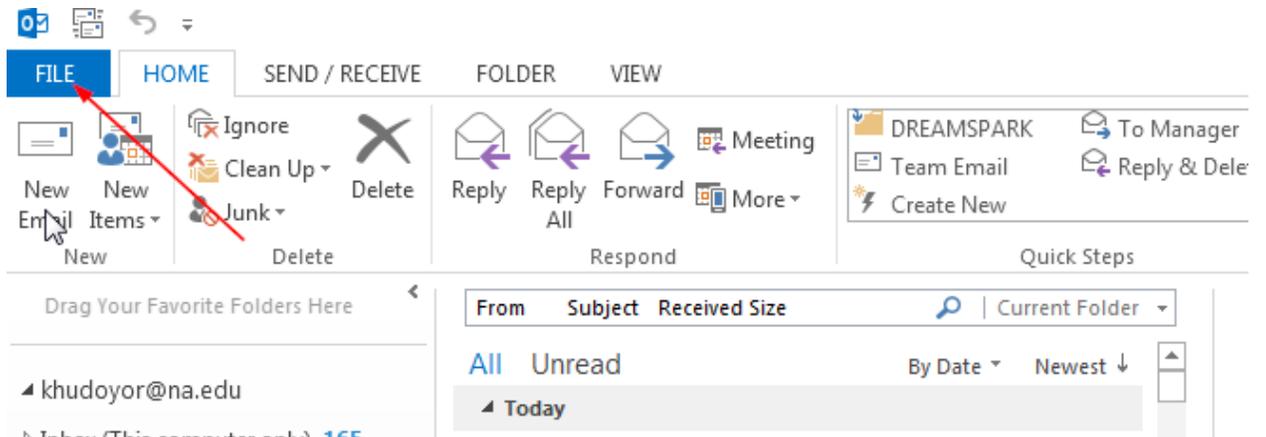
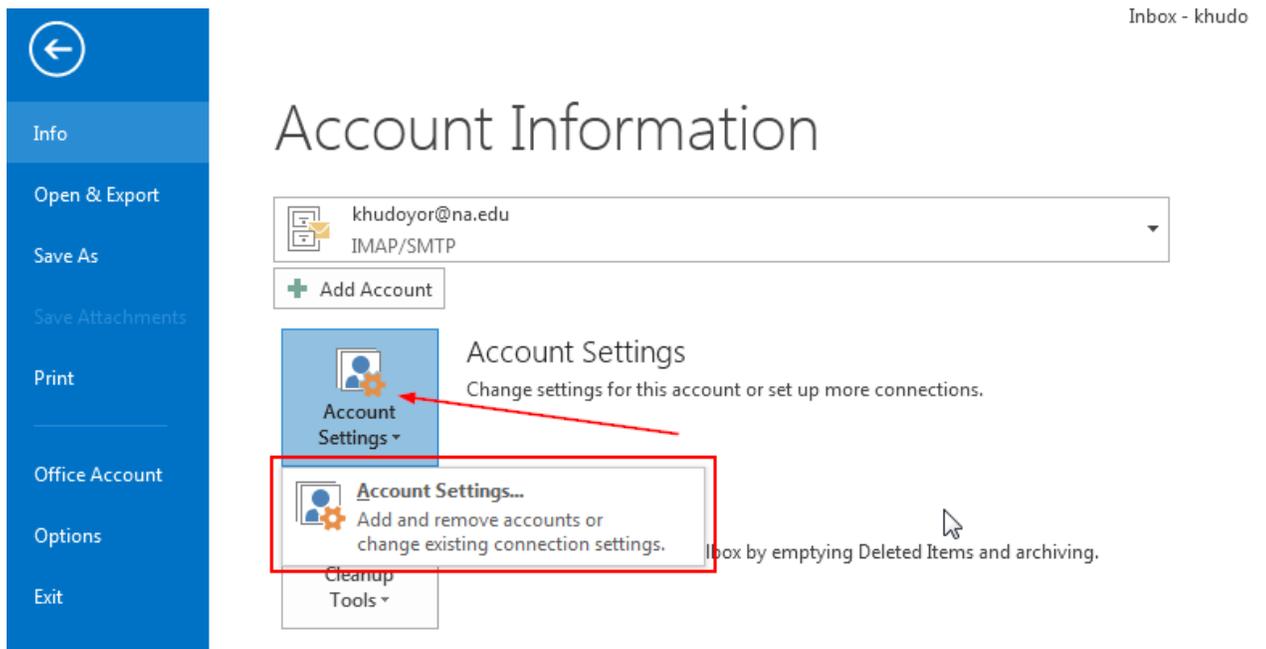


