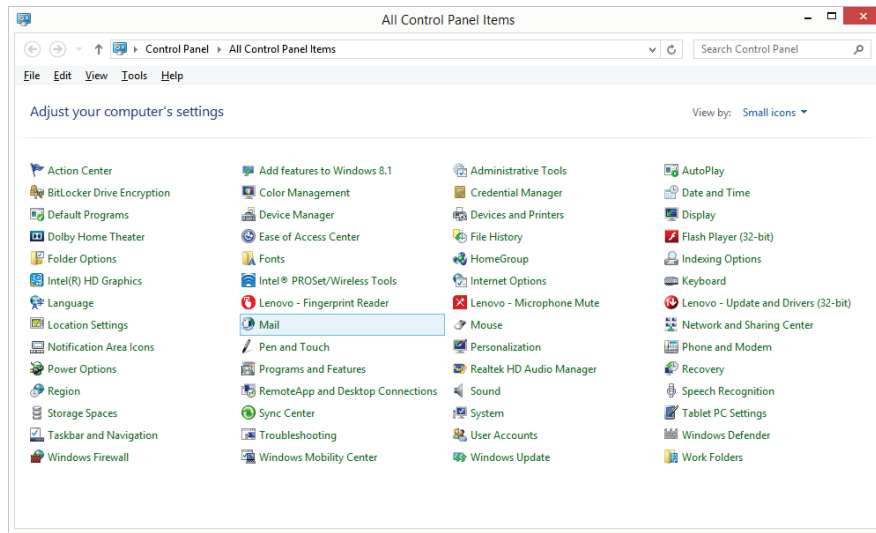


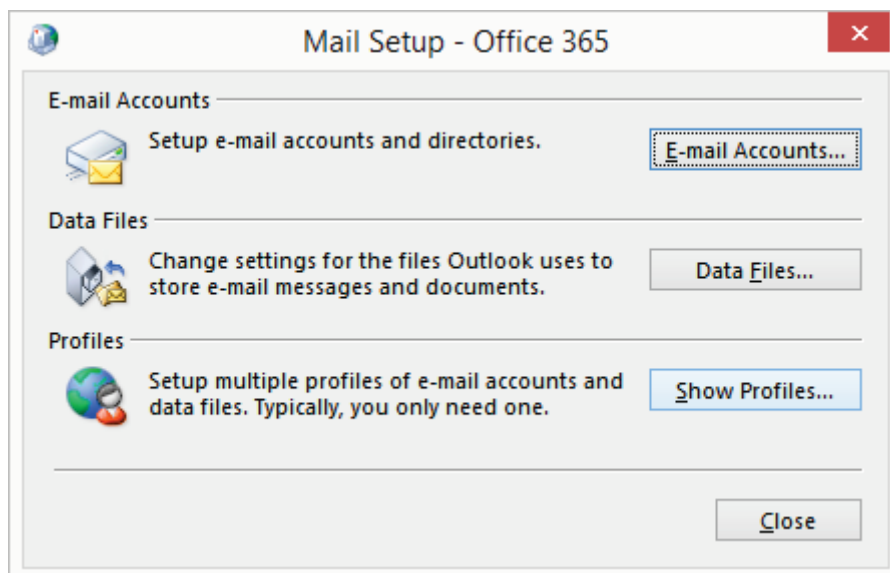
## Exchange Online Mailbox Setup in Microsoft Outlook

To set up a Microsoft Exchange Online mailbox in Microsoft Outlook, create a new Outlook profile that automatically connects to Microsoft Office 365 via auto-discovery as follows:

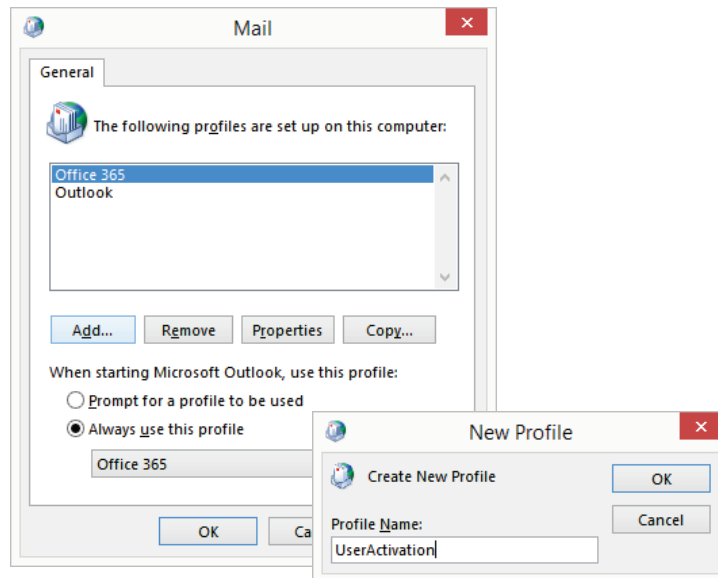
1. Open **Control Panel** on the Windows **Start** menu and click the **Mail** settings entry.



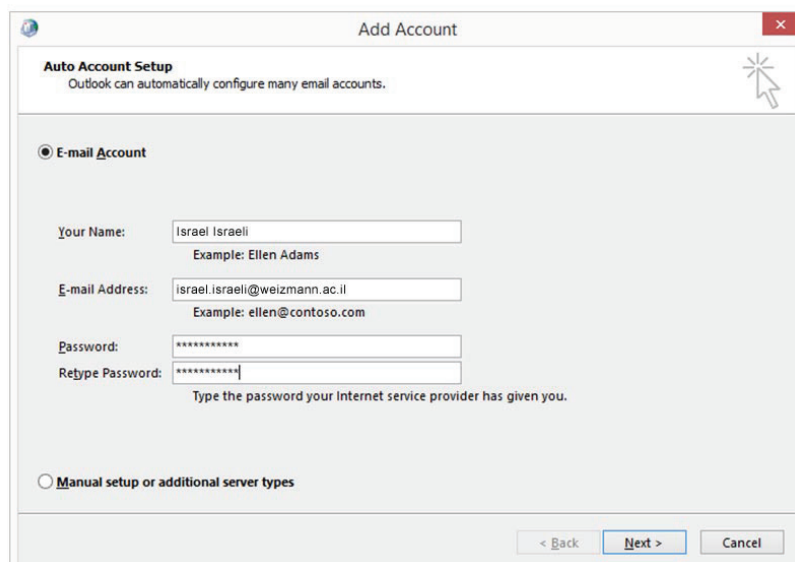
2. Click the **Show Profiles...** button on the dialog that appears.



3. Click the **Add...** button and enter a profile name in the appropriate field on the dialog the opens, then click **OK**.



4. Enter your e-mail address and password (and optionally your name) in the appropriate fields on the **Add Account** dialog that appears, then click **Next**.



5. Click **Finish** to complete mailbox setup.