Exchange Online Mailbox Setup in Microsoft Outlook

To set up a Microsoft Exchange Online mailbox in Microsoft Outlook, create a new Outlook profile that automatically connects to Microsoft Office 365 via auto-discovery as follows:

1. Open Control Panel on the Windows Start menu and click the Mail settings entry.

2. Click the Show Profiles... button on the dialog that appears.
3. Click the Add… button and enter a profile name in the appropriate field on the dialog that opens, then click OK.

4. Enter your e-mail address and password (and optionally your name) in the appropriate fields on the Add Account dialog that appears, then click Next.

5. Click Finish to complete mailbox setup.