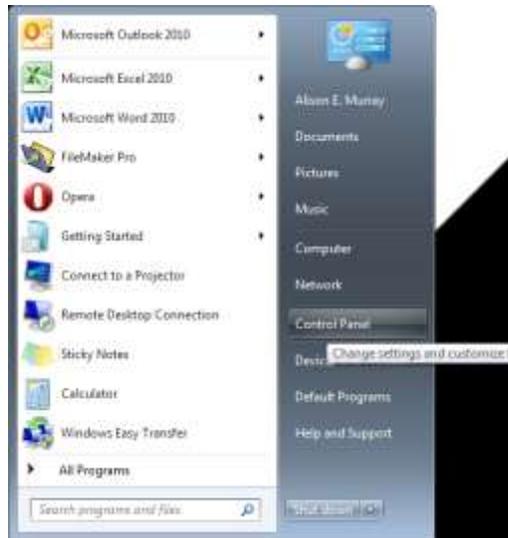


Office 365: Creating a New Outlook Profile Manually

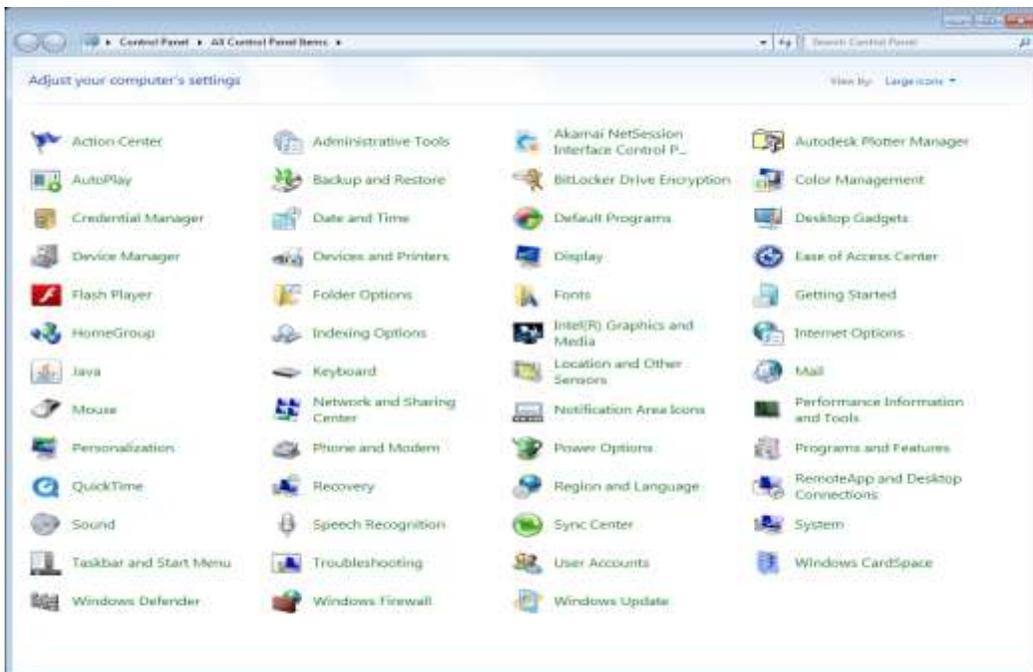
Off-Campus Instructions

If you are using Windows XP, click on the green “**Start**” and then **Control Panel** along the right pane.

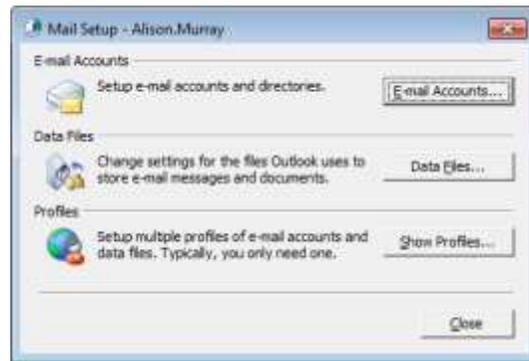
If you are using Windows 7, click on the “**Windows**” icon on the bottom left side of your screen and click **Control Panel**.



