1. To setup your Microsoft Outlook 2011 client to receive your Office 365 e-mail launch Outlook and you will be presented with the first run dialog screen. Click on the “Add Account” button to begin the process of setting up your account.

2. On the “Add an Account” window click on the “Exchange Account” button.
3. On the “Enter your Exchange account information” input your e-mail address in the “E-mail address:” field, enter your user name in the following format “username@furman.edu” in the “User name:” field, and your network password in the “Password:” field.

4. If you receive a notification that “Outlook was redirected” check the box that notes to “Always use my response for this server” and click the “Allow” button.
5. Once the process has completed you will be presented with an account window that will have all of your information for the account you just setup. Close the window by clicking the red close circle in the upper-left hand corner of the window.

![Image of account window with account details]

**Account Details:**
- Account description: Furman
- Personal Information:
  - Full name: Chris Everhart
  - E-mail address: chris.everhart@furman.edu
- Authentication:
  - Method: User Name and Password
  - User name: ceverhart@furman.edu
  - Password: ********

*Learn about Exchange account settings*