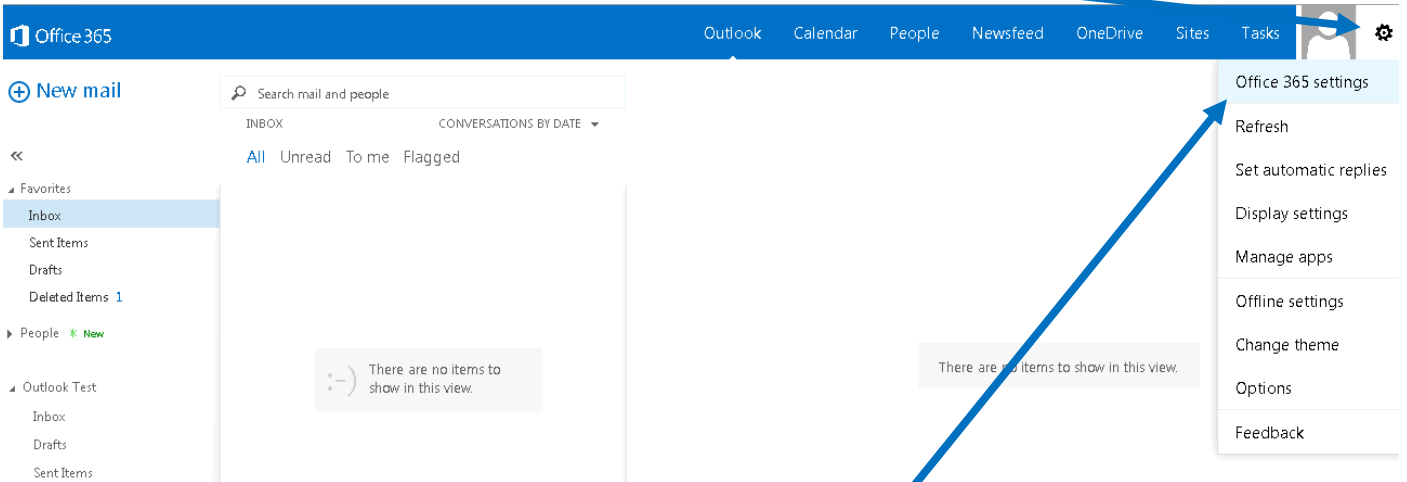


# GUIDE—Setup MS Outlook from the Office 365 Web Site

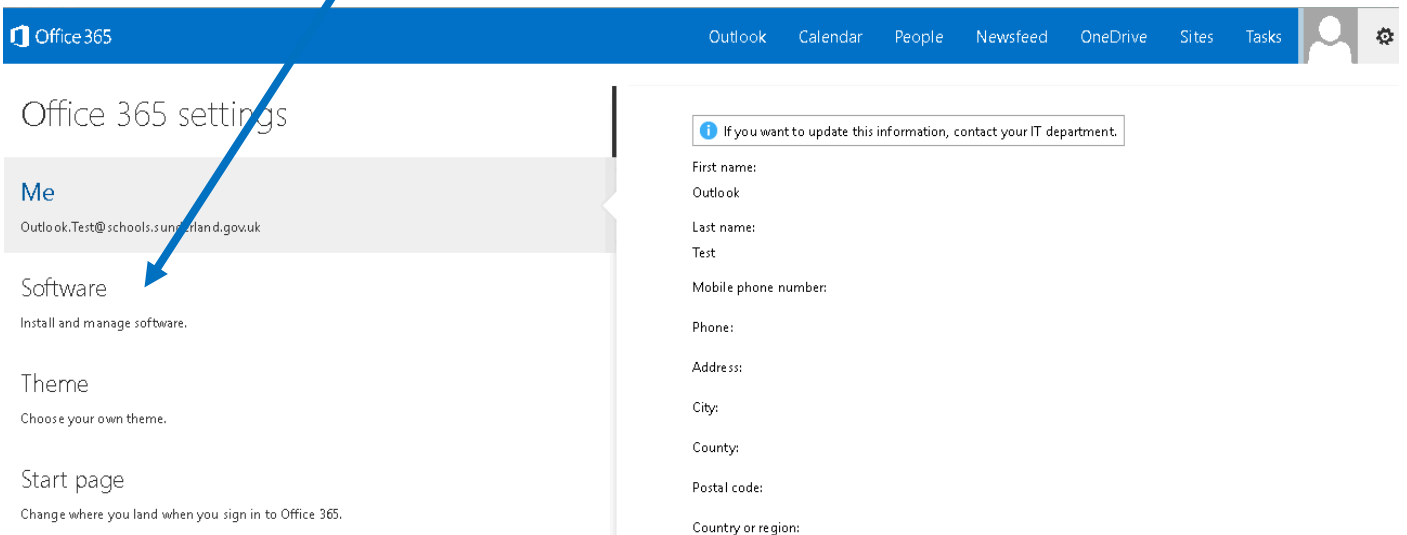
## Windows 7 & Outlook 2010

Step 1: