Office 365 migration: Configure Outlook on a personal PC/laptop


This guide is intended for users who have previously configured Outlook on their personal Windows PC or laptop, and who have recently had their mail account migrated to Office 365.

If you have never configured Outlook on your personal Windows PC or laptop before, please see our fact sheet Office 365: Automatic configuration of Outlook on a personal PC/laptop.

The screenshots in this fact sheet are taken from Outlook 2010; however guidelines apply to both Outlook 2010 and 2007.

Create a new profile for your Office 365 email.

1. From the Windows Start menu, select Control Panel > Mail (or Mail (32-bit))

2. In the Mail Setup dialog, click on Show Profiles…

3. In the Mail dialog, click on Add…

4. In the New Profile dialog, give your new mail profile an appropriate name, e.g. Office 365, then click OK

5. In the Add New E-mail Account window, type in details as follows:
   - **Your Name:** this should be in the format First name Last name – eg Joe Bloggs
   - **Email Address:** this should be your University email address in the format j.bloggs@abdn.ac.uk or joseph.bloggs@abdn.ac.uk
   - **Password:** this should be your University password
   - **Retype Password:** retype your University password

6. Click on the Next > button

7. Outlook will automatically configure your account.
   - You may be presented with a Microsoft Office Outlook security alert
   - If so, click Allow
8. Outlook will continue its online search for server settings:

9. If you are presented with a Connect login box, login with
   - userid@abdn.ac.uk – where userid is your computer userid, eg s02jb1@abdn.ac.uk
   - your University password
   - Click OK

10. If configuration is successful, you will see the screen below – note configuration may take several minutes:

11. Click Finish

12. Return to your Mail settings

13. Highlight your new Office 365 profile and select the **Always use this profile** radio button

14. Click Apply, then OK

**Further information and help**

**Trouble configuring Outlook on your personal Windows laptop/PC?**
Use MyIT to log calls with the IT Service Desk: https://myit.abdn.ac.uk

**Outlook Web Access**
Remember, you can also access your University email, calendar and contacts via a web browser using Outlook Web Access (OWA) 365. Login at http://outlook.com/abdn.ac.uk
For guidance on using OWA 365 see our **What's new, what's changed guide.**