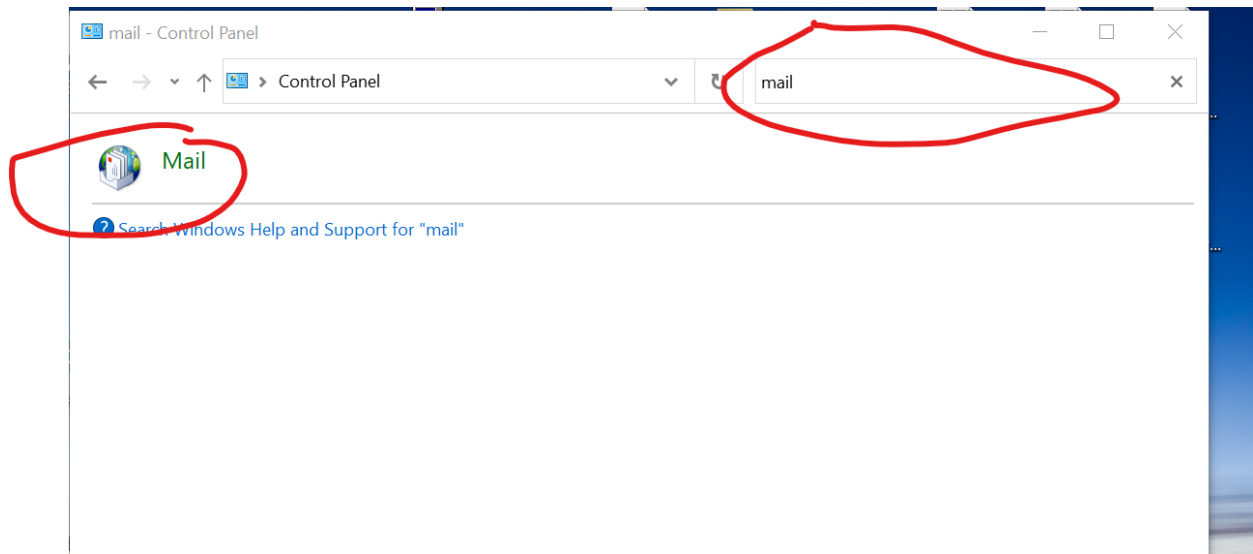


## Manually re-configure Outlook Profile for M365

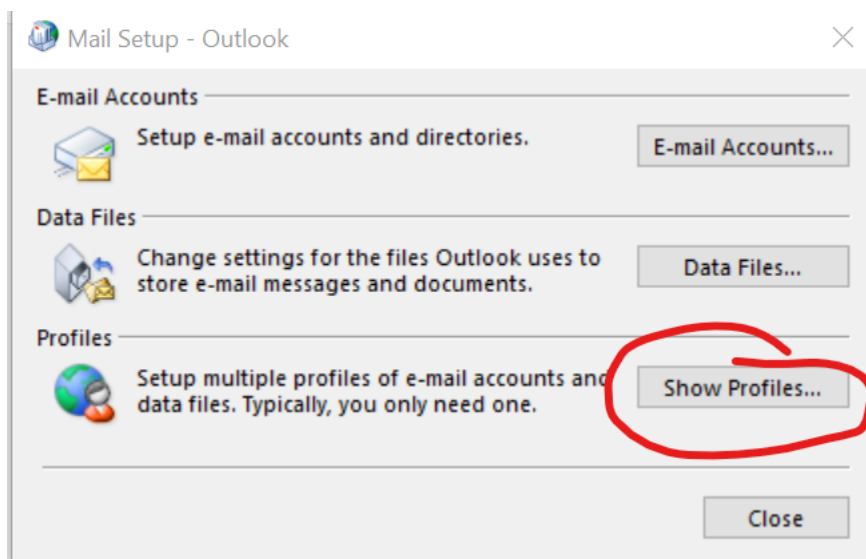
You need to be logged into the computer with your username and Outlook closed. You will need to do this for each shared computer you use.

Click start and type "Control", Click on "Control Panel"