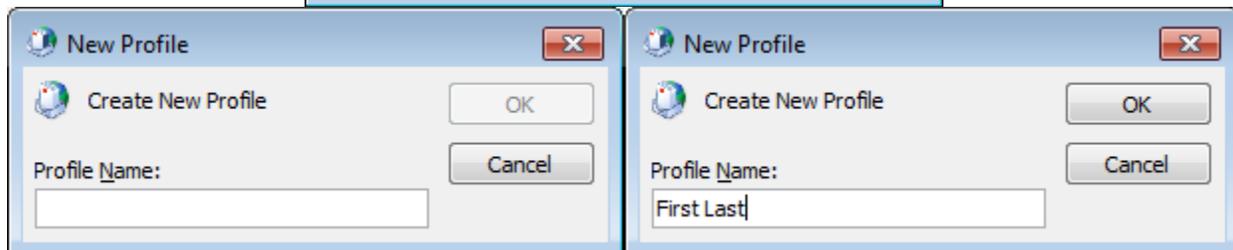
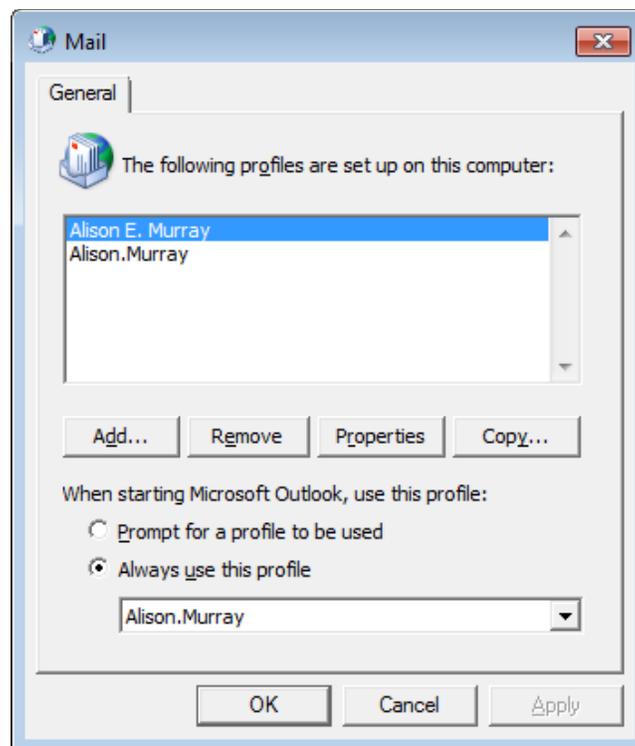
Your **Control Panel** will populate in alphabetical order. Go to **Mail**. If your **Control Panel** displays by category, go to the upper right hand corner under “**View By**” to select **Large** or **Small** icons.



Your **Mail Setup** window will appear; click on **Show Profiles**.



The **Mail** screen opens and shows existing profiles. **I suggest you keep your old profile until the new profile has been successfully setup.** Click **“Add”** to begin the setup.

