Outlook 2013 Settings for Office 365

1. Click File



2. Select Account Settings



3. Pick your account <u>userid@na.edu</u>, then click Change

Account Settings	rwa	
E-mail Accounts		
	Ba	
E-mail Data Files RSS Feeds SharePoint Lists Inte	rnet Calendars Published Calendars Address Books	
ing New 🕅 Repair 🚰 Change 🛇 Set as De	fault 🗙 Remove 🔹 🖶	
Name	Type 🛛 🕅 🕻	
	sen	
Contraction Contraction and	pr ť.	
	:32	
Selected account delivers new messages to the followin	g location:	
testuser1@aceprep.org\Inbox		
In all of the Collins (white) a life	to group a distant and a second program of the	
	TE	
	via	
	Close	
	e y	

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 Set Enter the mail server setting	t tings ngs for your account.	Ϋ́,	
User Information			
Your Name:	test user		
Email Address:	testuser1@na.edu	Mail to keep offline: All	
Server Information		· · · · · ·	ľ
Account Type:	IMAP 📼		
Incoming mail server:	outlook.office365.com		
Outgoing mail server (SMTP):	smtp.office365.com		
Logon Information	·		
User Name:	testuser1@na.edu		
Password:	******	This is Computer Login	ł
🔽 Re	emember password	Password	
Require logon using Secur (SPA)	e Password Authentication	More Settings	
		< Back Next > Cancel	