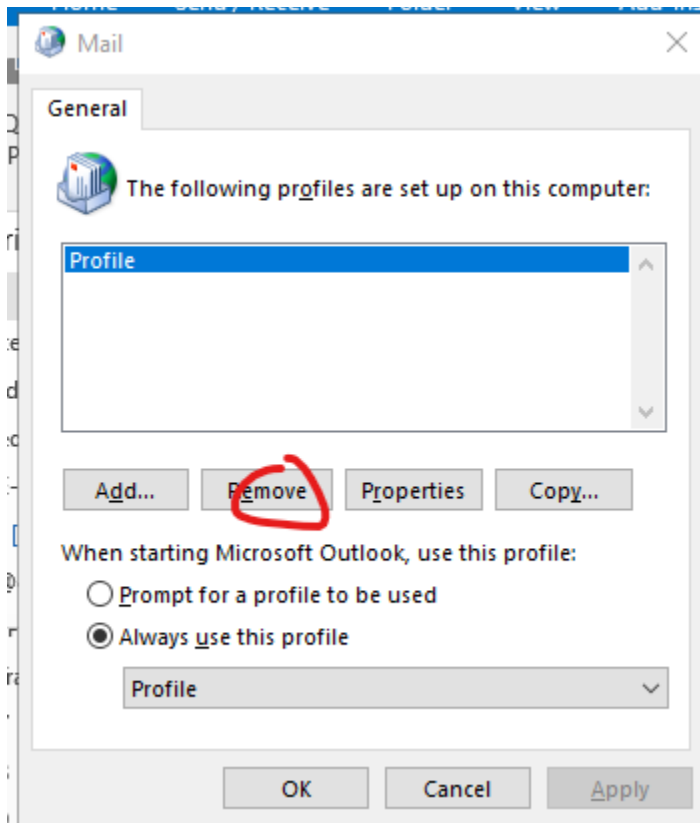
Find or search for Mail and click on it.



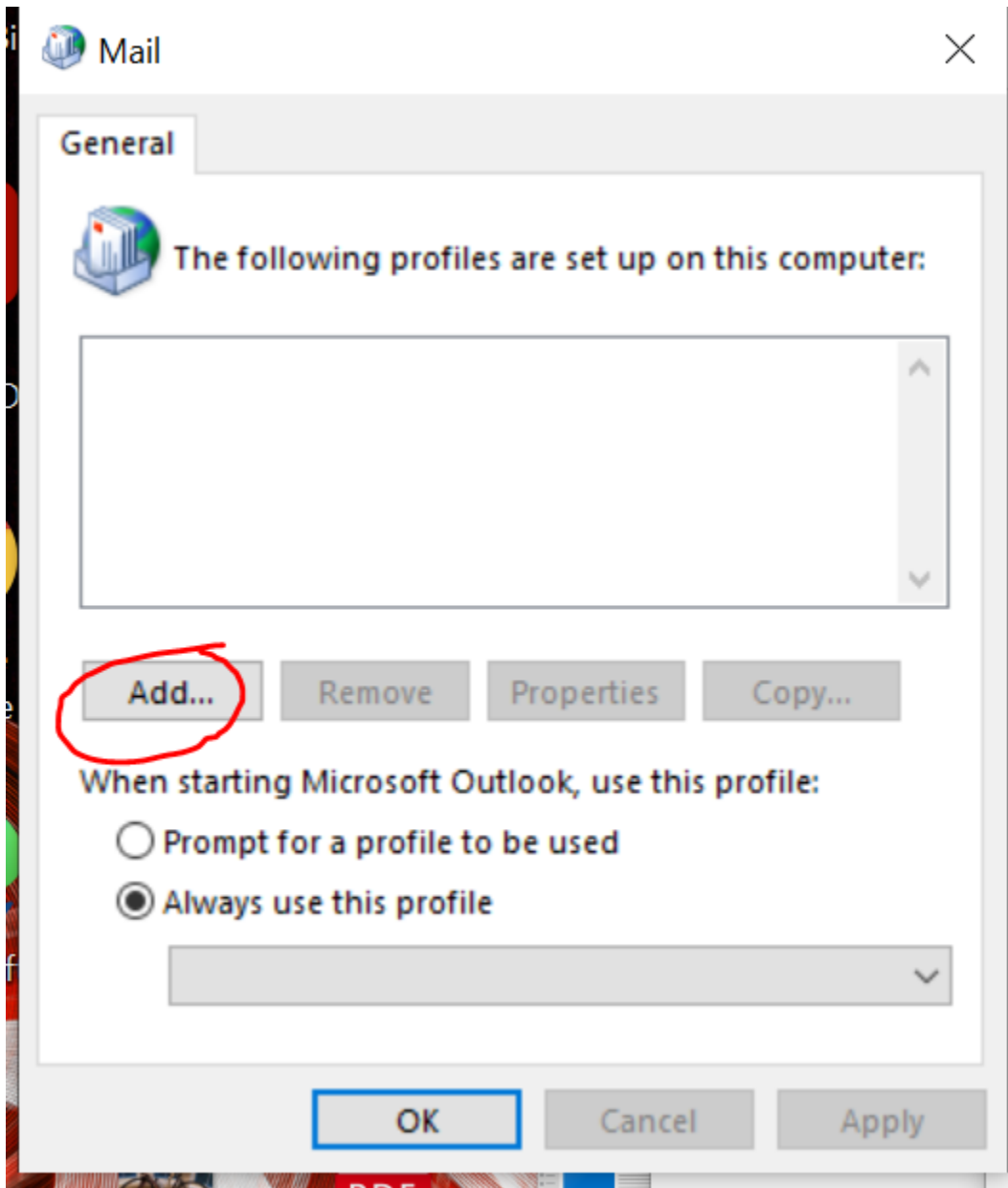
Click on Show Profiles.



