

Trigo IT Core 2014 AD and Office 365 Migration Project

Using OFFICE 365 with Outlook

Table des matières

1.	Document Objectives.....	1
2.	Managing your Office 365 Account(s)	1
3.	In case of problem	3
4.	Tips	3

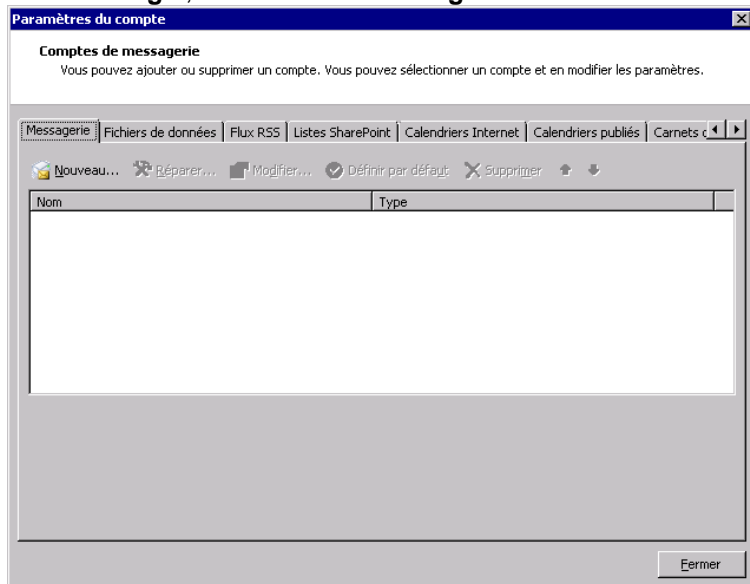
1. Document Objectives

This document is dedicated to help the users in the configuration of the solution Outlook on the new messaging system.

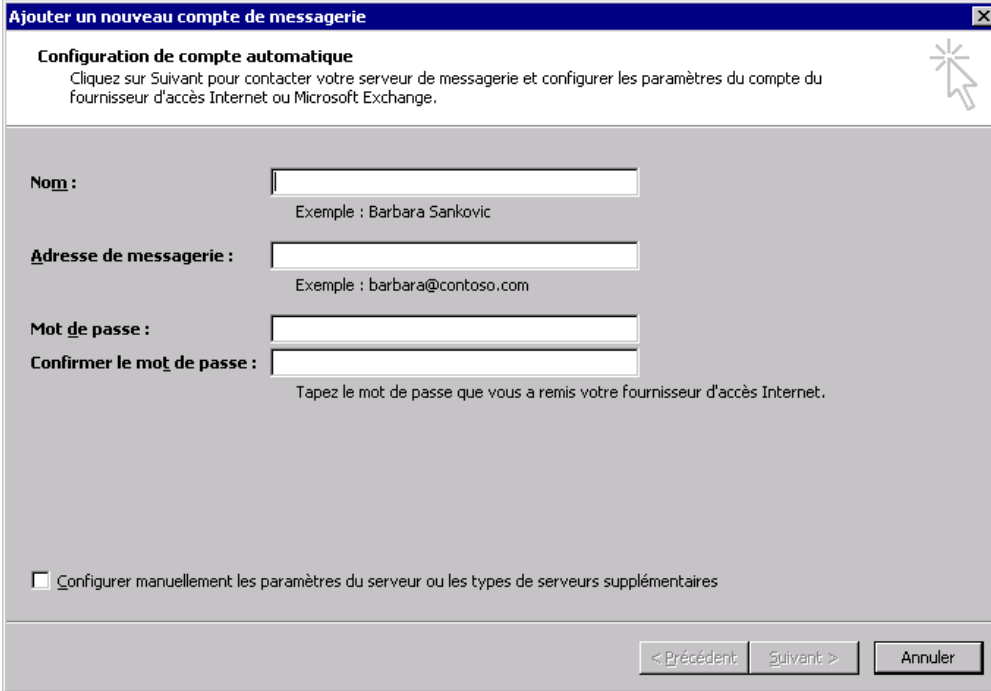
2. Managing your Office 365 Account(s)

