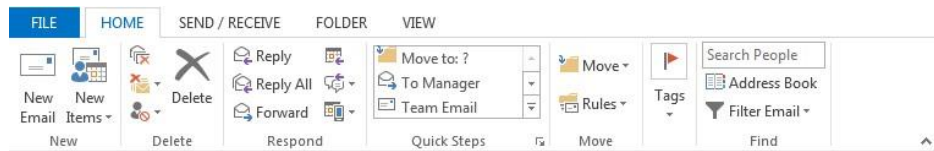
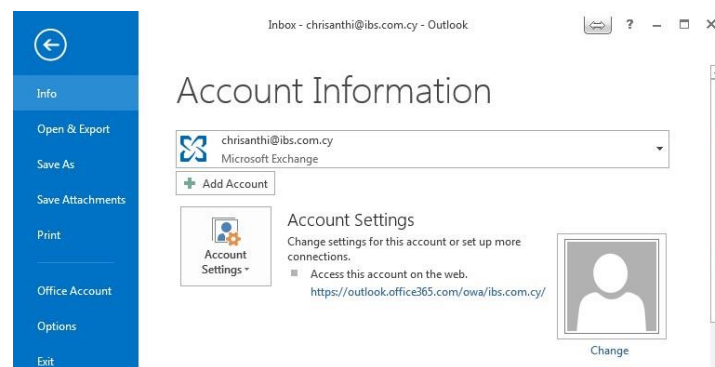


## How to connect your outlook 2013 to Office365

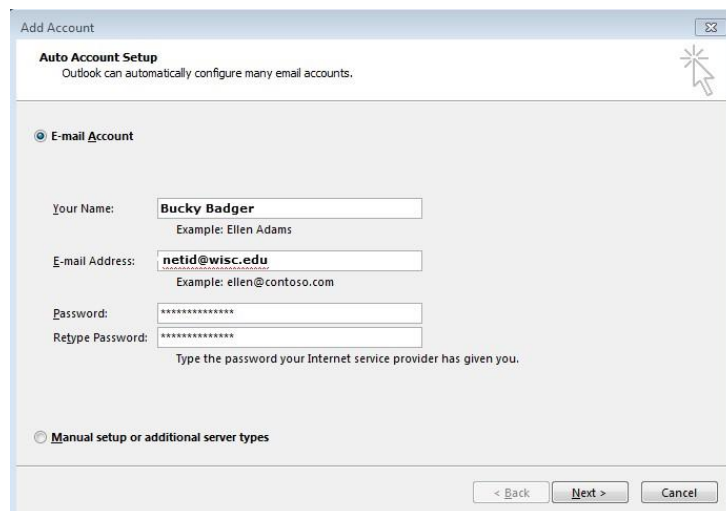
Run Outlook 2013. Then go to “File”.



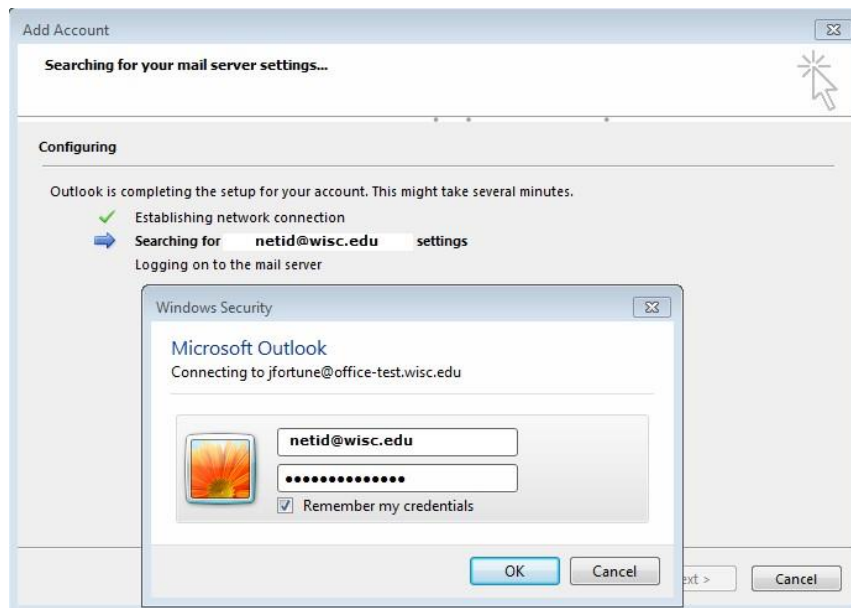
Now choose **Account Information > Add Account**.



Select **Email Account**, and then type your name and your Office 365 email address (it's also your user ID) and password.

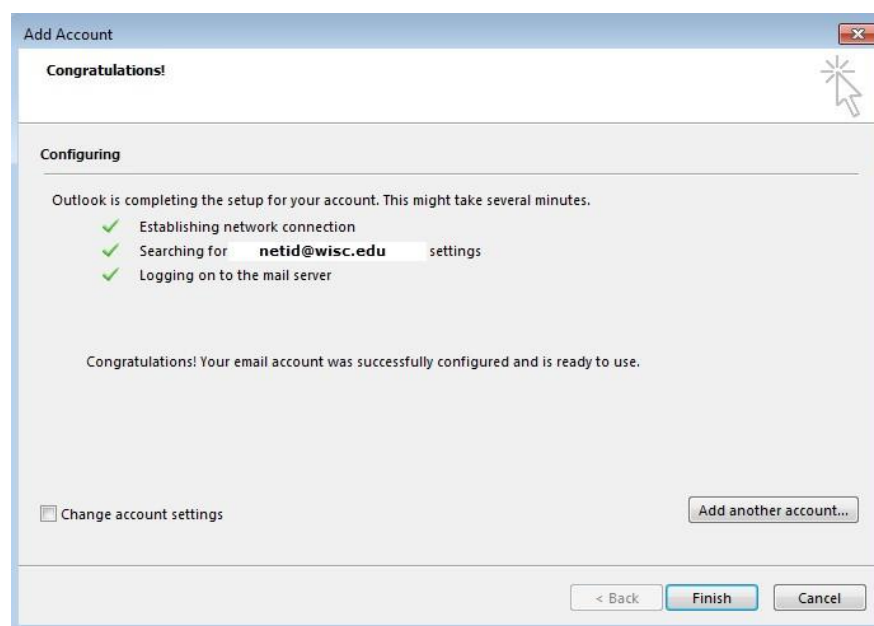


Click **Next**. Outlook checks with Office 365 and sets up your mailbox.



Click **OK**

1. You will be prompted a second time. Enter the same credentials as the previous step and click **OK**.
2. If all settings are correct, you will see the screen below. Your account is ready.



Click **Finish**.