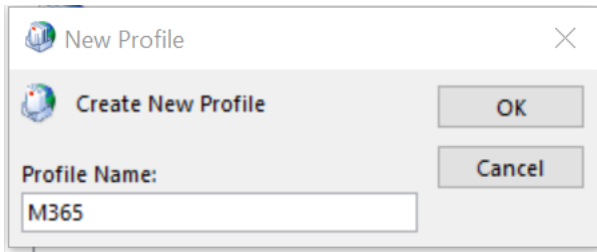
Remove ALL existing Profiles. Then click OK to exit screen.



Click Add



Enter Profile Name: M365 and click OK



#### Auto Account Setup

Outlook can automatically configure many email accounts.

**Email Account**

Your Name:   
Example: Ellen Adams

Email Address:   
Example: ellen@contoso.com

Password:

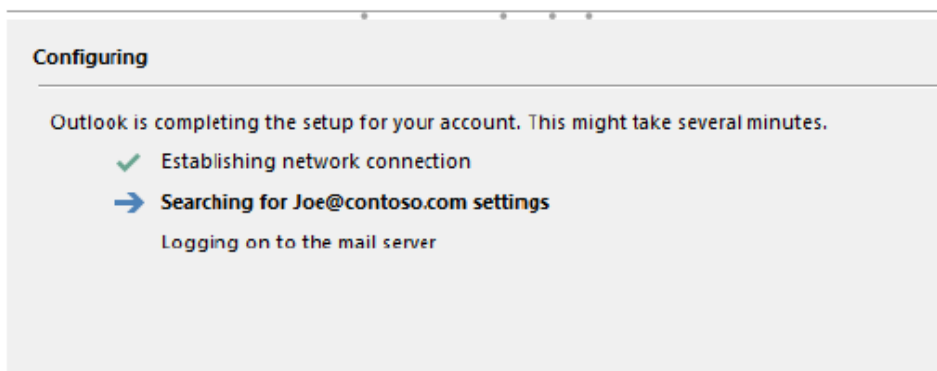
Retype Password:

Type the password your Internet service provider has given you.

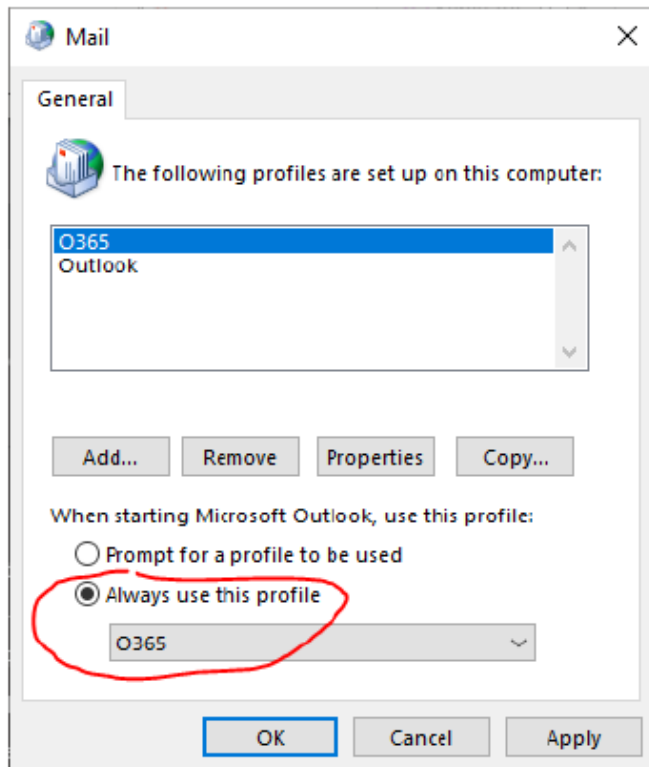
8. Outlook will then attempt to utilize Autodiscover to identify your server settings given the information you provided. If it is successful in download the .xml information for your mailbox through this process, it will succeed.

#### Add Account

**Searching for your mail server settings...**



9. Once the process completes, save the profile. Then select the "Always use this profile" radio button at the bottom and select the new profile in the drop-down menu.



10. Close the open windows and re-launch Outlook. Your new mail profile should communicate with the new Office 365 account and download your email.