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

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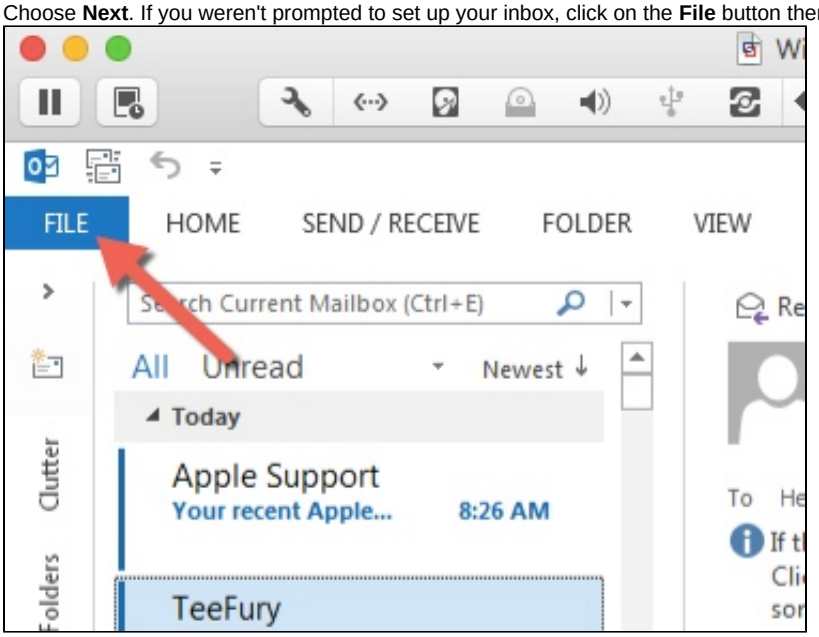
If you have just had your mailbox migrated to Microsoft 365 Email and Calendaring, see the Post-Migration and Modern Authentication Microsoft 365 Email and Calendaring Setup page for how to get up and running.

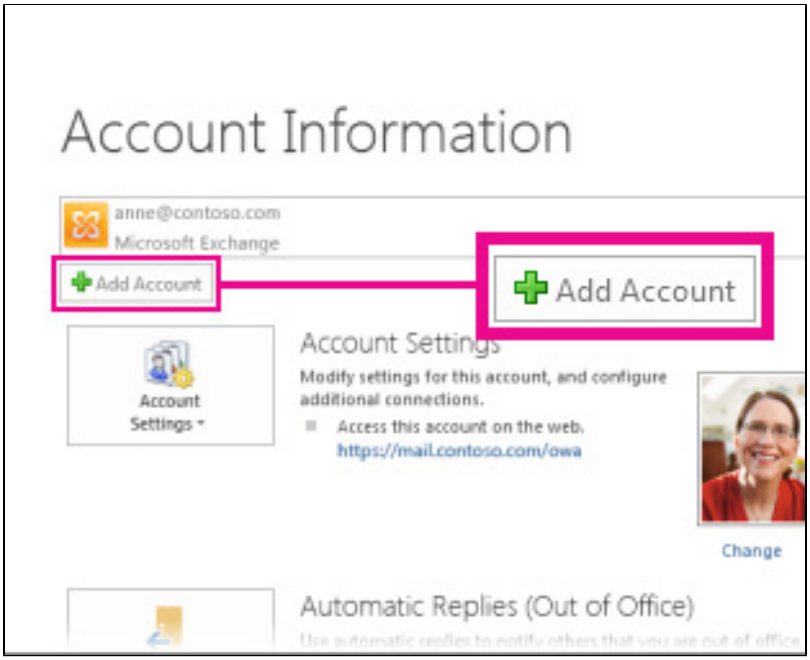
This article refers to the Microsoft 365 Email and Calendaring. If you're looking for Exchange Email and Calendaring on the Exchange On Prem Server, see: [istcontrib:MIT Email Setup Landing].

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?]

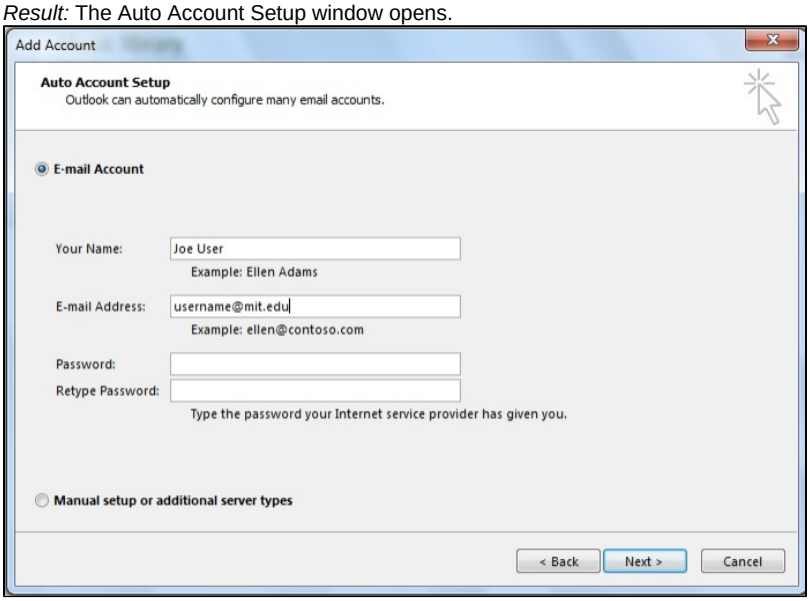
If you do not already have a copy of Outlook, you can obtain it with the rest of Office from the IS&T Software grid.

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**.

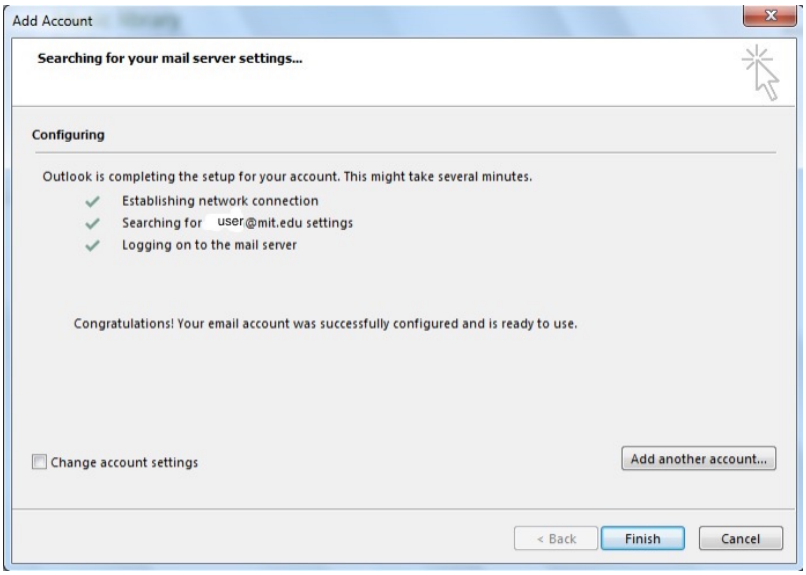




Result: The Auto Account Setup window opens.



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