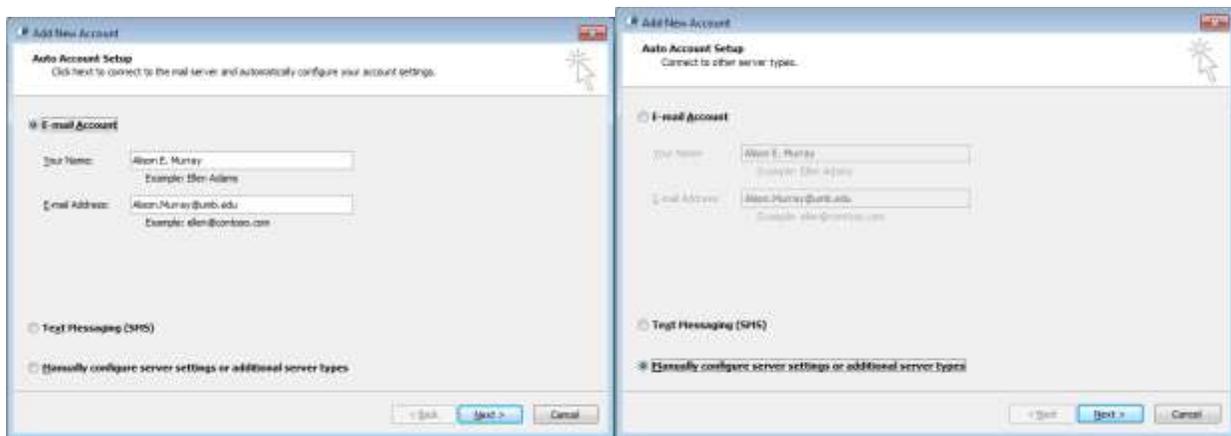


For the purpose of retaining your old profile, give your new profile a different name than the current profiles listed above.

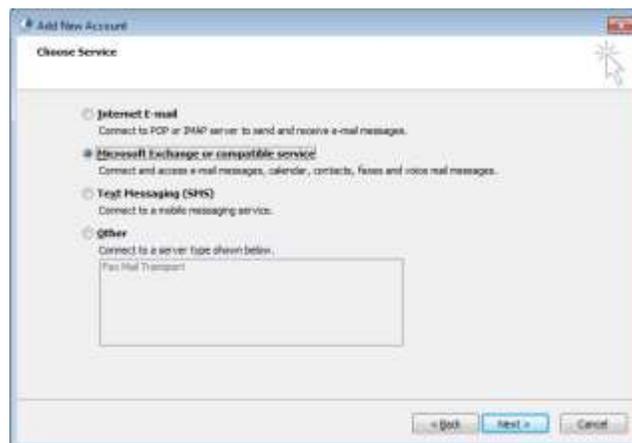
For the next step, it's important to follow all of the specifics in order to properly configure your new profile. If you haven't done so already, please follow these instructions:

http://www.umb.edu/it/getting_services/email/office365/how_to_determine_your_exchange_server_address where you will log into <http://webmail.umb.edu> and get your server name necessary to complete the Manual Setup. The necessary settings for IMAP, POP, and Exchange for mobile devices is also found in the **About** section, so it's a great resource for setting up your phone and/or iPad.

In the following box, it will auto-populate under the **"E-mail Account"** radio button. Please select the last option, **Manually Configure server settings or additional server types**, which will look like the box on the right. Click **Next**.



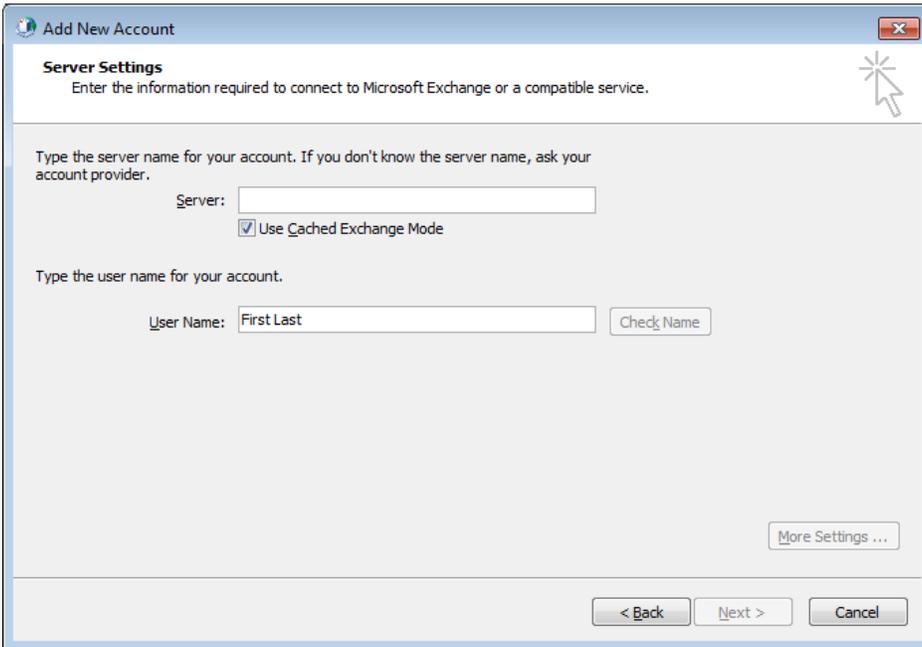
You will need your server information you got from the webmail **About** section in the link above, though there is **one significant difference** on this step. Make sure you follow very carefully! Select the second radio button for **Microsoft Exchange or compatible service** and click **Next**.



