How to configure Office 365 in Outlook 2010 or 2013

This document will help you to configure your new Microsoft Office 365 email and calendaring using Microsoft Outlook 2010 or 2013.

1. Double click on Outlook 2010 or 2013. If you can’t find this program, click on Start, Control Panel, double click on Mail. Click Add and enter a profile name (for example Hastings) and click OK.

2. Enter the following information and click Next.
   a. Your name: enter your full name
   b. E-mail address: youremail@uchastings.edu
   c. Password: enter your password
3. Once it has configured your Outlook, click Finish

4. At the login prompt enter your username as youremail@uchastings.edu and password
How to configure Office 365 in Mac Client

This document will help you to configure your new Microsoft Office 365 email and calendaring using Mac OS X mail client.

1. Launch the Mail Client from the dock, or from the application folder.
2. In Mac Mail, click Mail, then Preferences. Click the + symbol
3. Enter the following information and click Continue
   a. Full Name: <enter your full name>
   b. Email address: youremail@uchastings.edu
   c. Password: <enter your password>

4. Choose whether to setup iCal and Address Book contacts and click Create
How to configure Office 365 in Outlook 2011 for Mac

This document will help you to configure your new Microsoft Office 365 email and calendaring using Microsoft Outlook 2011 for Mac.

1. Start Microsoft Outlook 2011 for Mac
2. Click Tools, Accounts
3. Click Exchange Account

4. Enter the following information and click Add Account
   a. E-Mail Address: youremail@uchastings.edu
   b. Method: User Name and Password
   c. User name: youremail@uchastings.edu
   d. Password: <enter your password>
5. Verify the information is correct and exit this screen.
How to configure Office 365 Account on Apple IOS (iPhone, iPad, iTouch, iPad Mini)

1. Tap **Settings**

2. Tap **Mail, contacts, Calendars**
3. Tap **Add Account**

4. Tap **Microsoft Exchange**
5. Enter the following information:
   a. Email: youremail@uchastings.edu
   b. Domain: (leave empty)
   c. Username: youremail@uchastings.edu (Be sure to enter your full email address)
   d. Password: (enter your password)
   e. Description: Hastings

6. Tap Next

7. Your account is being verified. Tap Next

8. On the Settings screen, select which features you’d like to synchronize your device with Office 365. Tap Save.
How to configure Office 365 Account on Windows 8 phone

1. Swipe to the left
2. Tap **Settings**
   - ![Settings](image)
3. Tap **email + Accounts**
   - ![Settings](image)
4. Tap **Add an account**
   - ![Add an account](image)
5. Tap **Outlook**

6. Enter your email address (**youremail@uchastings.edu**) and password and tap **sign in**

7. Account added successfully. Tap **Done**.
How to configure Office 365 Account on Android (Smartphones and Tablets)

The following instructions will walk you through setting up your Android to access Office 365. Android devices come from different manufacturers and their interfaces and features might be different. Below is the basic information you need to get your Android device setup on Office 365.

1. From the Applications menu, tap Email. On some versions of Android, this may be called Mail.
2. Type your full email address, for example youremail@uchastings.edu, and your password, and tap Next.
3. Select Exchange account. On some versions of Android, this may be called Exchange Activesync.
4. Enter the following information
   a. Domain\Username: youremail@uchastings.edu
   b. Password: your Hastings password
   c. Server: outlook.office365.com
5. Tap Next.
6. Tap OK.

7. Check which options to synchronize and tap Next.
8. In the Activate device administrator? Window, tap **Activate**

9. Give your account a name and tap **Next**
How to Access the Outlook Web App (OWA) for Office 365

1. Open a supported web browser and go to http://outlook.office365.com
2. Enter your username and password. Your username is youremail@uchastings.edu Click Sign in