Click the settings icon



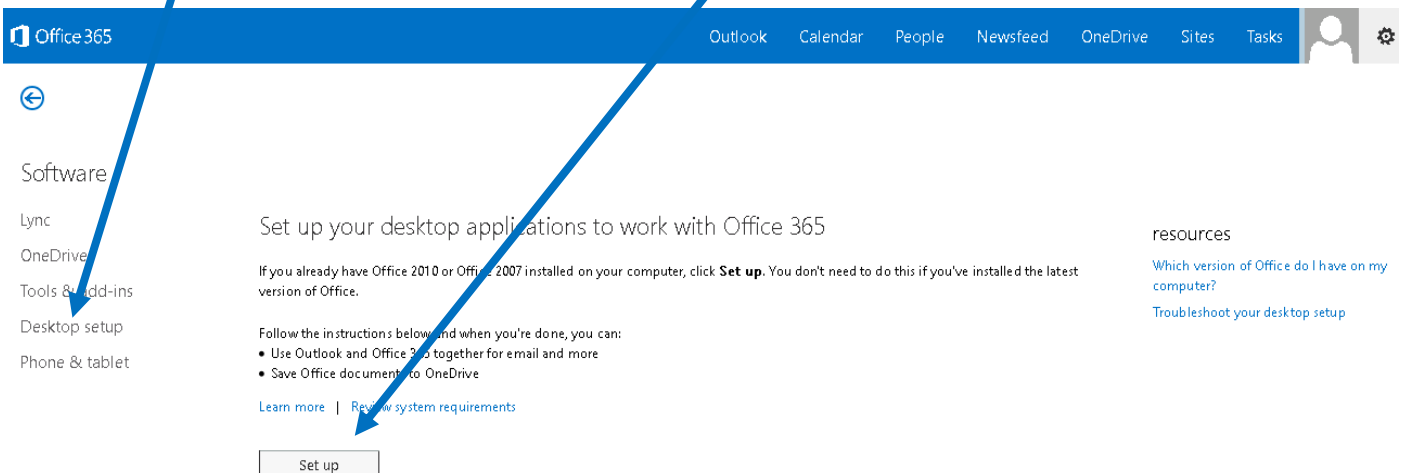
Step 3: Click the software option

Step 2: Click the office 365 settings option

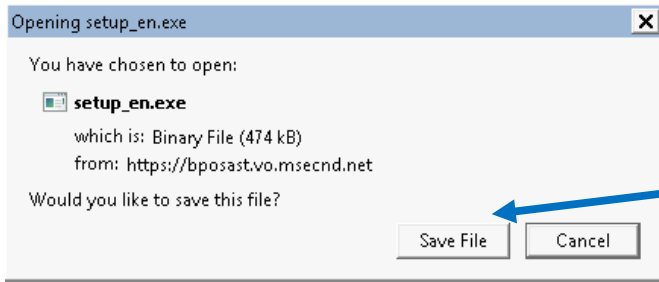


