

Office365

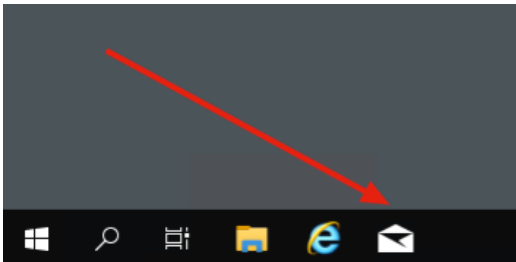
To Setup Windows 10 Mail App for Office 365

**Purpose: To show the steps on how to setup Office 365 Email on the Windows 10 Mail App as well as the Calendar and People Apps.**

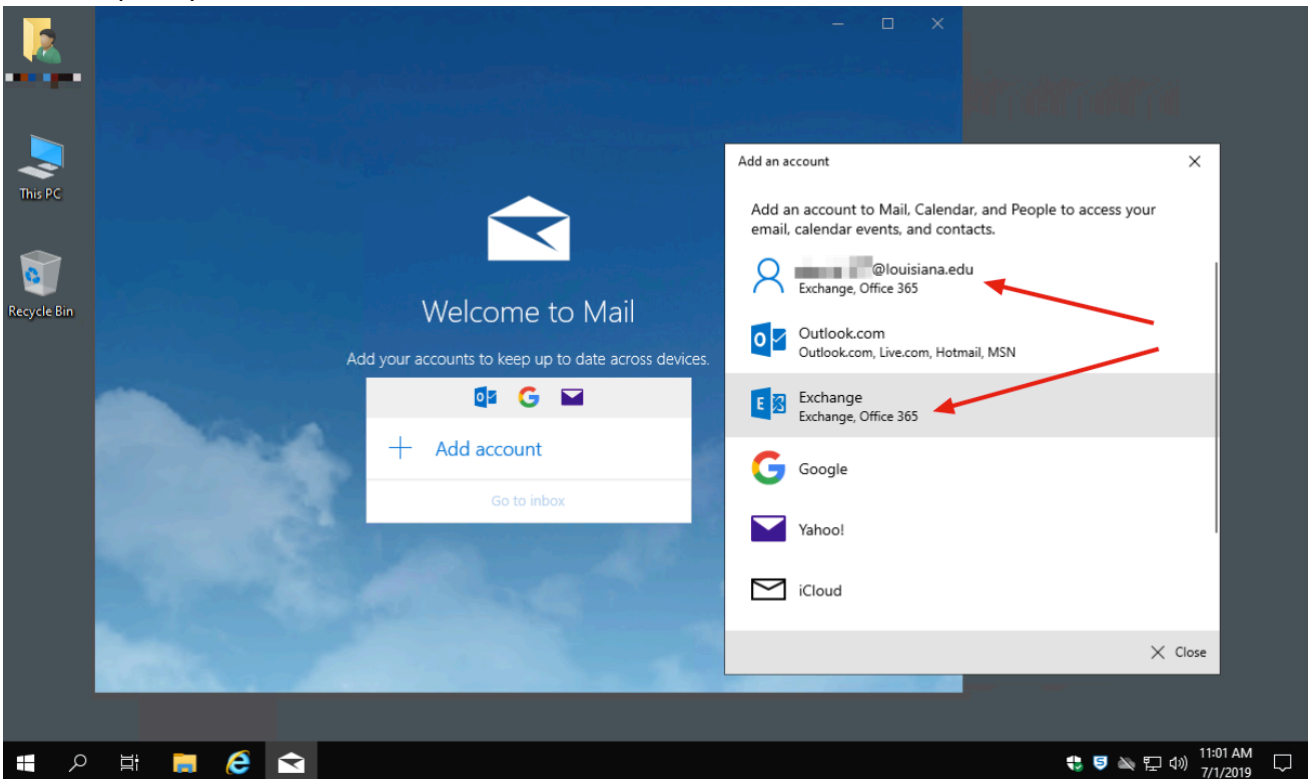
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**Steps:**

**Click the Mail Icon on your Taskbar (If it is not there, then you can click the start button and the type "Mail")**



Once it opens you should see this:



If you [ULID@louisiana.edu](mailto:ULID@louisiana.edu) is available, then select that, if not you can choose "Exchange, Office 365" (The [ULID@louisiana.edu](mailto:ULID@louisiana.edu) will most likely show up on Campus PCs... You will need to choose Exchange, Office 365 for home PCs.

## If it asks, then enter your email and password:

Add an account



### Exchange

Email address

ucsstrainingmgr@louisiana.edu

Password

••••••••



We'll save this information, so you don't have to sign in every time.

If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your device.

