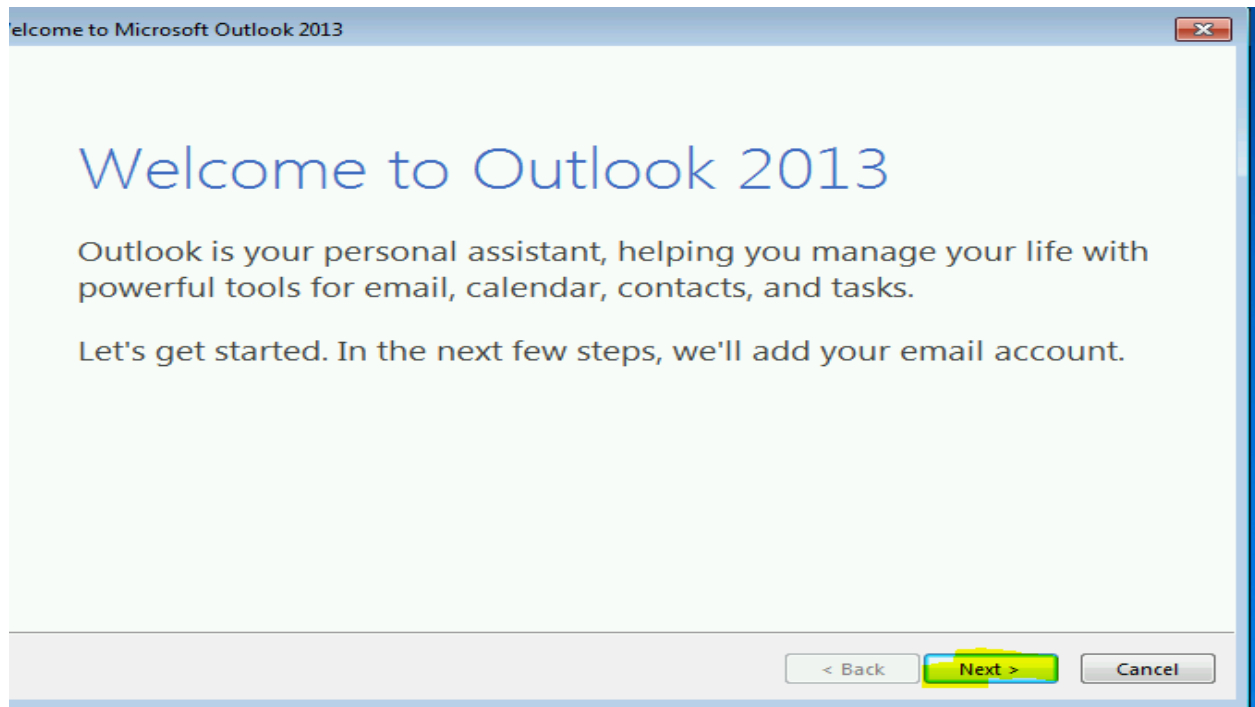


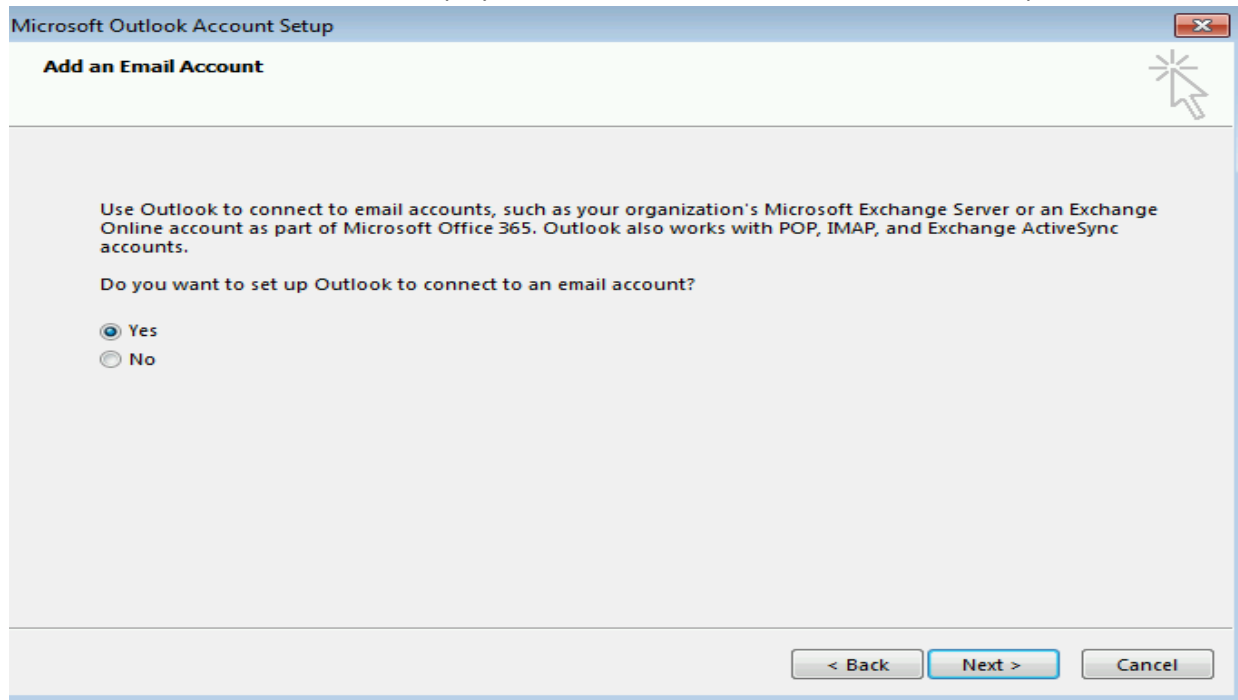
Instructions for Connecting Outlook to Office 365 Account on a Campus Computer

