

Configure Microsoft Outlook to access Office 365 student email

When adding a new account in Microsoft Outlook you will be prompted to enter the following:

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name: ← Enter your Name and Surname
Example: Ellen Adams

E-mail Address: ← Enter your full login address
Example: ellen@contoso.com

Password: ← Enter and confirm your password. (This is the same password you use to log on to the portal or lab computers)

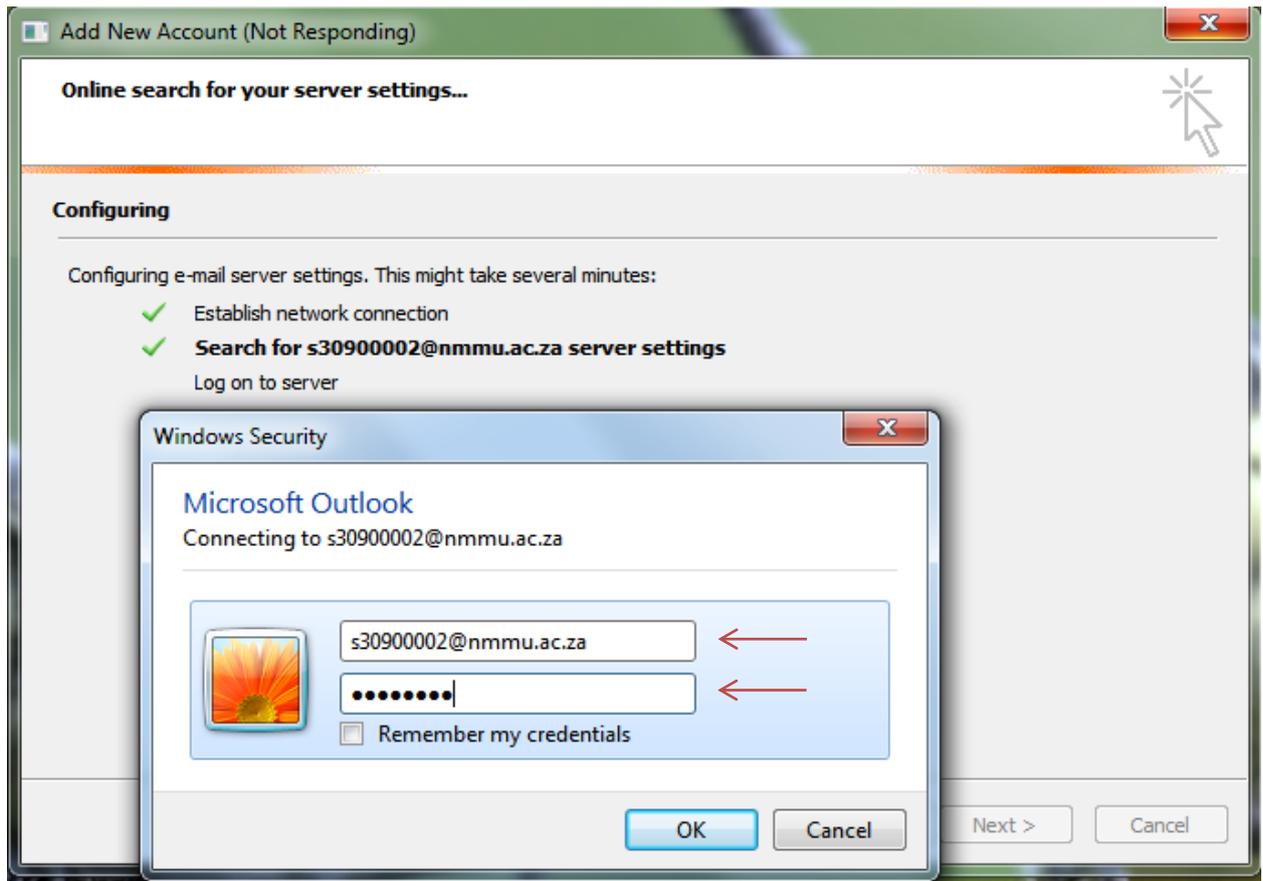
Retype Password: ←
Type the password your Internet service provider has given

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Once entered, Outlook will automatically configure all settings and prompt you again for your username and password.



Once you successfully enter the username and password, the setup completes and you can click "Finish".

Add New Account



Online search for your server settings...



Configuring

Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for s30900002@nmmu.ac.za server settings
- ✓ Log on to server

Your e-mail account is successfully configured.

Manually configure server settings

Add another account...

< Back

Finish

Cancel