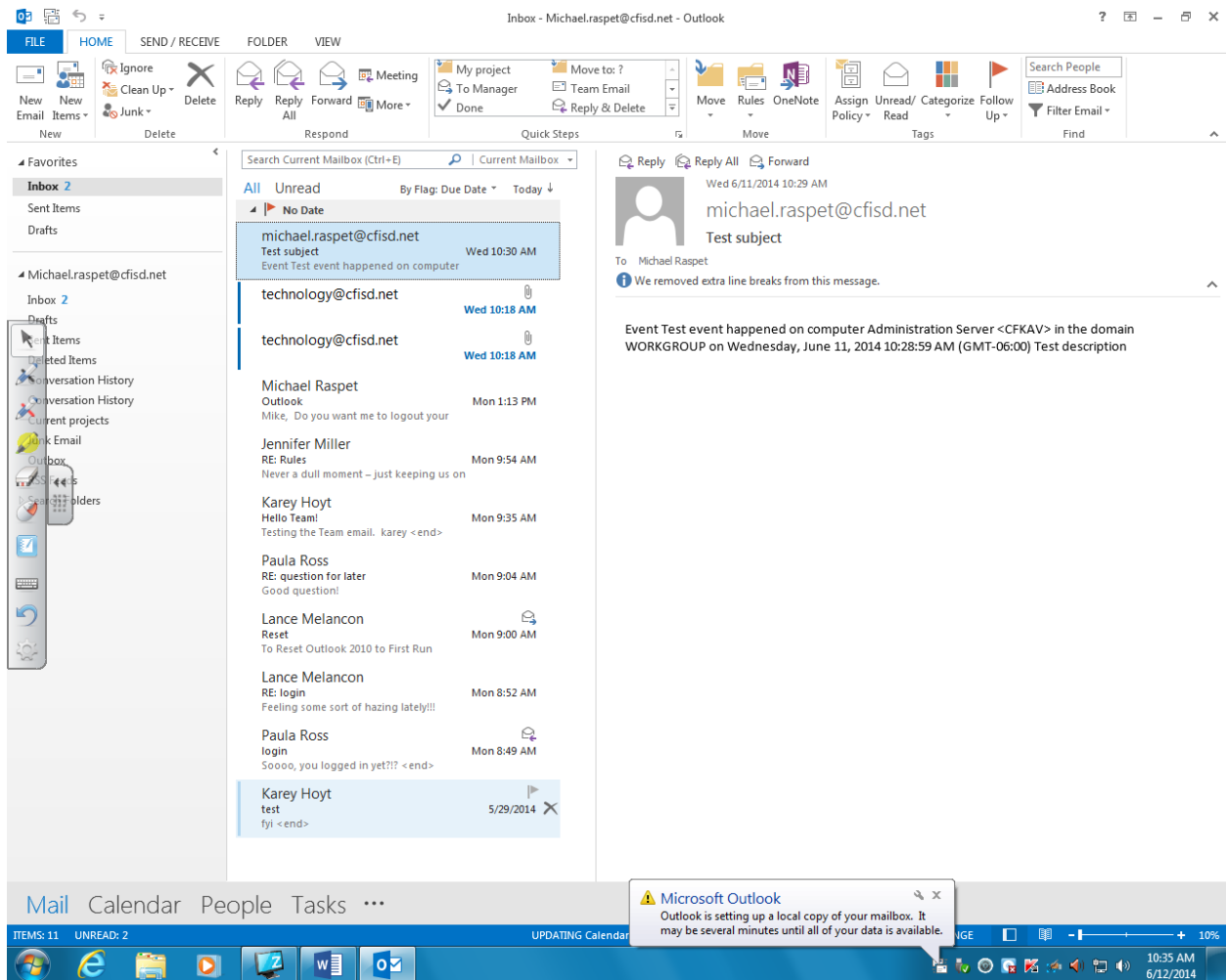
As shown above enter your current email address and network password, also make sure the check box is selected to “Remember my credentials”. Click OK



