Microsoft 365 Email and Calendaring - Configure Outlook 2013 and 2016 for Windows

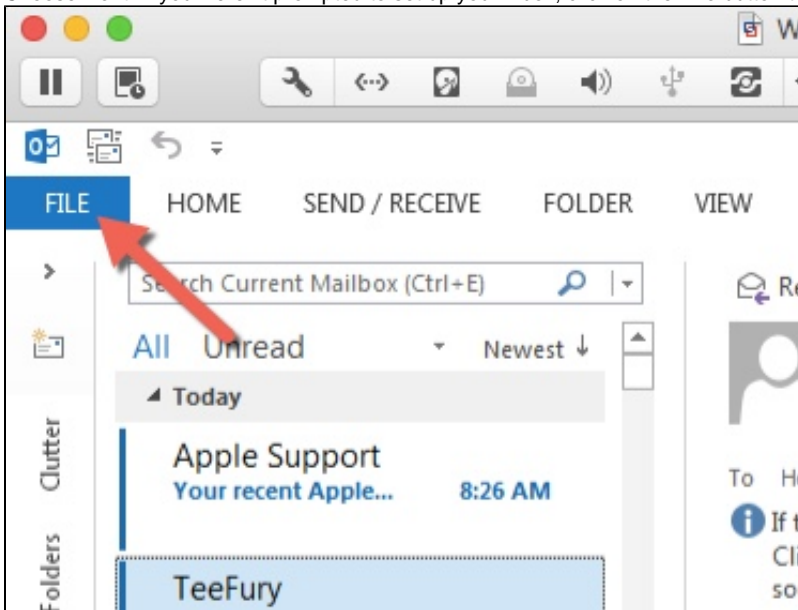## Microsoft 365 Email and Calendaring - Configure Outlook 2013 and 2016 for Windows

> ℹ️ **If you have just had your mailbox migrated to Microsoft 365 Email and Calendaring**, see the Post-Migration and Modern Authentication Microsoft 365 Email and Calendaring Setup page for how to get up and running.
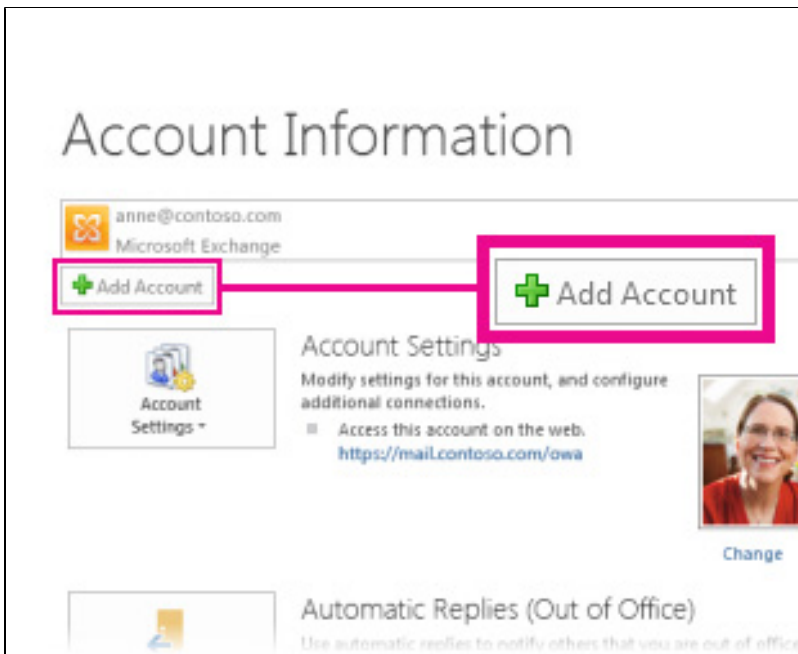
> ⚠️ This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].
>
> If you're not sure which system you're using, see: [istcontrib:How do I tell if my email and calendaring data is on the Exchange On Prem Server or using Microsoft 365?]

If you do not already have a copy of Outlook, you can obtain it with the rest of Office from the IS&T Software grid.

1. Open Outlook.
   Result: If this is the first time you're opening Outlook, you are asked if you want to set up your account.
2. Choose **Next**. If you weren't prompted to set up your inbox, click on the **File** button then **Add Account**.
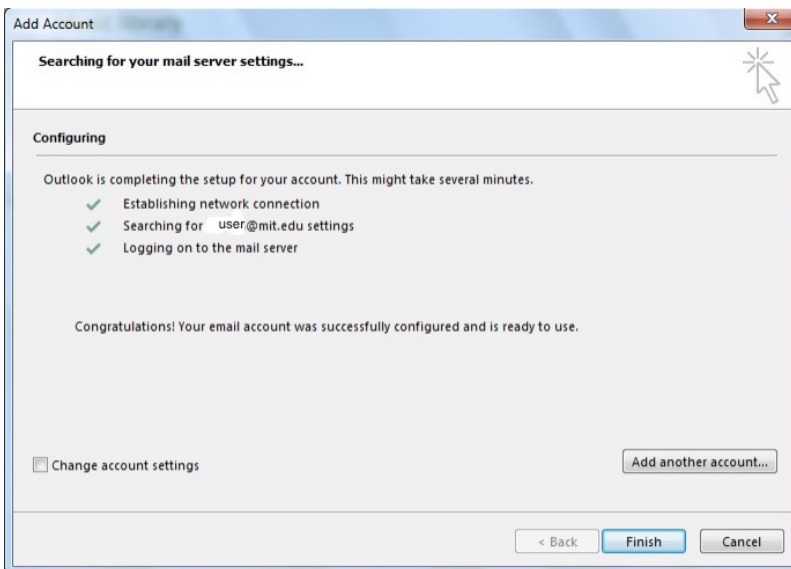
Result: The Auto Account Setup window opens.

3. Enter as follows:
   - **Your Name:** Firstname Lastname
   - **Email Address:** *username*@mit.edu
   - **Password:** *your MIT account password*
4. Click **Add Account**
   Result: Outlook discovers your account settings and displays them.

Your email may take some time to initially download if you have a lot stored on the server.

See also

- [Microsoft 365 - Email and Calendaring Landing Page]
- Microsoft 365 - Email and Calendaring - Known Issues
- Microsoft 365 - Email and Calendaring - FAQ