Office 2010 & 2013 Outlook setup

1. If you have Outlook open, please close it.
2. Go to “Control Panel”.

3. Do one of the following:
   a. If Control Panel looks like this click on “User Accounts”.
b. If Control Panel looks like this click on “Mail”.

4. Click “Show Profiles”.

![Control Panel screenshot with Mail and Show Profiles highlighted]
5. If you have anything listed in this screen please highlight then click on “Remove”.

6. Once the windows is blank (as seen in picture on right) click “Add”.

7. Type o365 in the New Profile Window

8. Click “Ok”.

9. If you are signed into your PC with your account you will get the following screen
10. Please click “Next”.
11. You will get the following screen. (Important: It may take a minute or so before you see the Windows Security screen pop. Please wait until you see this screen.)

12. Enter in your User ID: username@RIC.EDU.
13. Enter in your password.
14. Please click “Finish”.

15. Click “OK”.

(NOTE: Your Microsoft Outlook is ready to use.)