Office 365 - Outlook 2007, 2010 & 2013 Configuration

Question

How do I configure my Outlook 2007/2010/2013 client for Office 365?

Overview

IET has begun to roll out Office 365 for select divisions of IET and is in the process of expanding their offering to other organizations on campus. Office 365 offers many of the features of uConnect but with all of your content hosted ‘in the cloud’ versus on premise.

Answer

Take the following steps to configure your Outlook 2010 client to connect to Office 365:

1. Click on the Windows start button and select Control Panel.
2. In the Control Panel select Mail.
3. When the Mail Setup window appears select E-Mail Accounts…
4. When the Account Settings window appears select New...
5. When the Add New Account window appears fill in the fields and select Next.
6. It may take some time while Outlook finds the correct settings.
7. When the configuration is successful you can click Finish.
8. Click OK.
9. The next time you open Outlook you will need to enter your full email address (email@ucdavis.edu) and passphrase. Check the box to have Outlook remember your credentials and click OK.

Manual Server Information

Username: Full UC Davis Email Address (email@ucdavis.edu)
Password: Kerberos Passphrase

Incoming: IMAP
Server: outlook.office365.com
Port: 993
SSL Enabled: Yes
Authentication: Normal Password

Outgoing: SMTP
Server: smtp.office365.com
Port: 587
SSL Enabled: TLS
Authentication: Normal Password