



MicroSPED

INFORMATION MANAGEMENT TECHNOLOGIES

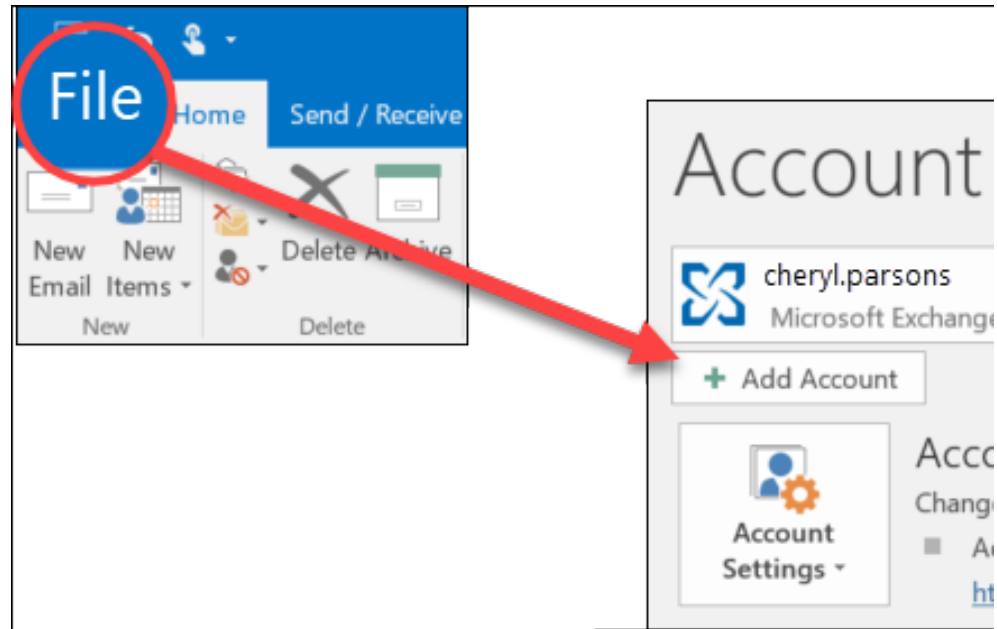
Setup Outlook for Office 365

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 with the installation wizard, for manually setup please refer to the MicroSPED documentation,
“Setup Outlook for Office 365 Manually”*



1. Open Outlook: the setup wizard will start automatically.
2. If it doesn't, go to **File>Info** and then click **Add Account**.
3. Select **E-Mail Account**.
4. Fill in your name, e-mail address and the password of your e-mail account.
5. Click **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