

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

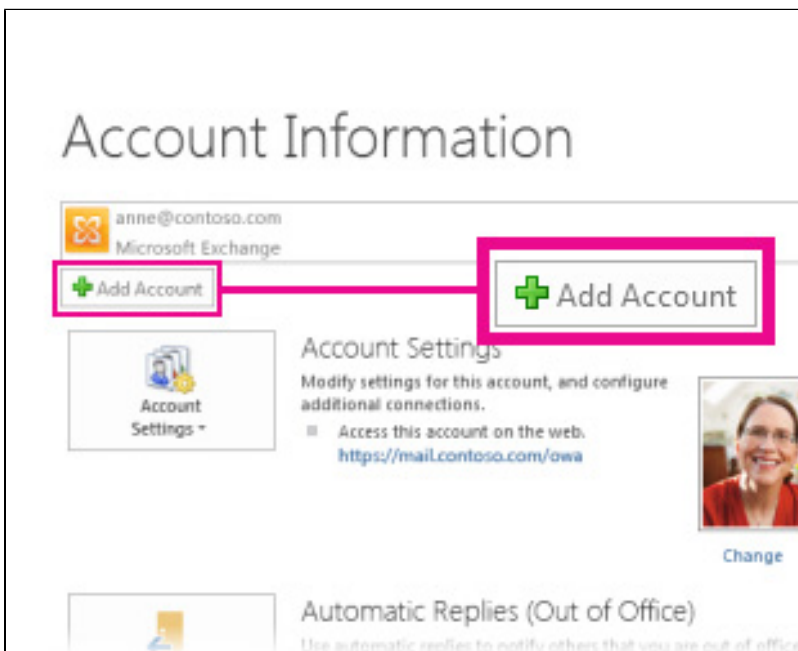
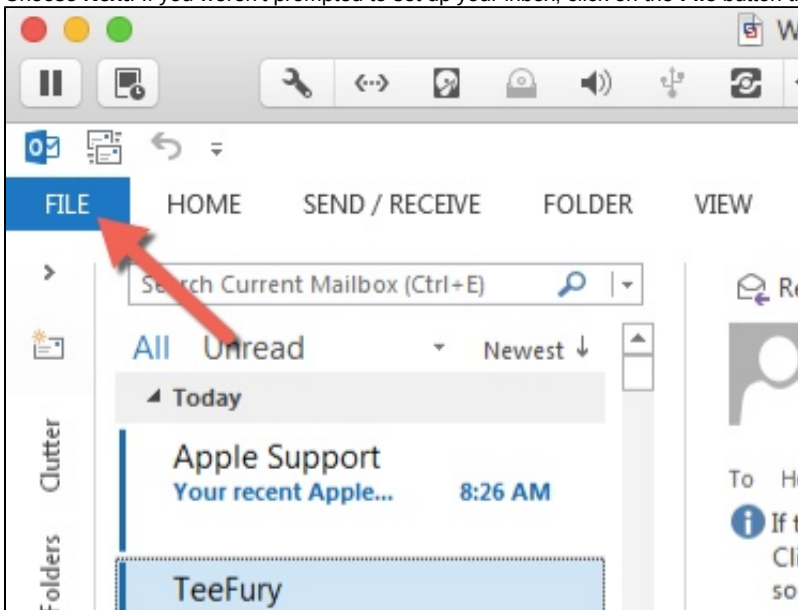
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If you do not already have a copy of Outlook, you can obtain it with the rest of Office from the [IS&T Software grid](#).

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.

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

☒ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Manual setup or additional server types**

< Back Next > Cancel

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.

Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for user@mit.edu settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings Add another account...

< Back Finish Cancel

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](#)