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.

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 Atcmmddyy format. (Atc + mmddyy(date of birth)) After entering your credentials press Okay.
A screen like the one below should be displayed. Press Finish. Outlook will restart and load the data from Office 365.

Add Account
Searching for your mail server settings

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- Establishing network connection
- Searching for ron.orange@my.wtc.edu settings
- Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...