1. To setup your Microsoft Outlook 2010 client to receive your Office 365 e-mail launch Outlook and you will be presented with the first run dialog screen. Click on the “Next >” button to begin the process of setting up your account.

2. On the “Account Configuration” screen click on the “Yes” option and then click on the “Next >” button to continue through the wizard.
3. On the “Auto Account Setup” screen your name and e-mail address should be pre-filled with the correct information. If not please input your name in the “Your Name:” field, and your full e-mail address in the “E-mail address:” field. Once finished click the “Next >” button.

4. The setup wizard will try to automatically determine the best settings for your account and may take a few moments to complete. Please be patient while the process is occurring.
5. If prompted with a “Window’s Security” window. Click on the “Use another account” option.

6. Please enter your username in the following format “username@furman.edu” and type in your network password. Once you have entered the information click the “OK” button.

**NOTE:** Be sure **NOT** to check the “Remember my credentials” option on this window as it will help with troubleshooting any account issues that you might encounter while setting up your account initially.
7. Once the wizard has completed you will be presented with a window that confirms your account status that “Your e-mail account is successfully configured.” Click the “Finish” button to complete the setup process.