

To add Office 365 to your Outlook desktop application, follow these steps.

- To open Outlook 2010, on the Start menu, point to All Programs, point to Microsoft Office, and then click Microsoft Outlook 2010.
- Click File and under Account Information, click Add Account.
- In the Add New Account dialog box, select Email Account, and then type your name and the email address and password for your account.
- Click Next. Outlook connects to Exchange Server for Office 365 and automatically confirms your account information and configures Outlook.
- Follow the instructions to complete adding your account to your Outlook application.
- After your Office 365 account has been successfully added to Outlook, you can manage your Office 365 email in your Outlook desktop application. If you previously had a different account in Outlook and you want to be able to access both, use the next procedure to manage multiple Outlook accounts.