Step 4: Click the Desktop Set up option

Step 5: Click the Set up button

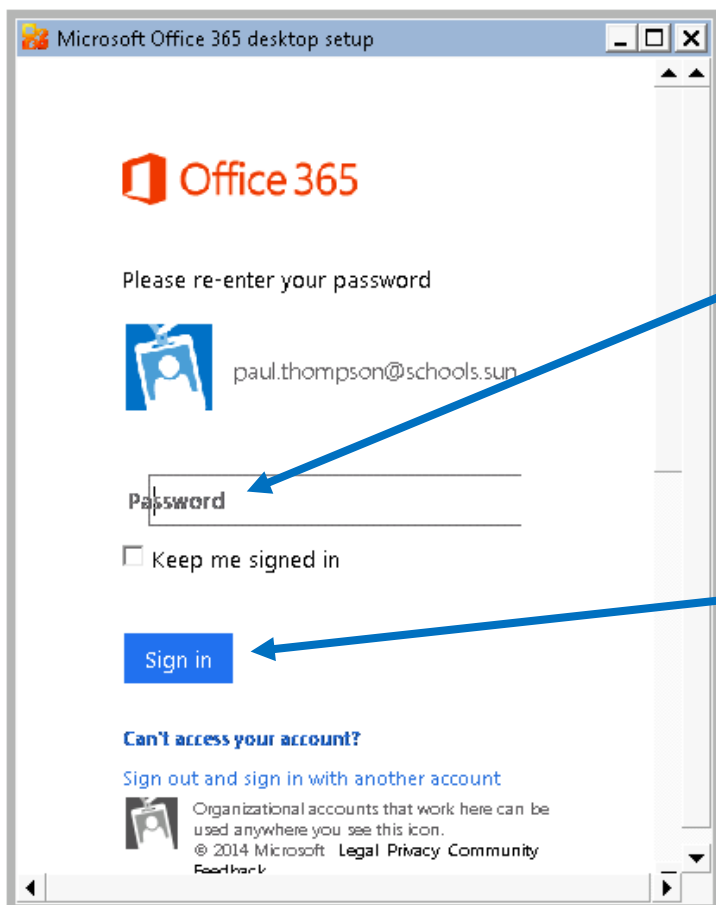
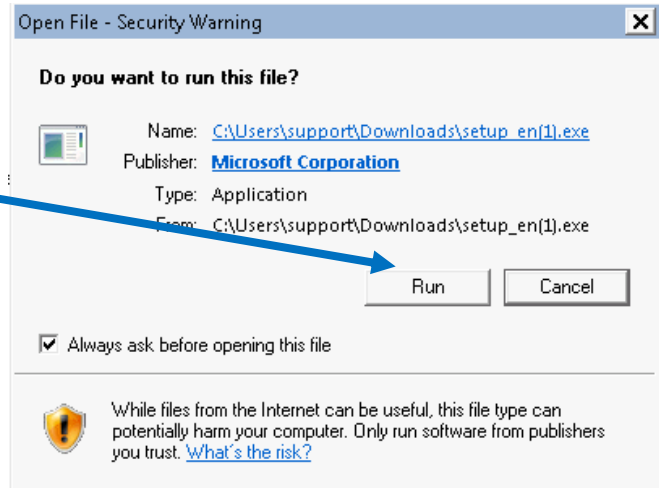


