



Office 365 Manual Configure

Office 365 - Outlook for Windows Manual Exchange Configuration

Last Updated: 08/16/2017

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Layout:

One Column

Two Column

- windows

Overview

The following instructions step through the process of manually configuring your Office 365 Exchange Online account with Outlook 2010 and 2013 for Windows. This may be needed when configuring secondary account or if you run into issues with the automatic configuration process.

Note: Outlook 2016 only supports the AutoDiscover process for adding Exchange Online accounts. The following instructions do not apply.

Step 1

Open the **Control Panel**.

Step 2

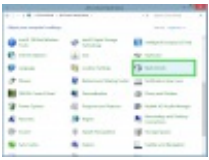
Click **Mail**.

***Note:** If you do not see the Mail option, change your *View by* setting to Large Icons or Small Icons.

Help and Support

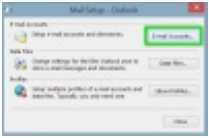
[Help Desk](#)

[Homepage](#)



Step 3

Click **Email Accounts...**



Step 4

Click **New...**



Step 5

Select **Manual setup or additional server types**, then click **Next**.



Step 6

Select **Microsoft Exchange Server or compatible service**, then click **Next**.



Step 7

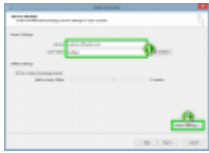
Enter the following in the corresponding fields:

- **Server:** outlook.office365.com
- **User Name:** CULoginName

When finished, click **More Settings ...**

***Note:** Do not click the **Check Name** button at this step, or the configuration process will

fail.



Step 8

Click the **Security** tab.



Step 9

Adjust the following settings:

- Uncheck **Encrypt data between Microsoft Outlook and Microsoft Exchange**.
- Choose **Anonymous Authentication** from the *Log on network security* drop-down menu.



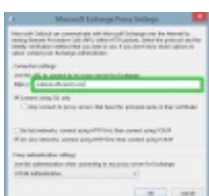
Step 10

In the *Connection* tab, check **Connect to Microsoft Exchange using HTTP**, then click **Exchange Proxy Settings...**



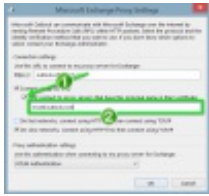
Step 11

In the *Use this URL to connect to my proxy server for Exchange* field, enter **outlook.office365.com**.



Step 12

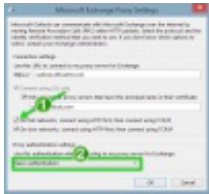
Check the *Only connect to proxy servers that have this principal name on their certificate*, then enter **msstd:outlook.com** in the associated text field.



Step 13

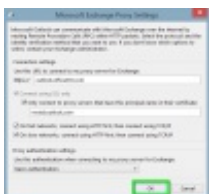
Adjust the following settings:

- Check the **On fast networks, connect using HTTP first then connect using TCP/IP** box.
- Select **Basic Authentication** from the *Use this authentication when connecting to my proxy server for Exchange* drop-down menu.



Step 14

Click **OK**.



Step 15

Click **OK**.



Step 16

Click **Check Name**.



Step 17

An authentication prompt will appear. Enter your CULoginName@colorado.edu and *IdentiKey password* in the corresponding fields, then click **OK**.

□

Step 18

Click **Next >**.

***Note:** For best practices with using cached exchange mode, visit the [Office 365 Tips and Tricks page](#).



Step 19

Click **Finish**. Your account will be setup and you can open Outlook to begin using your Exchange account.