2.1. Add your Office 365 account to your Outlook desktop application

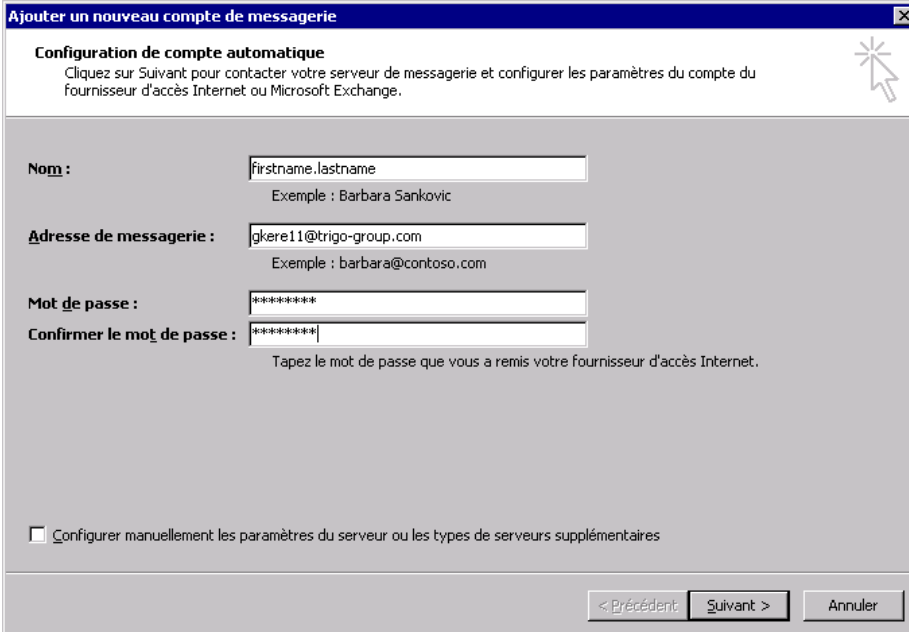
1. Click **Settings** , then **Account Settings**



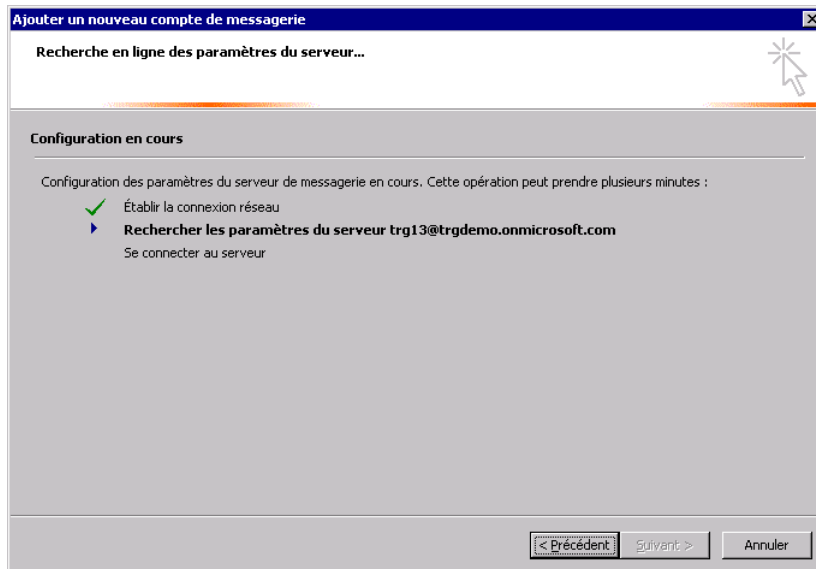
2. Click **New**



3. In the **Auto Account Setup** just type **your name** and the **email address** and **password** given to you for your Office 365 account.



4. Click **Next**. Outlook connects to Exchange Server for Office 365 and automatically confirms your account information and configures Outlook.



5. Follow the instructions to complete adding your account to your Outlook application.

You may have to restart your Outlook desktop application and give your credentials once more before you can use your Outlook desktop application.

3. In case of problem

- You can directly contact your local IT Support

4. Tips

- Be careful when you copy and paste. It is easy to inadvertently copy extra blank space at the beginning or end of your credentials.
- If you have Microsoft Office Outlook version older than 2007 please ask your support to help!