# GUIDE—Setup MS Outlook from the Office 365 Web Site



Step 6: Click the save file button

Step 7: Locate the save file in your downloads and click the Run button

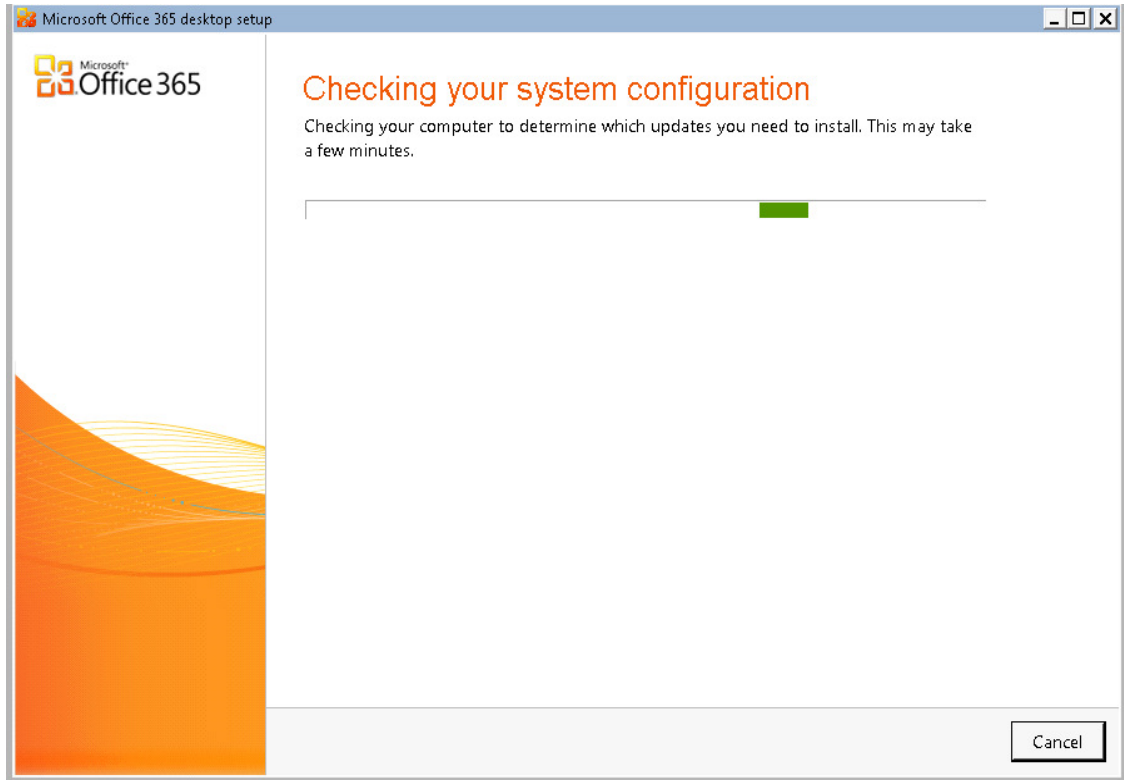


Step 8: Enter your Office365 account password

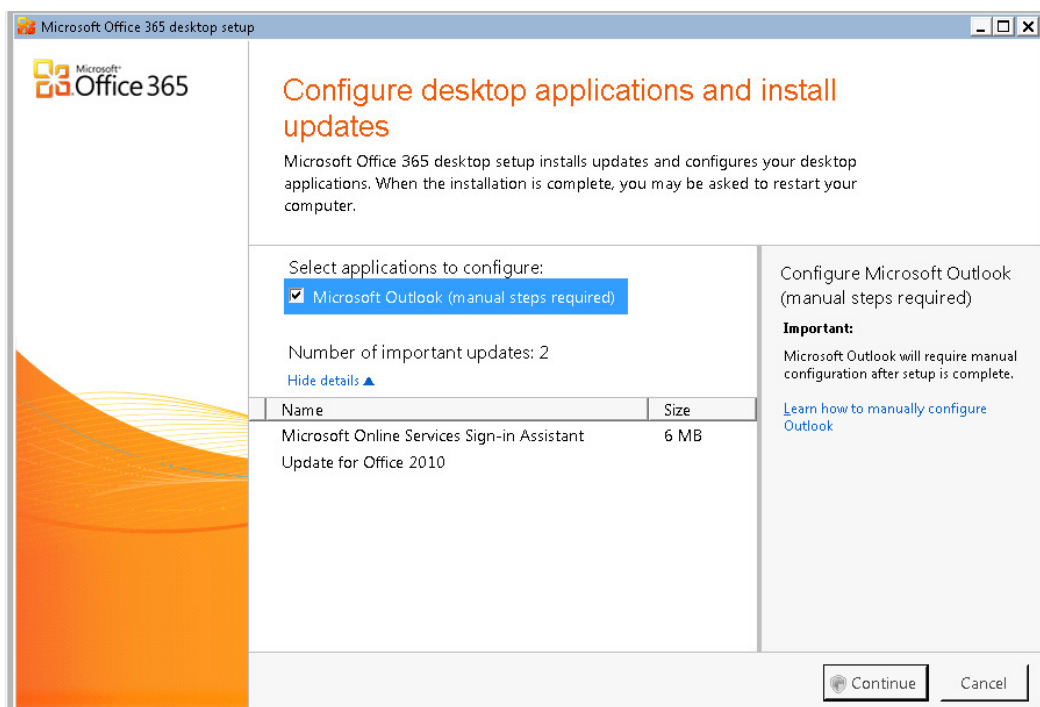
Step 9: Click Sign in

