



OFFICE OF TECHNOLOGY
GOVERNMENT OF GUAM

Office 365 Outlook Desktop Configuration

Configure Outlook Desktop

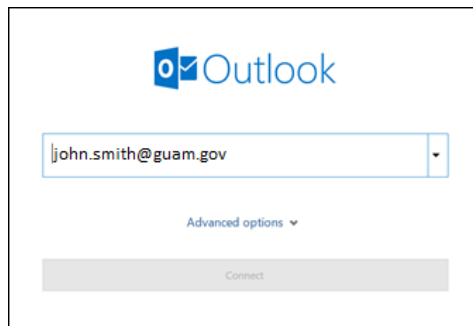
1.1 First time using Outlook

To configure Outlook desktop for the first time to connect to Office 365 mailbox, please follow the configuration wizard.

1. Look for the Outlook app on your machine, then open it.

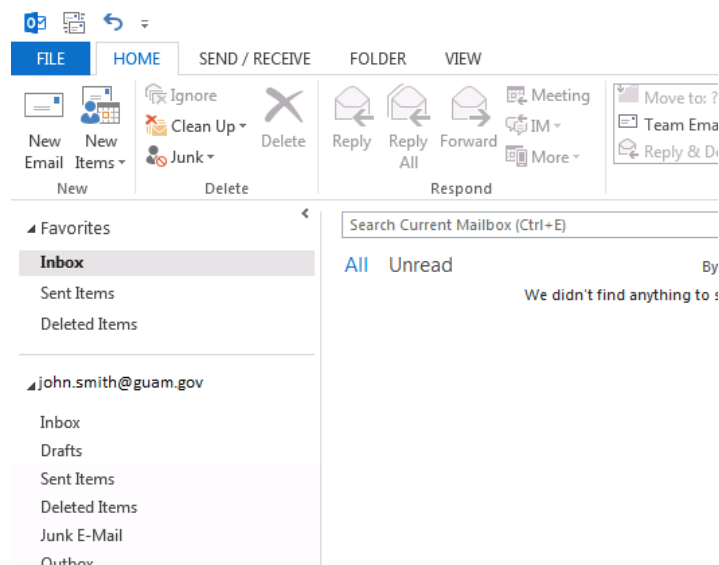


2. You will be prompted to enter your email address then click connect.



If prompted, enter your Windows domain account password, then once connected, Outlook will configure the user mailbox.

Note: if MFA is enabled for your account, you might be prompted to authenticate/ approve the request.



1.2 Add an account

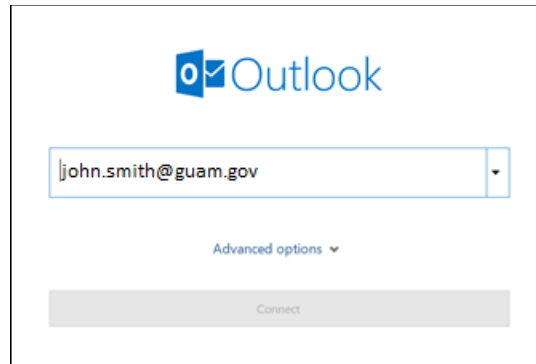
If your outlook desktop is already configured with another email account, you will need to add the Office 365 mailbox account.

You can either Add account or create a new profile.

To add an account:

In Outlook, click on *File > Add Account*

The wizard will ask to enter the email address.



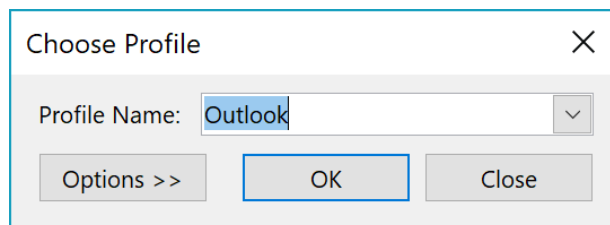
To create a new Profile:

- In Outlook, select *File > Account Settings > Manage Profiles*
- Choose *Show Profiles > Add*.
- In the Profile Name box, type a name for the profile, and then choose OK.
- Follow the configuration wizard.

Change profiles in Outlook

- In Outlook, Click *File > Account Settings > Change Profile*.
- Outlook will close. You'll need to start Outlook again manually.

The next time Outlook starts, it will display the Choose Profile Dialog.



To show this dialog every time Outlook starts, select *Options > Prompt* for a Profile to be used.

Set a default profile

- In the Choose Profile dialog box, in the Profile Name list, click the profile that you want to be the default.
- Click Options, and then, under Options, select the *Set as default* profile check box.