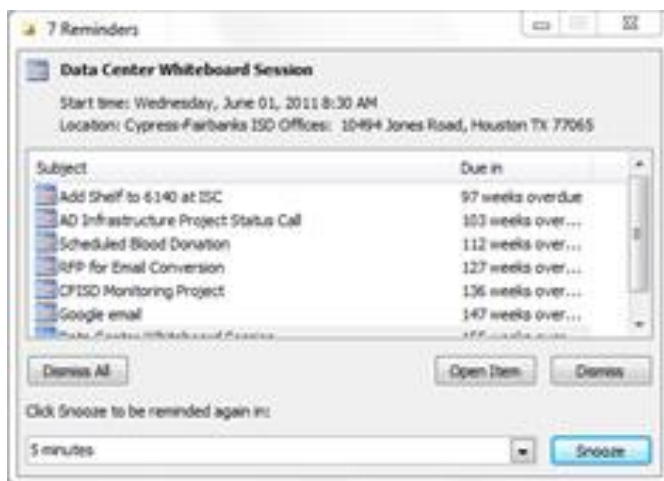
After a small delay the remaining configuration will be completed as shown above and you may click on Finish.



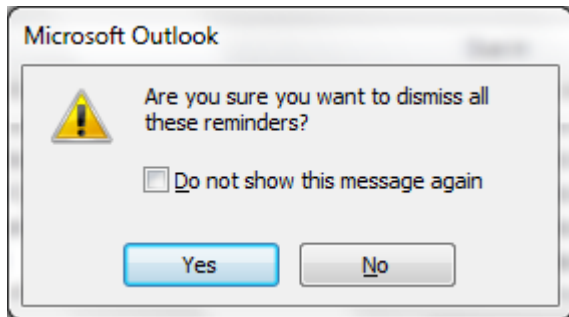
Outlook will automatically launch as shown above.



After Outlook is opened it will show a message in the lower right corner that it is setting up a local copy. Please be patient as this process may take a few minutes to complete.

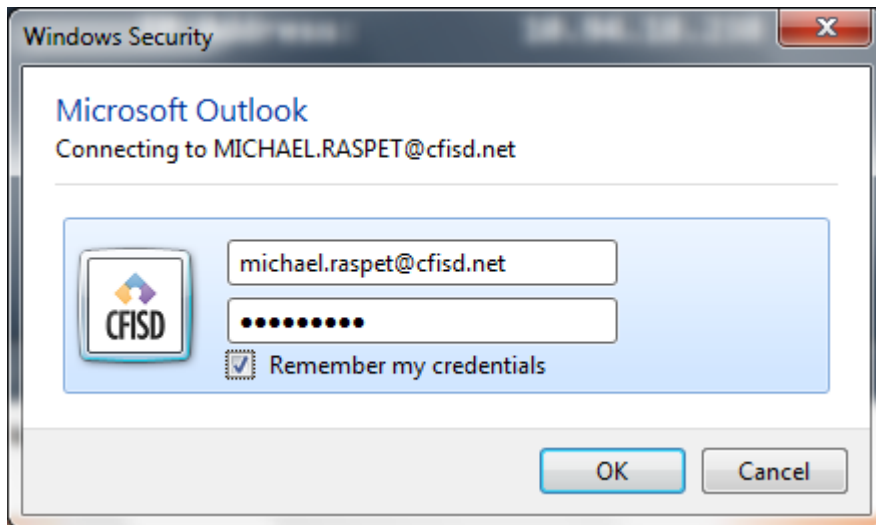


After the update process has completed, a screen similar to above will be presented advising that prior appointments/calendar items are overdue. Simply click on the "Dismiss All" button.



Click Yes

At this time close outlook, then reopen one more time. You may be required to enter our email address and network password one last time as shown below. Ensure the check box is selected to "Remember my credentials".



All set and ready for Office 365!