# GUIDE—Setup MS Outlook from the Office 365 Web Site

Step 10: The below screen will appear following step 9 - This process can take several minutes to complete

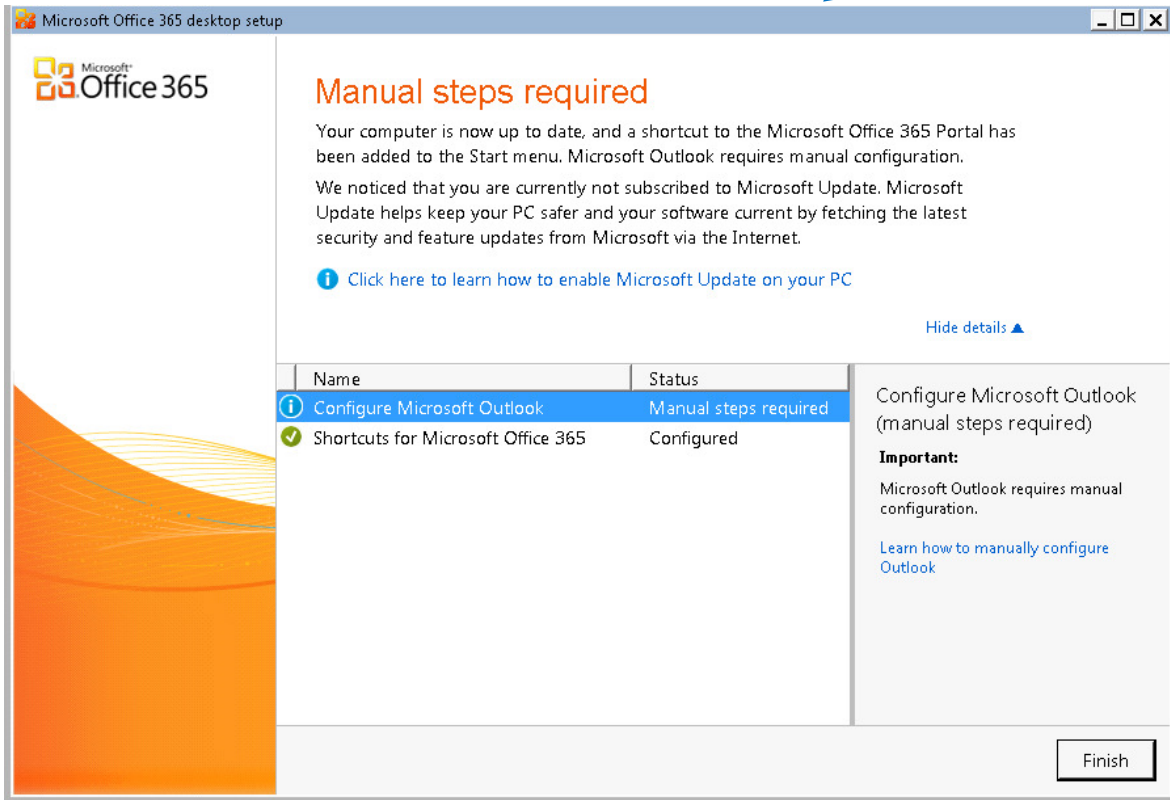


Step 11: Once the check has completed the system will show any requirements. Click continue and allow the process to complete