Next to **Server**, type in the **Hostname** from the **About** section of the webmail here.

Important: You will need to add the word **mailbox.** after the sequence of letter and numbers, but before outlook.com. Your **User Name** needs to be the full e-mail address. **Do Not click “Next” yet- there is one more step!**

Example: sn2prd0102.mailbox.outlook.com or ch1prd0106.mailbox.outlook.com with username as first.last@umb.edu.



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

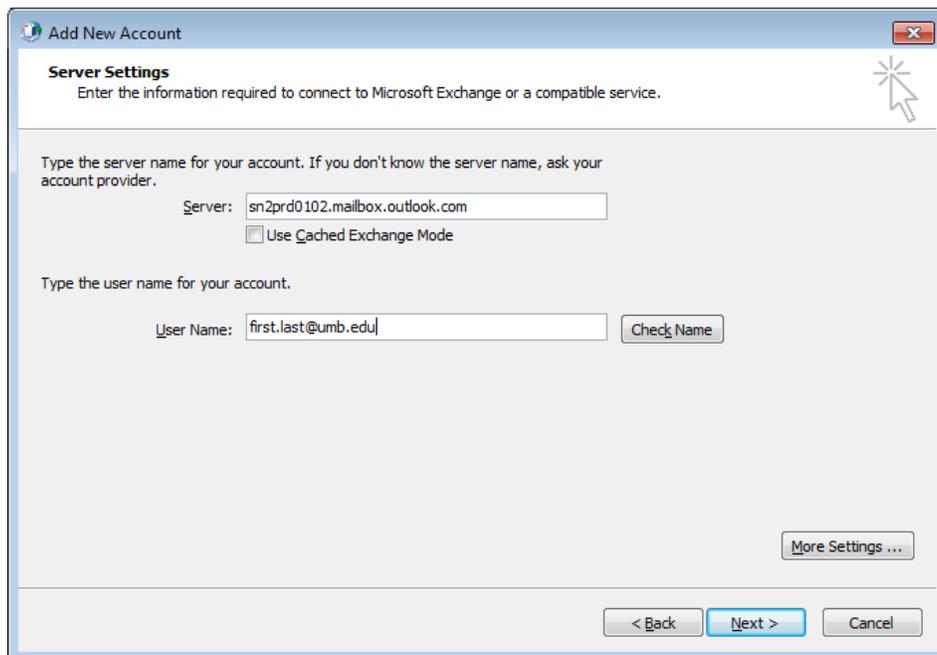
Type the server name for your account. If you don't know the server name, ask your account provider.

Server:

Use Cached Exchange Mode

Type the user name for your account.

User Name:



