Setting up Your University Office 365 Email Using Microsoft Outlook - Windows

This guide details how to setup your University of Exeter email account using Microsoft Outlook 2016.

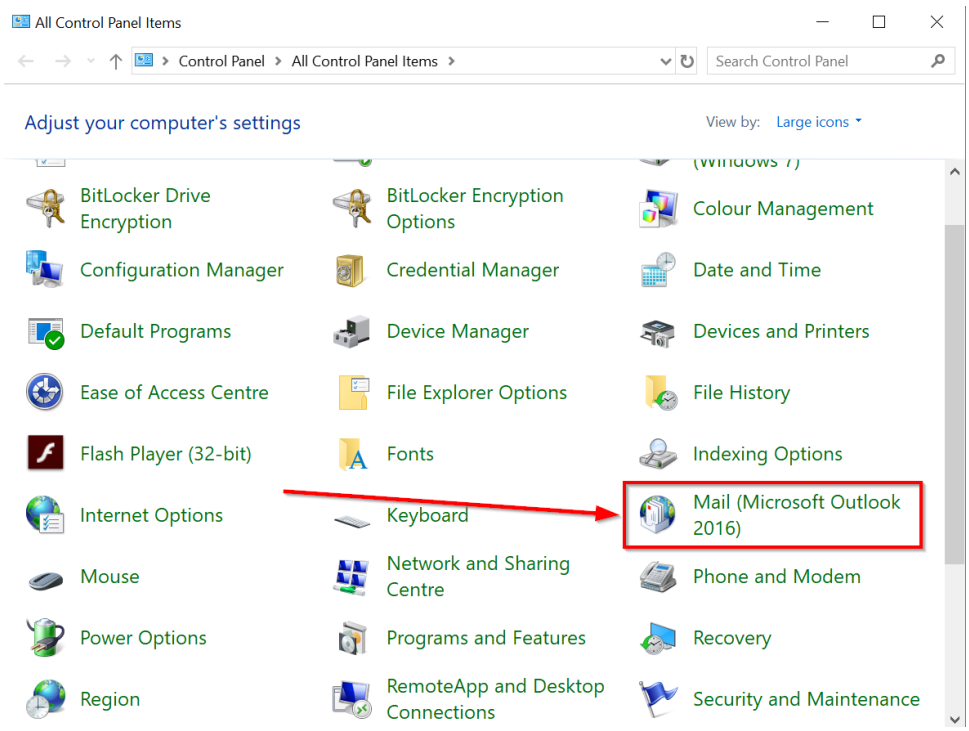
Before you begin, please ensure you have a working internet connection, and the Microsoft Outlook software installed on your device. If it is not installed, this can be done by installing Microsoft 365:

- Click here for students
- Click here for staff

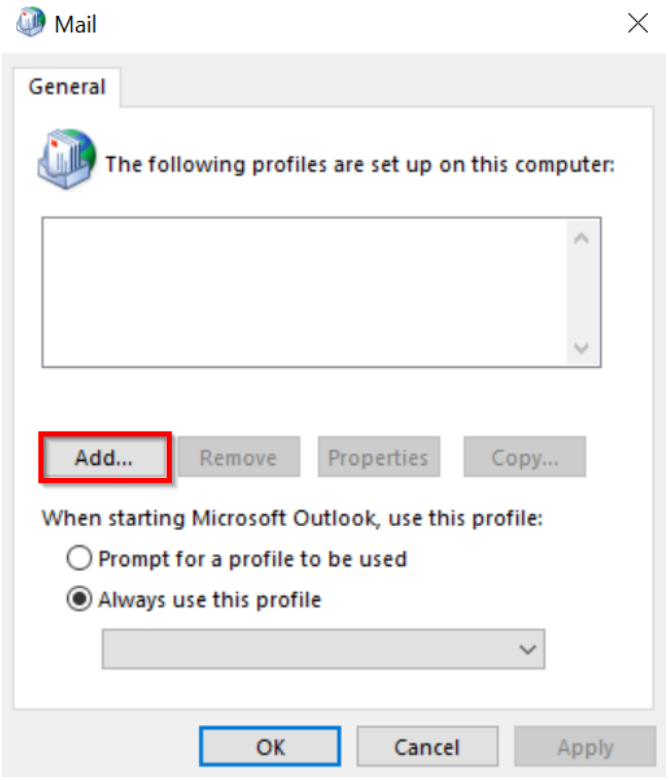
For Windows 10:

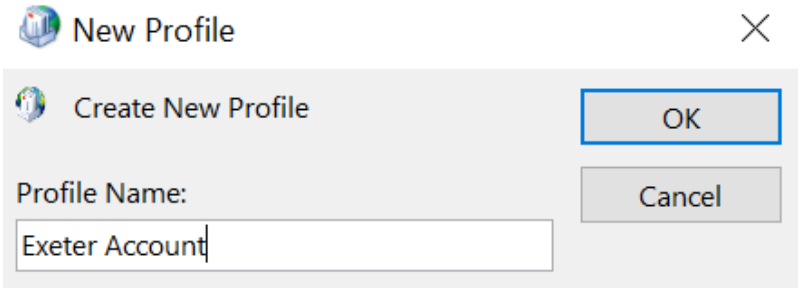
1. Click Start (the Windows icon in the bottom left corner of the screen), scroll down to **Windows System**, click on it, then select **Control Panel** from the drop-down list.

