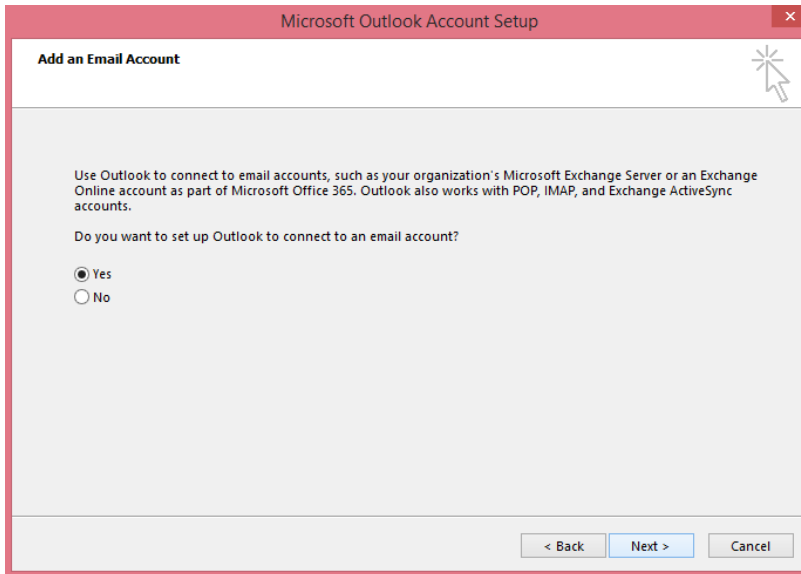
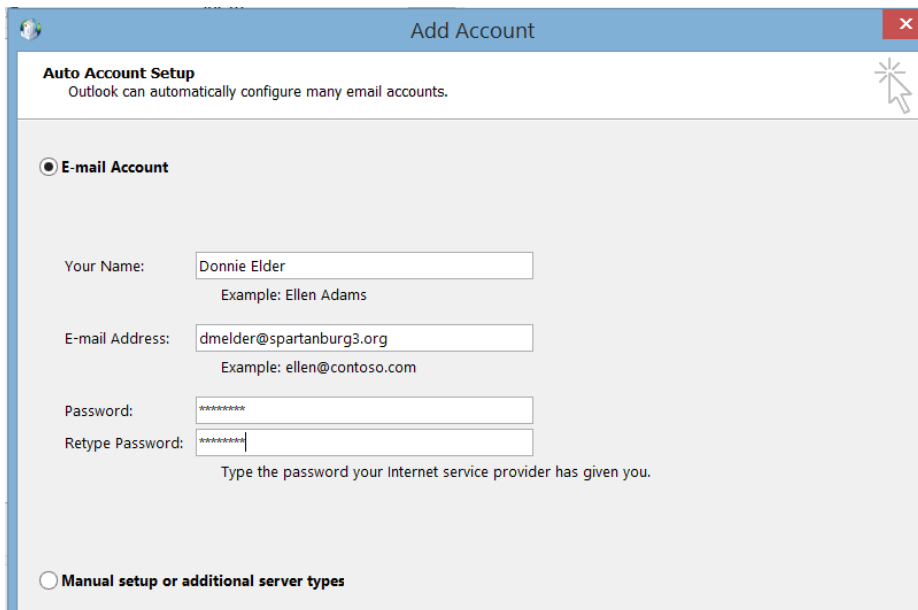


Setting Up Mail Profile in Outlook for Office365

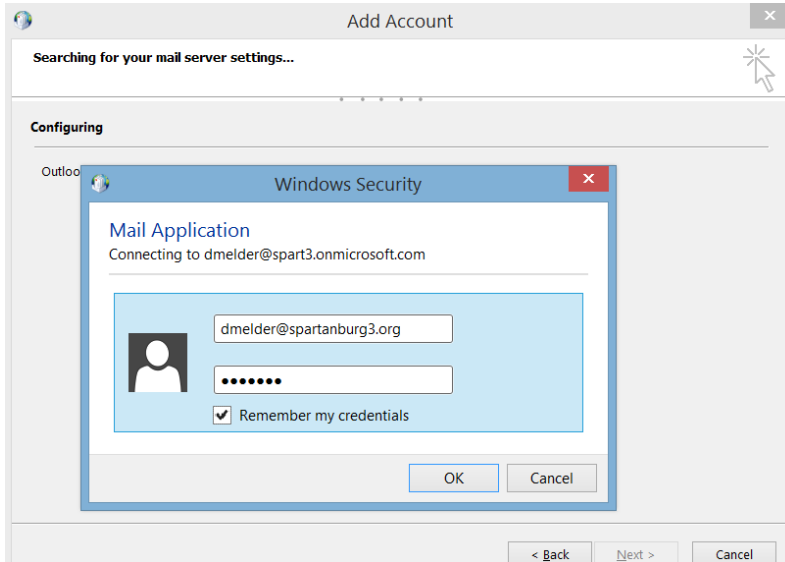
1. Launch Outlook. The “Yes” should be selected to connect to your email account. Click Next.



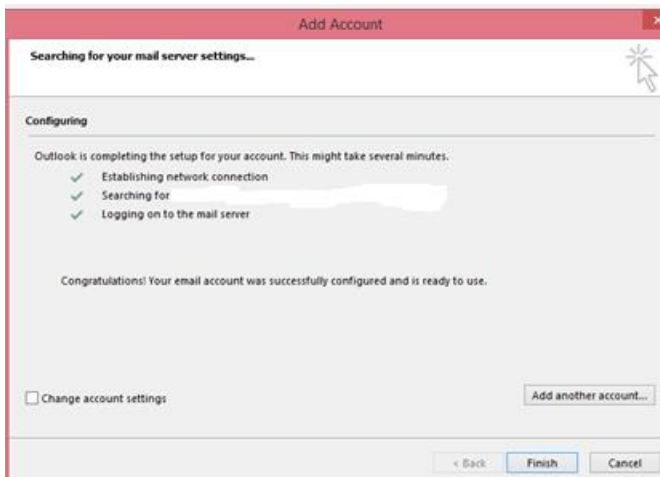
2. Enter your user information similar to below. Your email address should be prepopulated. Enter your network password. Select Next.



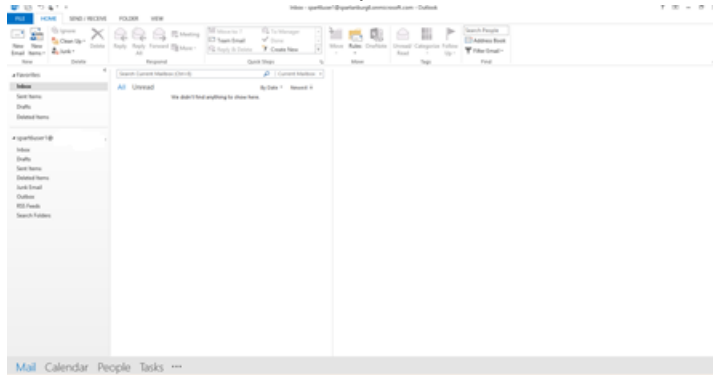
3. Enter your login name again with name@spartanburg3.org and your network password in the Windows Security window. Be sure to select the check box “Remember my credentials”.



4. Once you enter your name and password again and select the check box to remember, you should see a window similar to below. We want all 3 green checks. Click Finish.



Outlook will now launch, but you will have NO email. It will begin to download shortly.



Make sure at the bottom of the screen in Outlook it says “CONNECTED TO: MICROSOFT EXCHANGE.”



Email should begin to download and you should now be able send and receive email as normal.