Add New Account

Server Settings
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

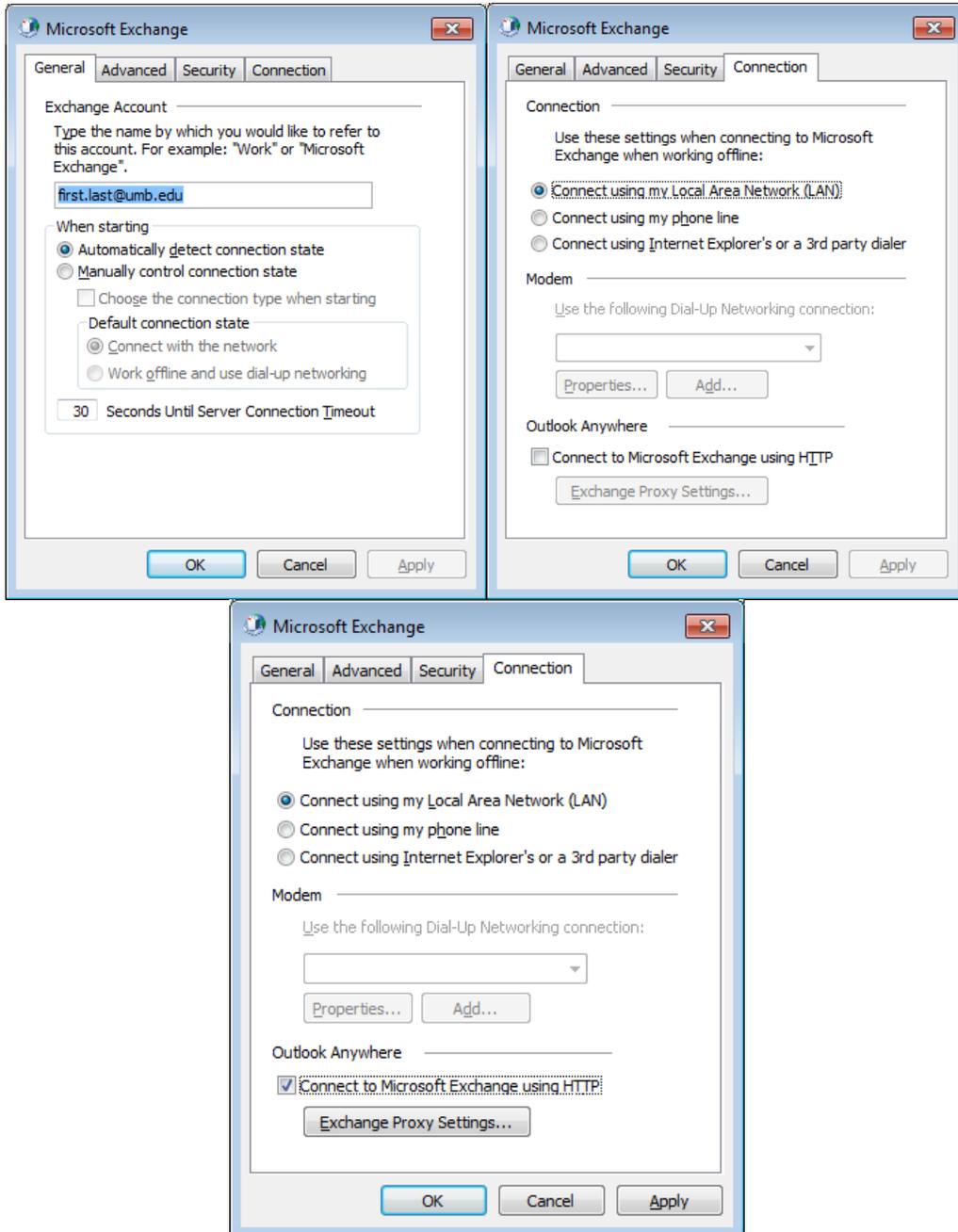
Server:

Use Cached Exchange Mode

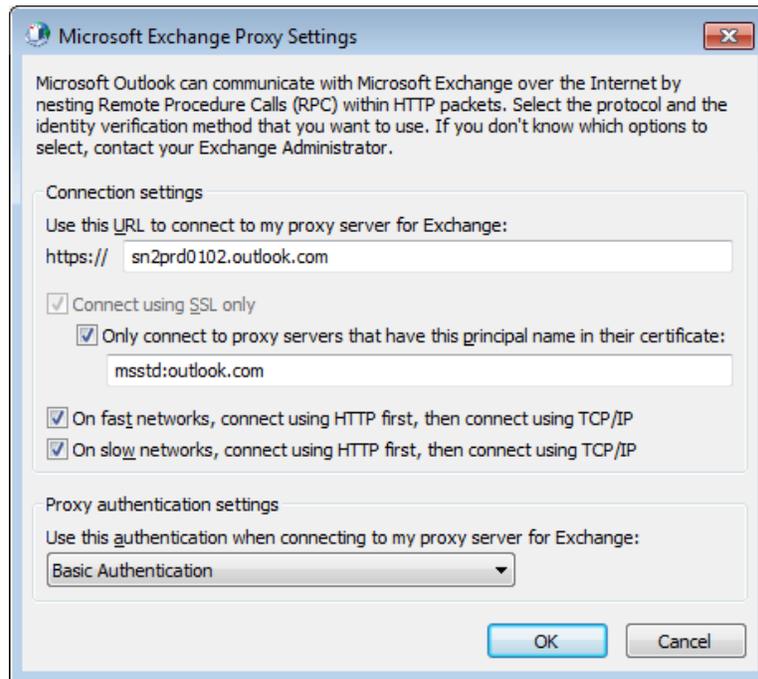
Type the user name for your account.

