Configuring Office 365 Email for Local Outlook

Note: Office 365 accounts (uguamlive and triton webmail) must be IMAP.

**Step 1:** Go to “Add Account”. Click on “Manual setup or additional server types”. Then click “Next”.

**Step 2:** Click “POP or IMAP”. Then click “Next”.

Step 3: Please input information below.

After information/instructions is inputted /followed, click “More Settings”.

- Red information is that must be followed.
- Blue is based on user login information.

Step 4: Click on “Outgoing Server” on tab and input personal information below.
Step 5: After click on “Advanced” Tab. After, Click “OK”.

Please input the following:

**IMAP setting**
Server name: outlook.office365.com
Port: 993
Encryption method: SSL

**SMTP setting**
Server name: smtp.office365.com
Port: 587
Encryption method: TLS

Please note that Microsoft makes changes to IMAP and SMTP Settings over a period of time.

If email does not sync to outlook please sign in using Web Office 365 and check if any changes.
**Step 6:** Click Next. This will test your account. Status of tasks must be completed.

Note: For testing purposes click on “Test Account Settings ...”.

![Change Account dialog box](image1)

![Test Account Settings dialog box](image2)