Configure Outlook 2010/2013 for Office 365

Purpose:
The purpose of this document is to provide instructions for configuring Microsoft Outlook 2010/2013 to connect to the Duke Office 365 email system.

1. Open Control Panel
2. Click the Mail icon, which will display the Mail Setup dialog box.

3. Click the Add… button
4. Enter a Profile Name: in the new dialog box, click OK
5. When the **Add New Account** dialog box opens, make sure that **E-mail Account** is selected and type in your Name and primary email address. **Students/ Staff/ Faculty** enter your first.last@duke.edu address. For **Daytime students graduating in May 2015** use your Fuqua Lifetime Email Alias first.last@fuqua.duke.edu and then click the **Next** button.

**Outlook 2010:**

![Outlook 2010 Add New Account]

**Outlook 2013:**

![Outlook 2013 Add Account]
6. When prompted for a username and password, type your `netid@duke.edu` as the username and your NetID password in the correct fields. During setup or launching Outlook you might be prompted several times for your username and password. This is normal.

7. The Auto-discover service should automatically configure Outlook settings. You might be prompted to allow this. Place a checkmark in the box for **Don’t ask me about this website again** and click **Allow**.
8. Once complete, you will see a confirmation page. Click **Finish**

![Outlook 2010](image)

**Outlook 2010:**

Congratulations!

The e-mail account is successfully configured.


![Outlook 2013](image)

**Outlook 2013:**

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