User Name:

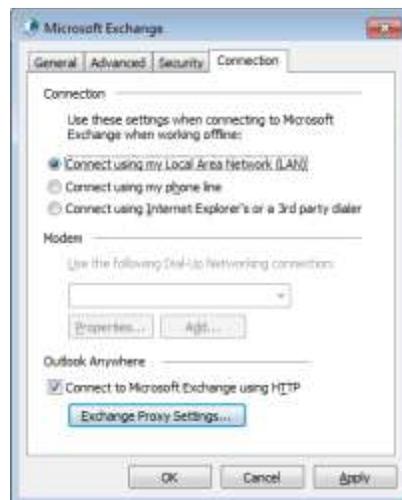
After you have entered the above information, you will need to **configure your proxy settings**. Click on **More Settings** (as seen in the above image) to display the below window. Select the **Connection** tab and check the box at the bottom for **Connect to Microsoft Exchange using HTTP** and click **Exchange Proxy Settings**.



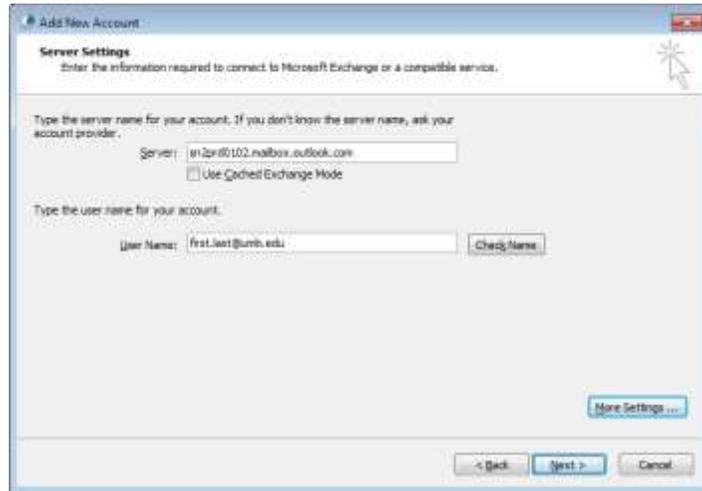
In the below window, you will need to enter your server information **without** the added word **mailbox**.from the previous stage of setup. Enter the **Hostname** exactly as you found it from the **About** section from the webmail. Check the box **Only connect to proxy servers that have this principal name in their certificate** and enter **msstd:outlook.com** into the field. Check the next box for **fast networks** and then change the dropdown at the bottom to **Basic Authentication**. Ensure all of your information looks like the below settings, then click **OK**.



Click **Apply**, then **OK**.



You will come back to the **Add New Account** screen. Click **Check Name**.