Launch Outlook 2013

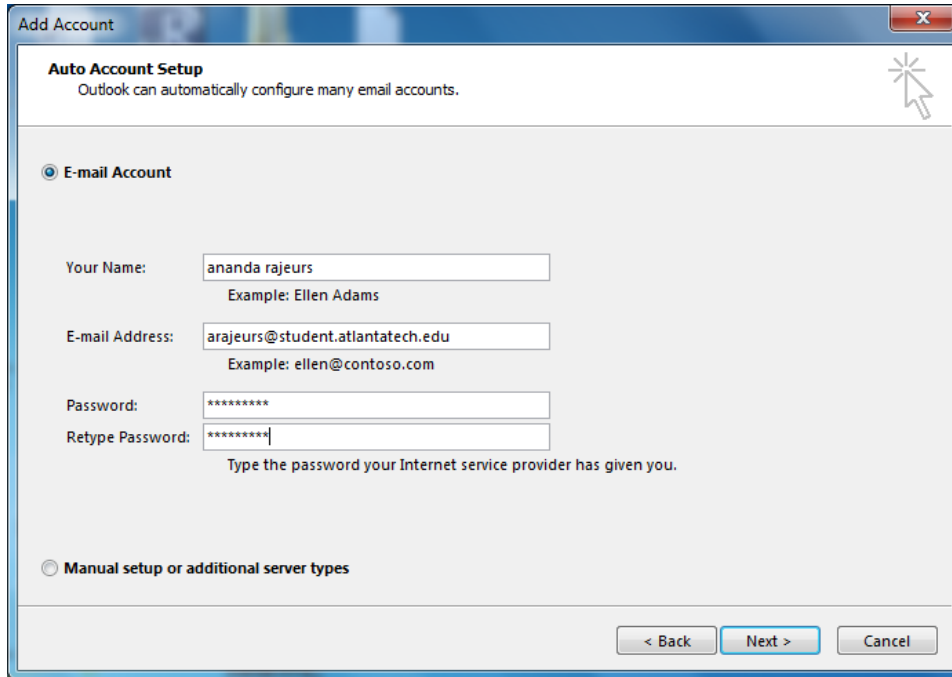
The Office 2013 Welcome page will be displayed. Click Next.



The Add an Email Account will be displayed. Select Yes to connect the account, then press Next.



Your name and email address should be populated for you. If not enter your name and student email address. Then press Next.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

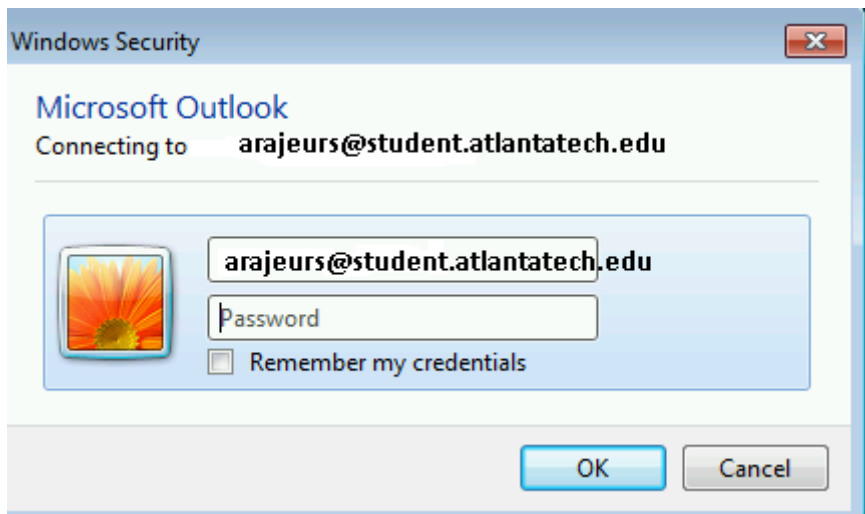
Password:

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

Manual setup or additional server types


< Back Next > Cancel

The process will begin to connect your account. Eventually you will see a Windows Security window like the screen capture below. You must enter your login credentials as shown below. This is your first part of your email address with “@student.atlantatech.edu” appended to it. The password is Atcmmddy format. (Atc + mmdyy(date of birth)) After entering your credentials press Okay.



Windows Security

Microsoft Outlook
Connecting to **arajeurs@student.atlantatech.edu**



Remember my credentials

OK Cancel

A screen like the one below should be displayed. Press Finish. Outlook will restart and load the data from Office 365.

