Setting up Outlook to an Office 365 Mailbox

1. Launch Outlook
2. Click Next on the initial Outlook screen
3. On the Account Configuration screen choose Yes and click Next.

4. On the Add New Account screen fill in the information required. This will be Your Name, Email Address, and Password for the Office 365 Account and click Next.
5. Outlook will then contact Office 365 via Autodiscover based on the email domain, connect to the mailbox and complete the configuration. Once this has completed successfully click Finish.