



MicroSPED

INFORMATION MANAGEMENT TECHNOLOGIES

Setup Outlook for Office 365 Manually

With Outlook Exchange you benefit from automatic synchronization of Mail, Calendar, Contacts and Notes on all your mobile devices. Configure Outlook Exchange using the installation wizard or opt for a manual configuration if you have Office 2010 or an older version.

*These instructions are for setting up Outlook manually, for using installation wizard setup please refer to the MicroSPED documentation,
“Setup Outlook for Office 365”*



1. Open Outlook, go to **File** > **Info** and then click **Add Account**.

2. Select **Manually configure server settings** or **Additional server types** and click **Next**.

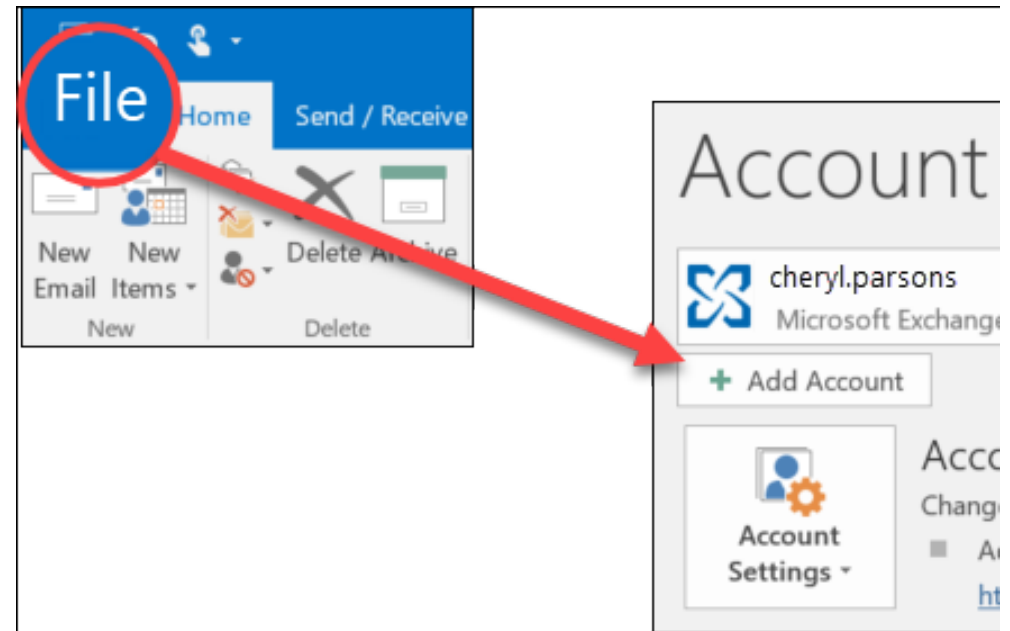
3. Select **IMAP**.

4. Fill in the following fields:

- Your name and the e-mail address you want to add
- Account Type: select **IMAP** in the drop-down menu
- Incoming mail server: **outlook.office365.com**
- Outgoing mail server: **smtp.office365.com**
- User Name: enter the e-mail address again
- Password: the password for your e-mail address

5. Click **More Settings** and go to the **Advanced** tab.

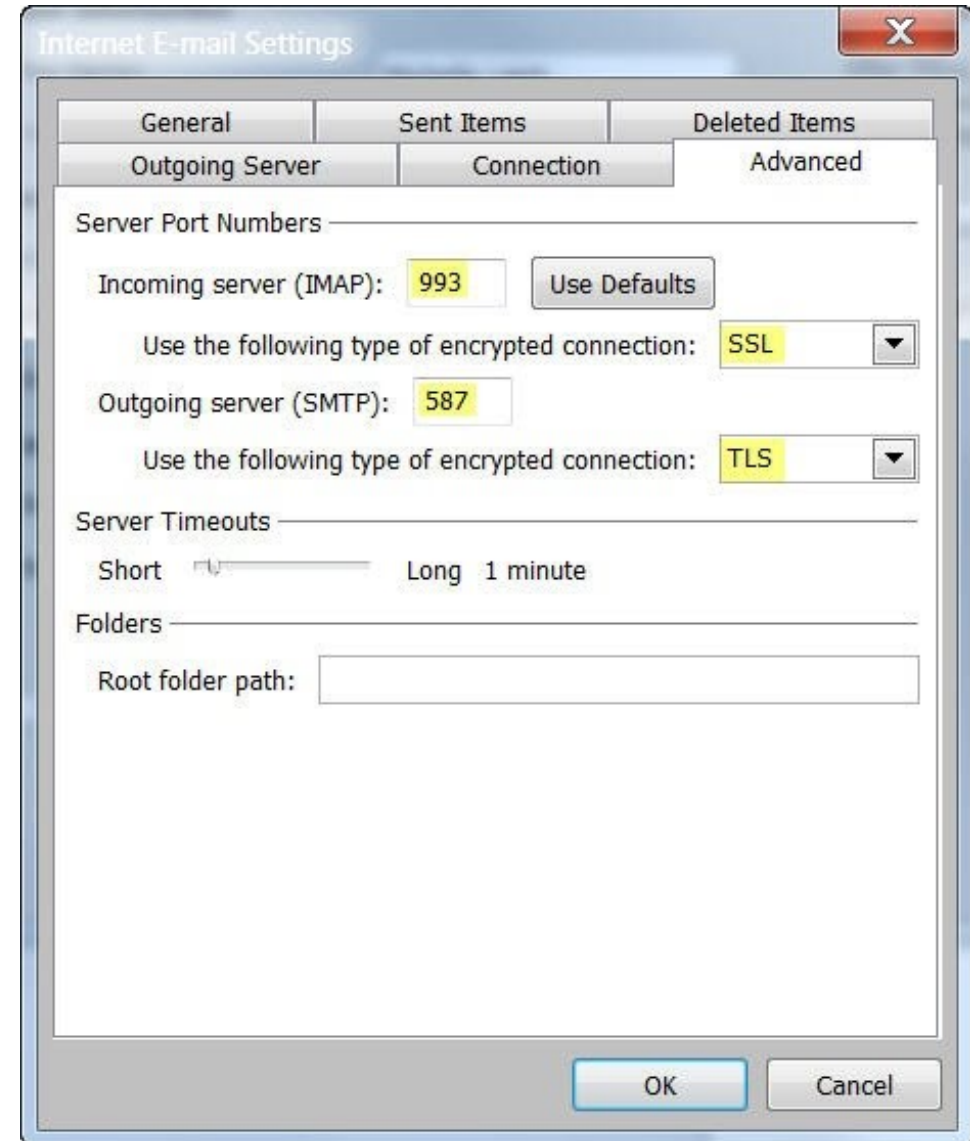
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6. Enter the port numbers and select the encrypted connections.

- Incoming mail server: **993**
- Type of encrypted connection: **SSL**
- Outgoing mail server: **587**
- Type of encrypted connection: **TLS**

5. Click **OK > OK > Next > Finish**.





Outlook is ready for use! You can
now send and receive e-mails.

For additional support, please call us at (662) 455-1967 or email us at support@microsped.com