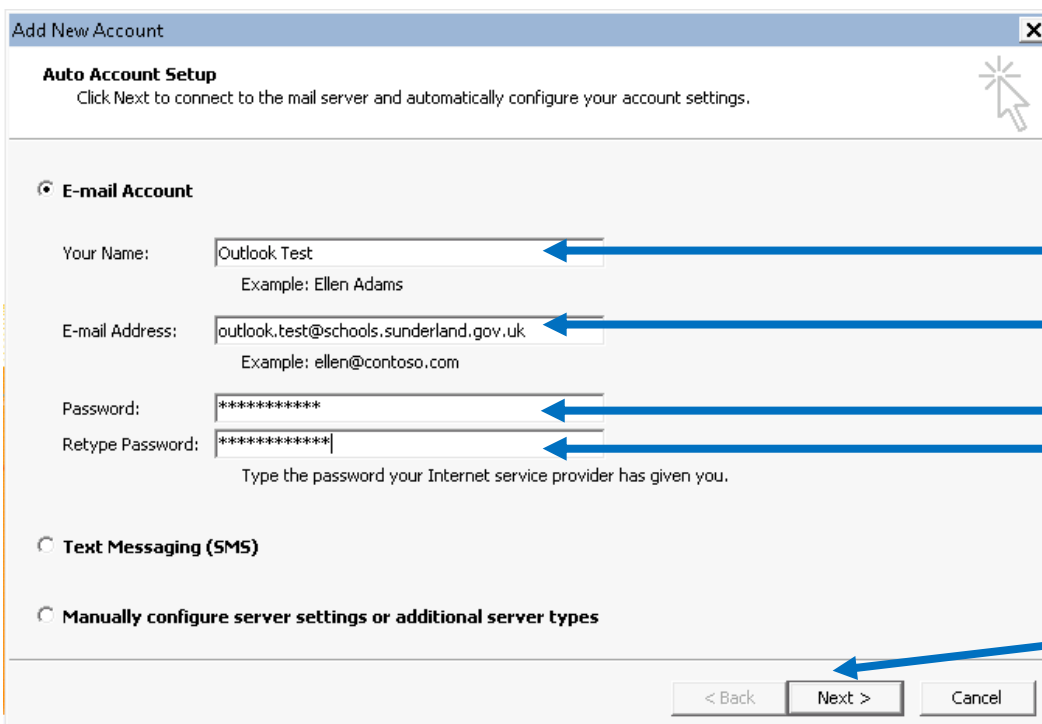


# GUIDE—Setup MS Outlook from the Office 365 Web Site

Step 12: Once step 11 has completed the below screen will appear and advise manual steps are required to complete the setup of Outlook. Click Finish



Step 13: Open Outlook and begin the setup wizard process. Note: If Outlook is already setup with an account is already setup then go to the accounts section in Outlook and add a new account