Outlook 2013 Settings for Office 365

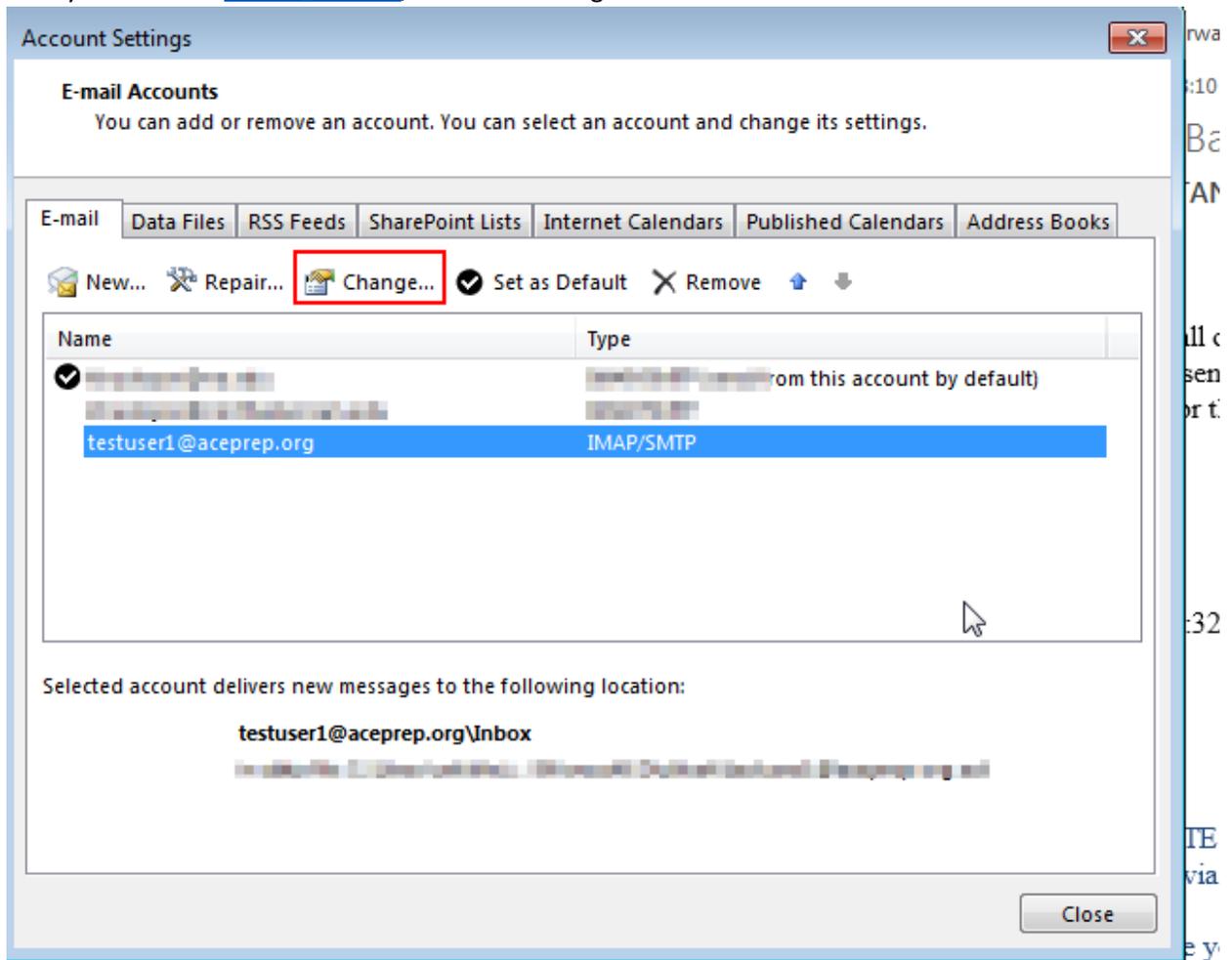
1. Click File



2. Select Account Settings



- Pick your account [userid@na.edu](mailto:user1@na.edu), then click Change



4. Set Incoming and Outgoing email servers as shown below. Change the password to your Computer Login password since Office 365 uses that password.

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: test user
Email Address: testuser1@na.edu

Server Information

Account Type: IMAP
Incoming mail server: outlook.office365.com
Outgoing mail server (SMTP): smtp.office365.com

Logon Information

User Name: testuser1@na.edu
Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Mail to keep offline: All

More Settings ...

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