Office 365 GUIDE—MS Outlook 2010 Quick Setup

Step 1: Open Internet Explorer and from the Tools menu select internet options, then connections Tab, Click LAN Settings and then Advanced.

In the Exceptions list—make a note of any entries that are..

*.schools.sunderland,gov.uk

*.sunderland.gov.uk

Remove these entries and click ok until you can close Internet Explorer

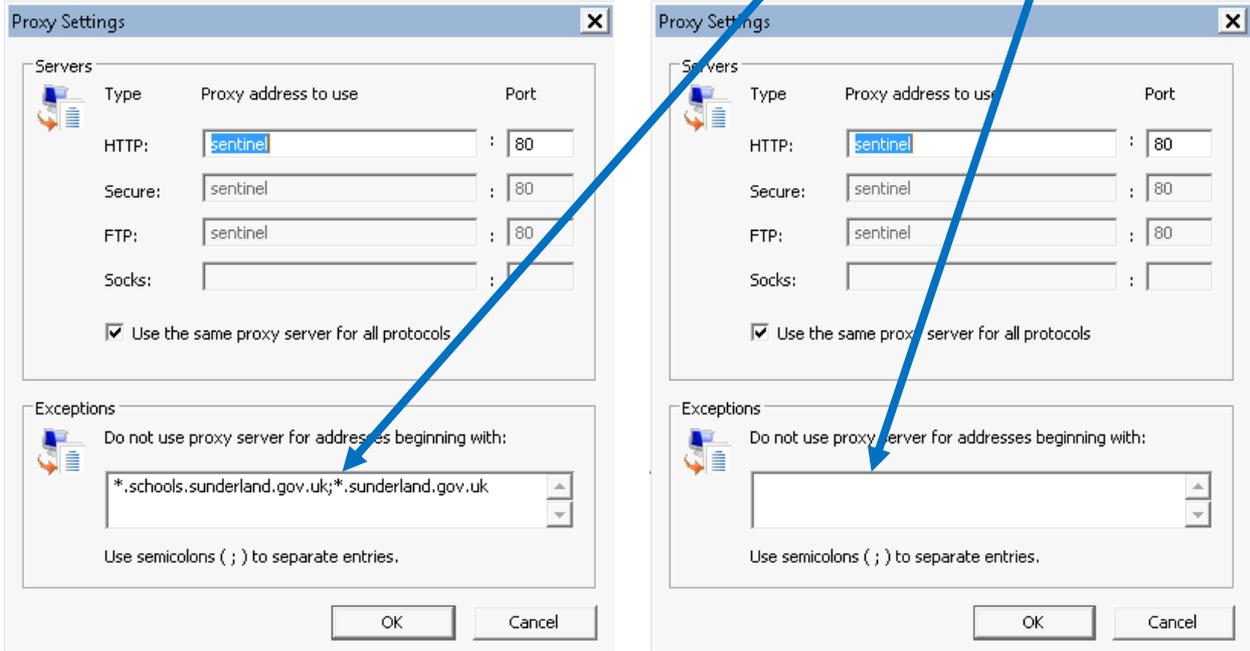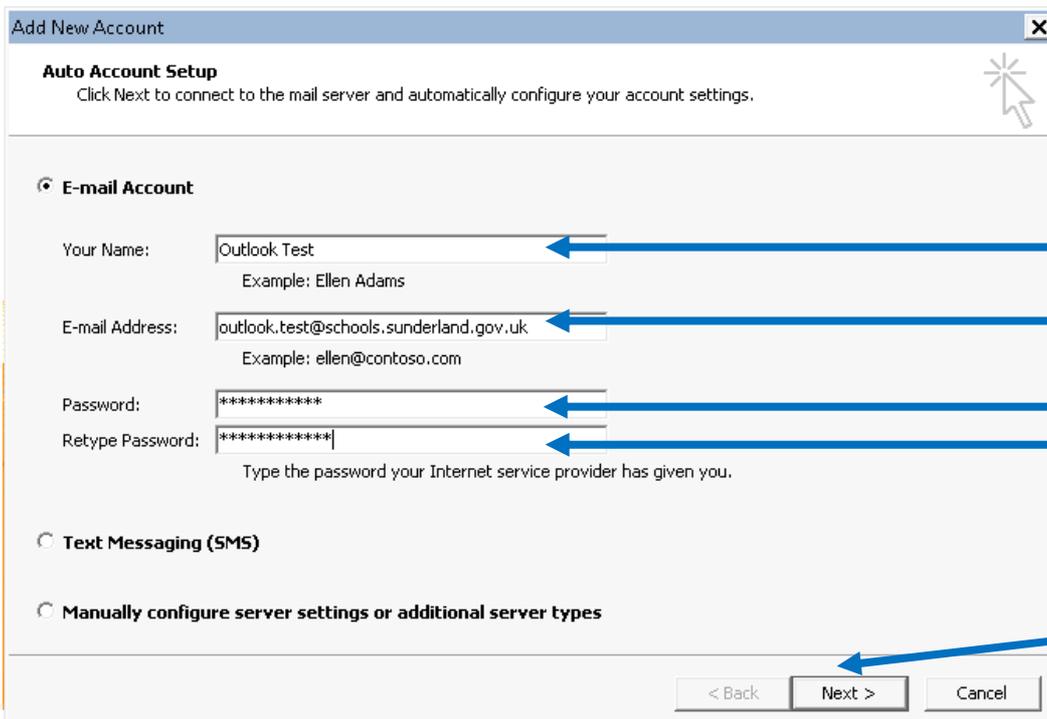**Please note any removed exceptions will need to added back in after outlook is configured**