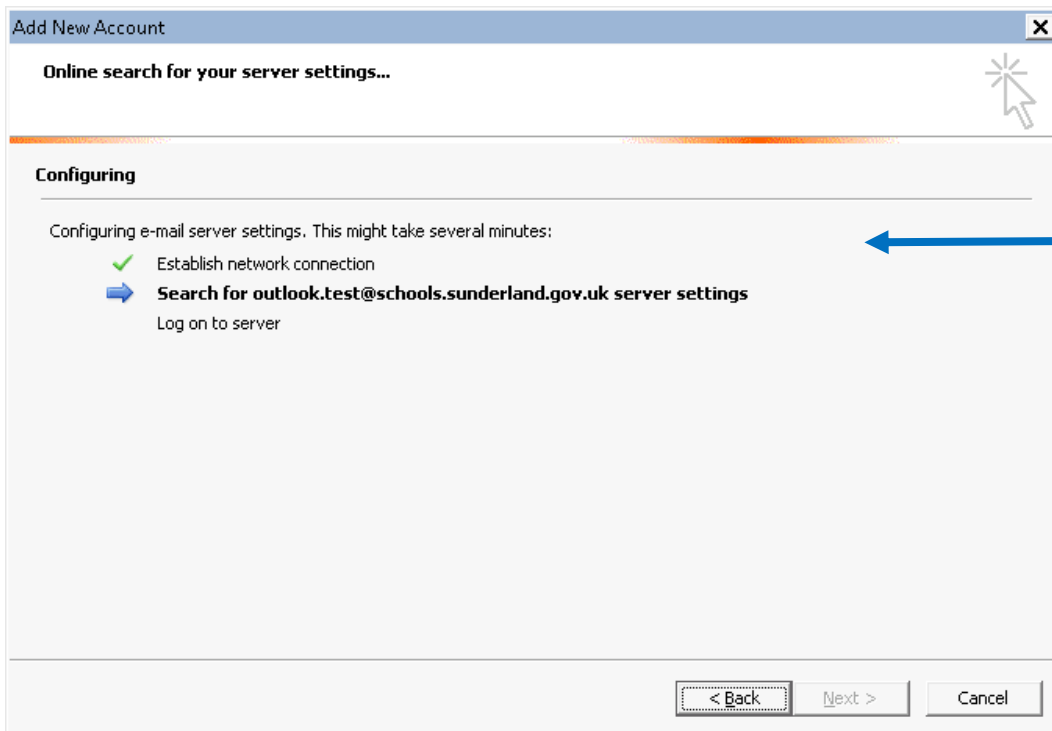
Step 14: Enter your name

Step 15: Enter your full email address

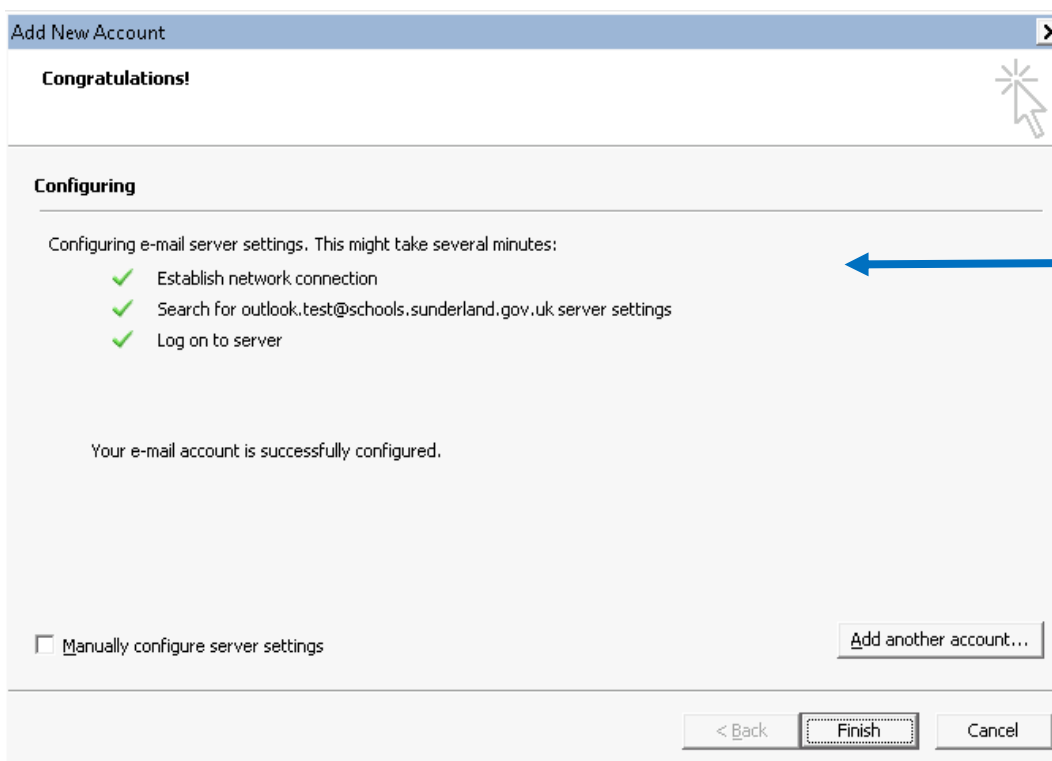
Step 16: Enter and confirm your password

Step 17: Click Next

## GUIDE—Setup MS Outlook from the Office 365 Web Site



Step 18: The following screen will appear as outlook automatically configure



Step 19: Once each task is completed a tick will appear. Once all 3 ticks appear click finish to proceed.

