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.