2. Find the **Mail** icon (it may be named 'Mail (Microsoft Outlook 2016)'). Click to open it.

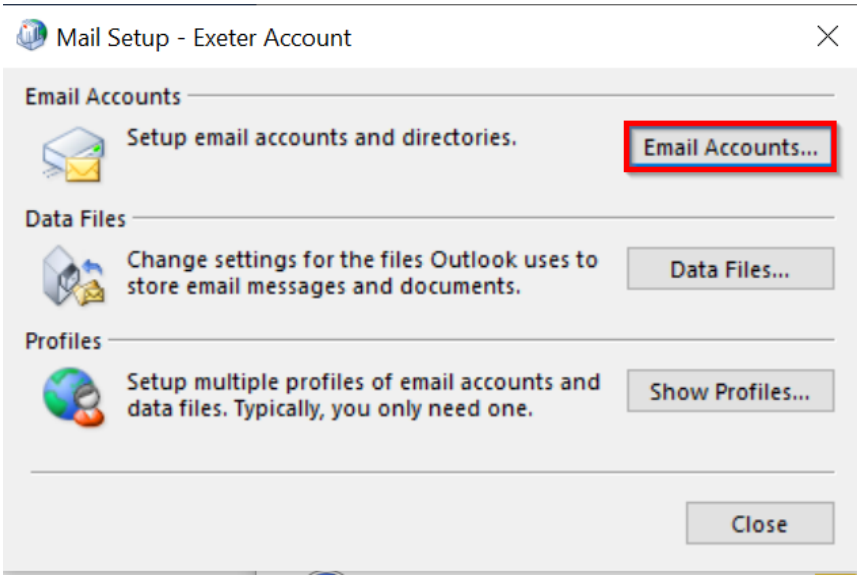


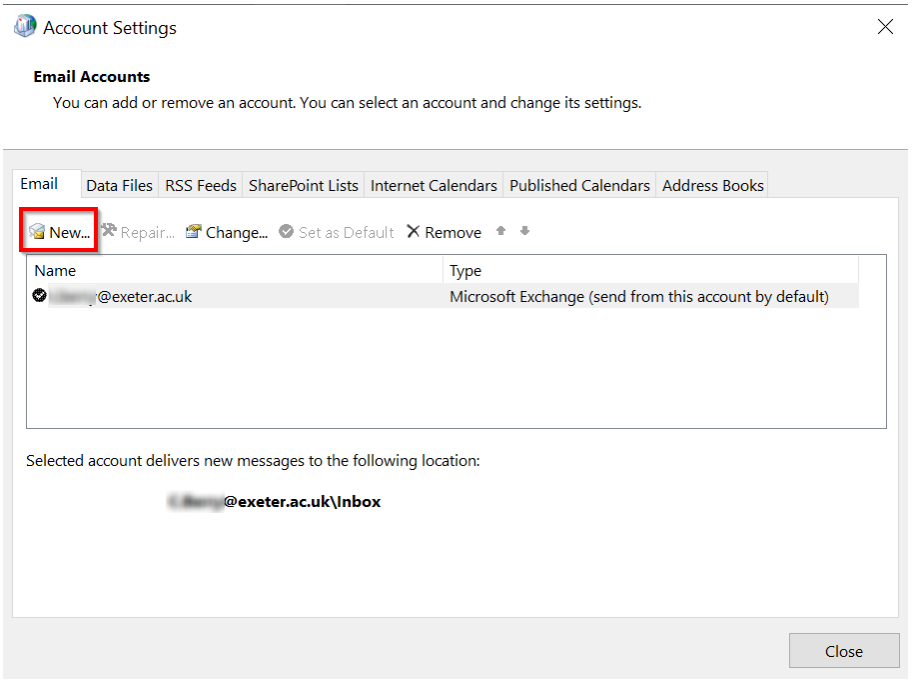
3. If you have not set up an email account with Outlook before, you should see the screen below. Click **Add** and specify a profile name. You can then skip straight to Step 5.