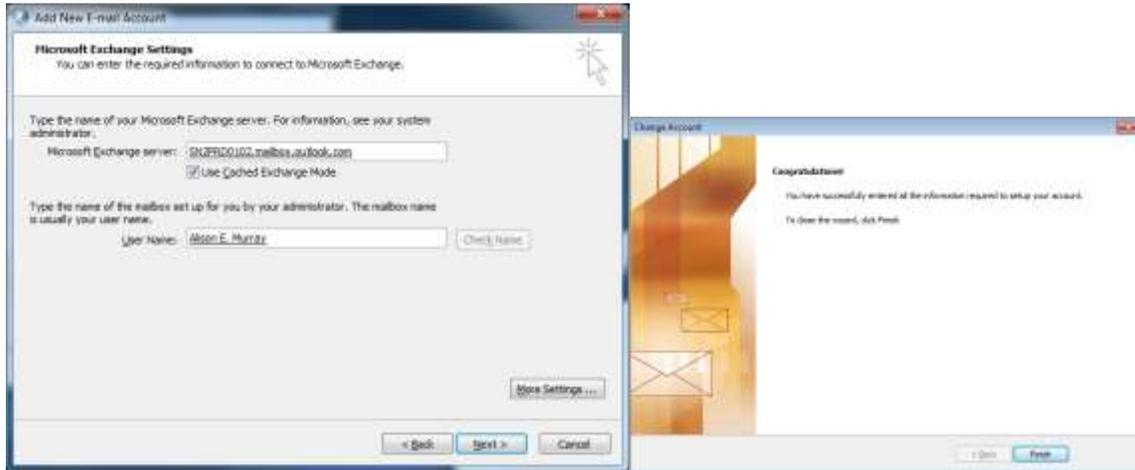


Once you have clicked **Check Name**, you will be prompted to enter your credentials. The box on the left is from Office 2007 while the right is from Office 2010. Your name may populate, but if it is empty please enter your **full e-mail address**.

If you are experiencing issues at this stage, it could be due to a **certificate** on your account. Please visit http://www.umb.edu/it/getting_services/email/office365/remove_cert or contact the HelpDesk at this point for assistance by calling 7-5220.

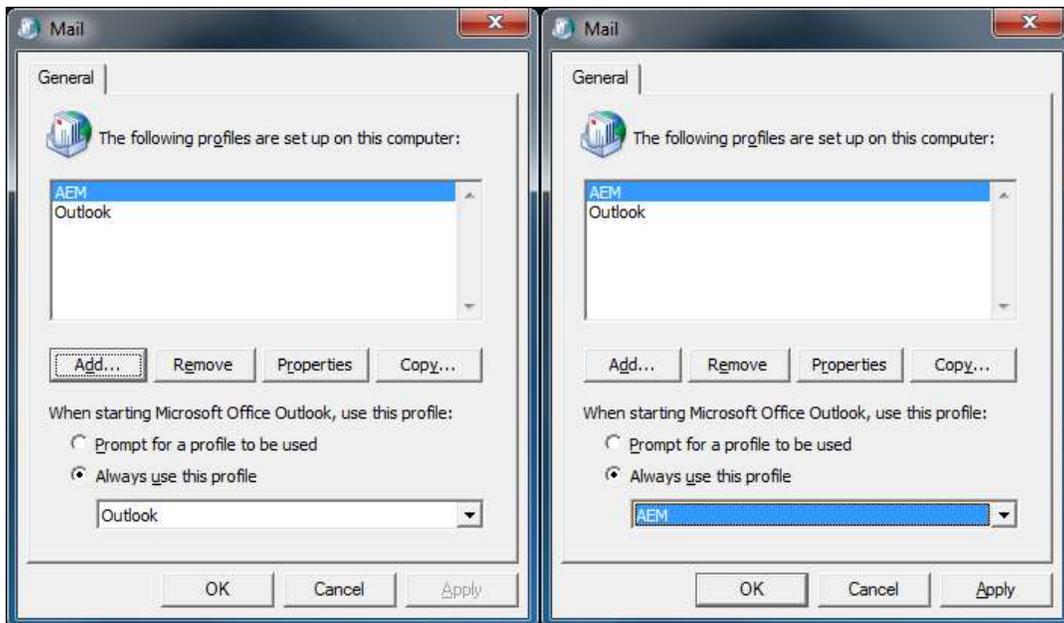


If everything is correct, your screen will look like the below image (on the left) with your specific server information and you can now click **Next**. On the next screen, click **Finish**.



You will be brought back to the profile screen and will see your original profile(s) and your newly named profile. If you would like Outlook to prompt you between your old and new profiles, select the radio button for **Prompt for a profile to be used**.

If you want Outlook to default to your new profile every time it opens (recommended), select the **profile name** from the drop down menu and select the radio button for **Always use this profile**, click **Apply**, then **OK**.



Congratulations! Your new profile is now complete. Open the **Outlook** program and **enter your credentials** when prompted. It will look like the left image in Office 2007 and the right image in Office 2010. Give your program a few minutes to setup the new profile and now you only have to **reimport your .pst files** to access your old files.

