Office 365: Configure Outlook on a personal PC/laptop

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This guide is intended for users who have never previously configured Outlook on their personal Windows PC or laptop.

It steps you through the automatic configuration of Outlook so that you can access your university email and calendar via Outlook when offsite. The screenshots in this fact sheet are taken from Outlook 2010; however guidelines apply to both Outlook 2010 and 2007.

1. Launch Outlook 2010
   Start > All Programs > Microsoft Office > Microsoft Office Outlook 2010

2. The Outlook 2010 Startup wizard window opens

3. Click Next >

4. In the Account Configuration window, make sure the Yes radio button is selected, then click Next >

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 – e.g. Joe Bloggs
   - **Email Address**: this should be your University email address in the format initial.surname@abdn.ac.uk – e.g. j.bloggs@abdn.ac.uk
   - **Password**: this should be your University password
   - **Retype Password**: retype your University password

6. Click on the Next > button
7. The Outlook 2010 startup wizard will start to search for your server settings.
   - 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, e.g. s02jb1@abdn.ac.uk
   - your University password
   - Click OK

10. If configuration is successful, you will see the screen below

11. Click Finish

12. The setup wizard will prepare Outlook for first use and import folders and settings, etc.

Further information and help

Trouble configuring Outlook on your personal Windows laptop/PC?
Contact the Service Desk on servicedesk@abdn.ac.uk

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.