**Process Complete:** After completion of all of the above steps Outlook will ask you to restart Outlook.

On first opening you will again be asked to confirm the password for your account.

Outlook will then complete the setup, sync with your office365 account and open your mailbox.

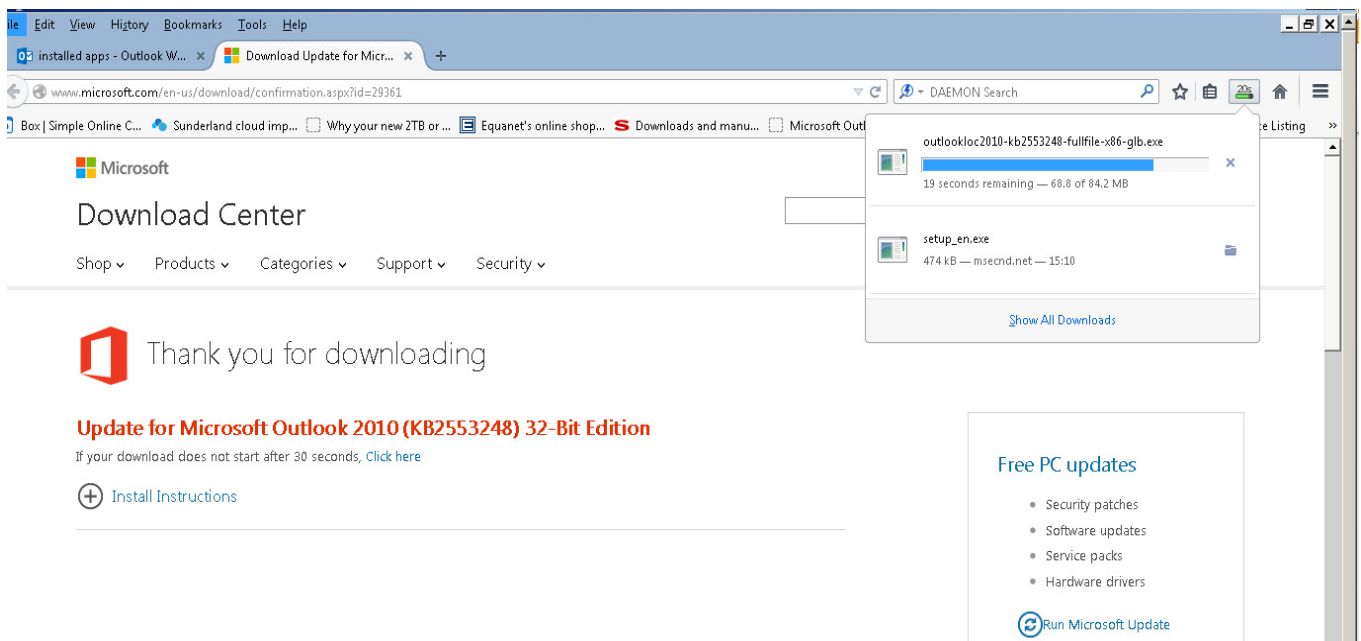
# GUIDE—Setup MS Outlook from the Office 365 Web Site

## TROUBLESHOOTING

If outlook fails to work with Office 365 once the above steps have been completed, please ensure the latest updates for Windows and Office are installed, including SP2 and the below KB patch if using Office 2010 . Also please ensure \*.schools.sunderland.gov.uk is **NOT** specified as a **proxy exclusion** within Internet Explorer.

Once completed refer back to step 13 and follow all steps through to step 19

<http://www.microsoft.com/en-gb/download/details.aspx?id=29361>



The screenshot shows a web browser window displaying the Microsoft Download Center page for the 'Update for Microsoft Outlook 2010 (KB2553248) 32-Bit Edition'. The page includes a 'Thank you for downloading' message and a link to 'Install Instructions'. A download manager overlay is visible in the foreground, showing two files: 'outlookloc2010-kb2553248-fullfile-x86-glb.exe' (68.8 MB, 19 seconds remaining) and 'setup\_en.exe' (474 KB, 15:10). The browser's address bar shows the URL 'www.microsoft.com/en-us/download/confirmation.aspx?id=29361'.