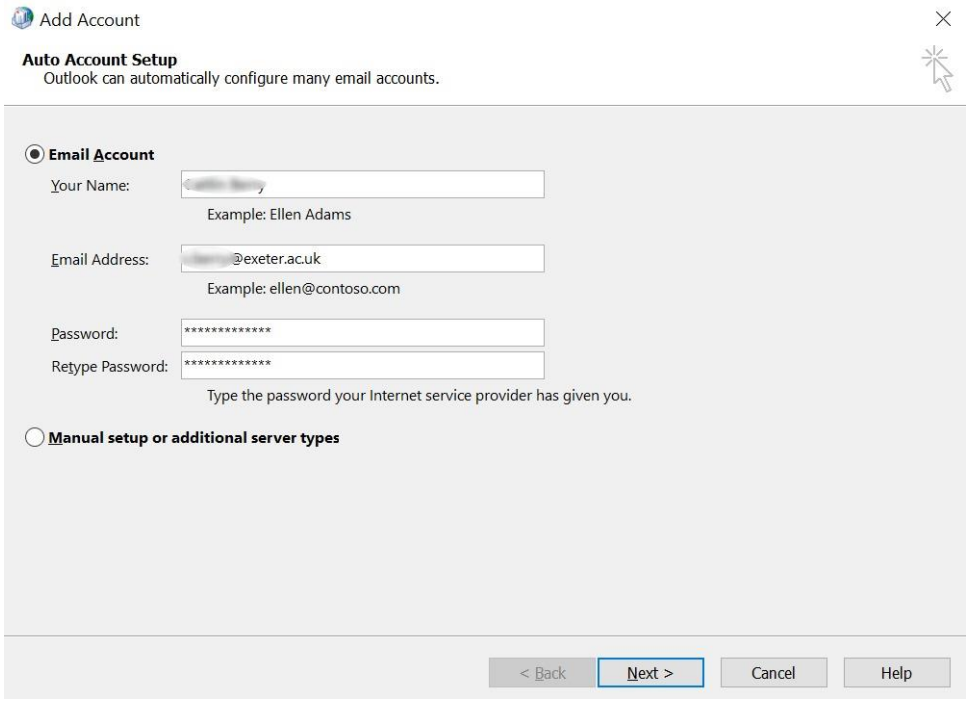
4. If you already have an account set up with Microsoft Outlook, then you will see a 'Mail setup' box. Select **Email Accounts** and click **New**.





5. In the 'Add Account' window, enter the following details:
    a. Your name in the name field
    b. Your full university email address in the format j.bloggs@exeter.ac.uk for Staff and Associates or jb201@exeter.ac.uk for Students
    c. Your Exeter password twice

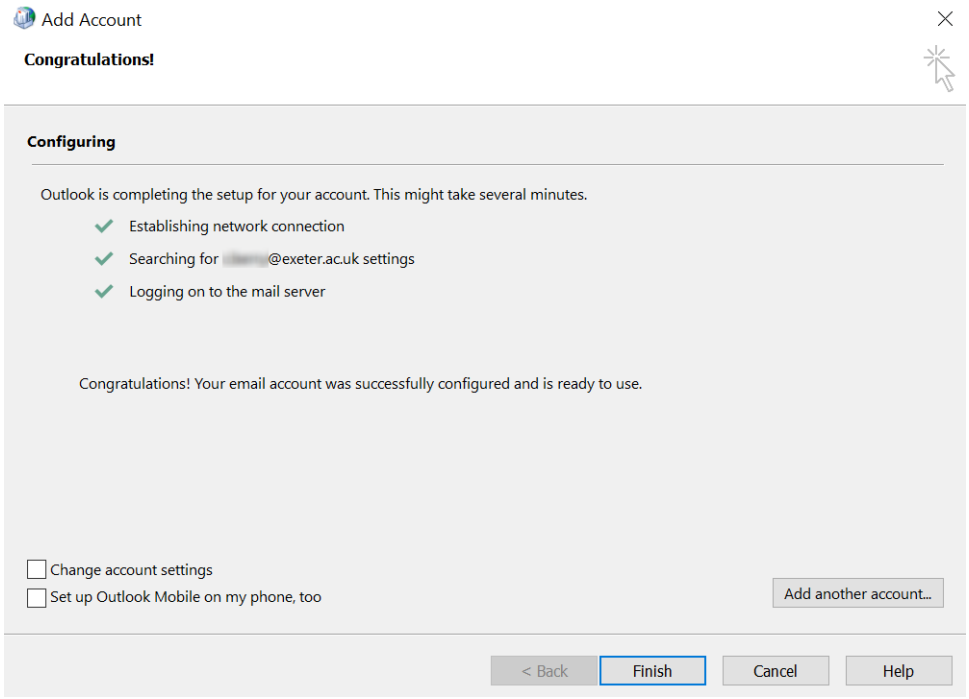
    When you are ready, click **Next**



Manual settings: If you need to supply manual setup information, the server name is outlook.office365.com. If you need any further assistance, please contact SID.

6. If you are prompted for authentication, please enter your full university email address followed by your password, then click OK

7. If connection is successful, you will see the screen below.



8. Click **Finish** to complete the setup.

9. Open Microsoft Outlook 2016. The program should now load, and your email will be ready to use.