Remove any entries like this.

Tip: Copy all entries to your clipboard using "CTRL C" paste them into notepad or word so they can be pasted back in later

Proxy Settings (left)

	Type	Proxy address to use		Port
HTTP:		sentinel	:	80
Secure:		sentinel	:	80
FTP:		sentinel	:	80
Socks:			:	

☑ Use the same proxy server for all protocols

Exceptions
Do not use proxy server for addresses beginning with:

.schools.sunderland.gov.uk;.sunderland.gov.uk

Use semicolons (;) to separate entries.

[OK] [Cancel]

Proxy Settings (right)

	Type	Proxy address to use		Port
HTTP:		sentinel	:	80
Secure:		sentinel	:	80
FTP:		sentinel	:	80
Socks:			:	

☑ Use the same proxy server for all protocols

Exceptions
Do not use proxy server for addresses beginning with:

Use semicolons (;) to separate entries.

[OK] [Cancel]

Step 2: 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
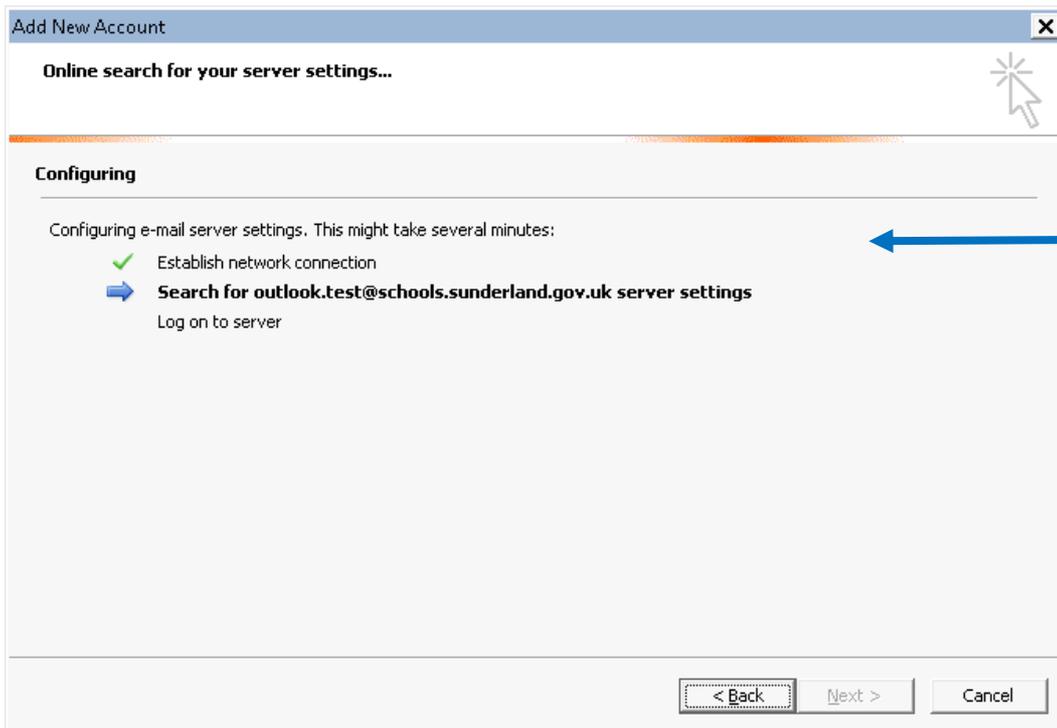
Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