## It may ask for more information... Choose **ADVANCED** and use these settings:

Add an account



### Exchange

Email address

ucsstrainingmgr@louisiana.edu

Password

••••••••

User name

ucsstrainingmgr@louisiana.edu

Domain

|

Server

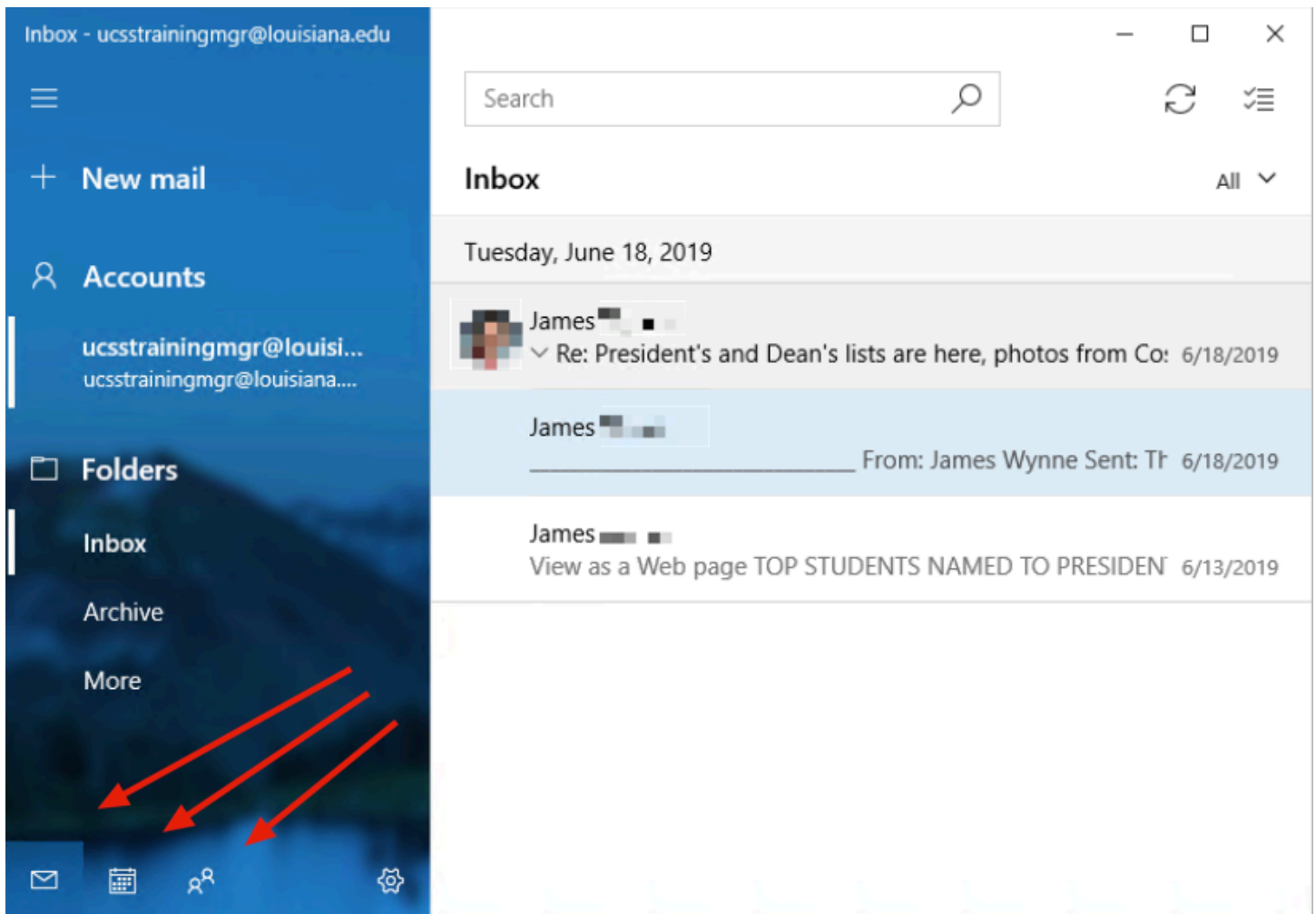
outlook.office365.com

Server requires encrypted (SSL) connection

Account name

ucsstrainingmgr@louisiana.edu

Once you hit "Sign In" you should see your campus mail:



**Remember, you can click Calendar or the People icon at the bottom to access those features at this point.**

For Information on How to use Outlook.com you can go to our Office 365 Training page where we have multiple tutorials by the It Service Desk and links to Microsoft Tutorials.

<https://servicedesk.louisiana.edu/get-help/knowledgebase/office365-education-deployment-project/office-365-training-help>