⦿ **E-mail Account**

Your Name: Outlook Test
Example: Ellen Adams

E-mail Address: outlook.test@schools.sunderland.gov.uk
Example: ellen@contoso.com

Password: ***********

Retype Password: ************
Type the password your Internet service provider has given you.

○ **Text Messaging (SMS)**

○ **Manually configure server settings or additional server types**

[< Back] [Next >] [Cancel]
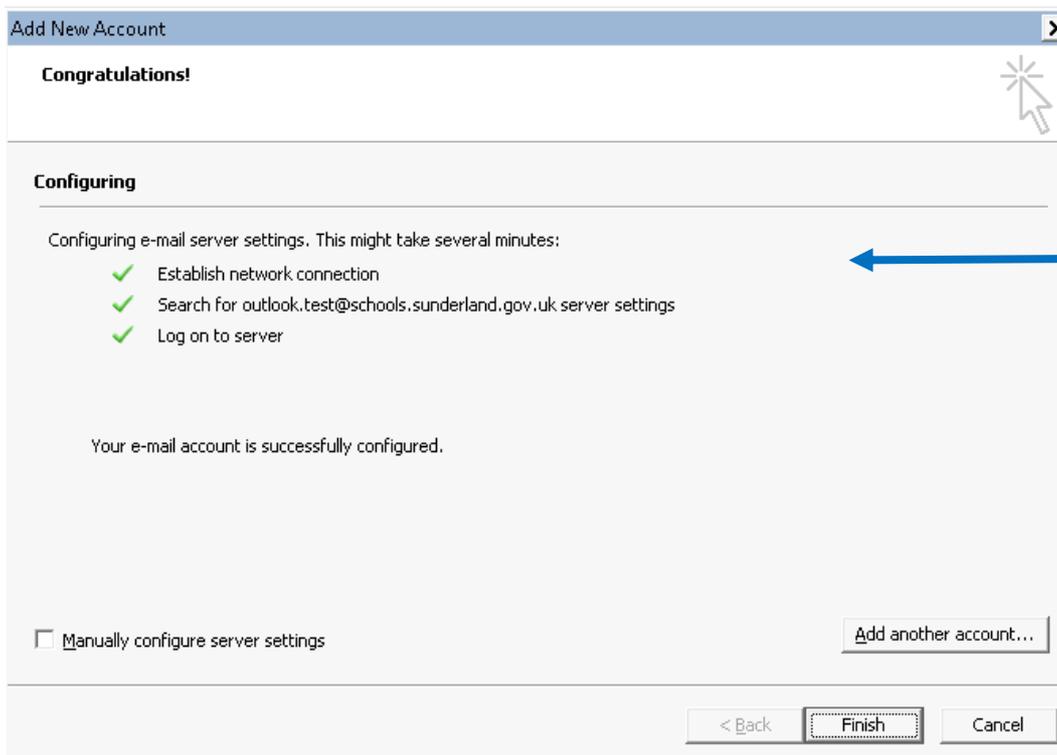
Step 14: Enter your name

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

Add New Account ✕

Online search for your server settings...

Configuring

Configuring e-mail server settings. This might take several minutes:

✓ Establish network connection
➡ **Search for outlook.test@schools.sunderland.gov.uk server settings**
Log on to server

[< Back] [Next >] [Cancel]

Step 3: The following screen will appear as outlook automatically configure

Add New Account ✕

Congratulations!

Configuring

Configuring e-mail server settings. This might take several minutes:

✓ Establish network connection
✓ Search for outlook.test@schools.sunderland.gov.uk server settings
✓ Log on to server

Your e-mail account is successfully configured.

☐ Manually configure server settings   [Add another account...]

[< Back] [Finish] [Cancel]

Step 4: 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.

Lastly please go through step 1 again to put back in place any removed proxy exceptions

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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 or *.Sunderland.gov.uk** are **NOT** specified as a **proxy exclusion's** within Internet Explorer**.**

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