

University of California Office of the President

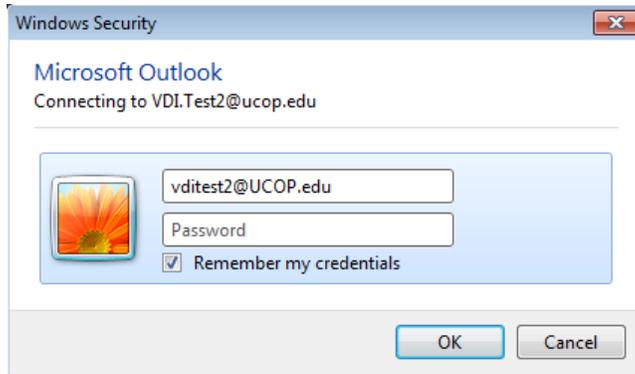
Information Technology Services

Setting up Outlook for Office 365 for the Windows Client

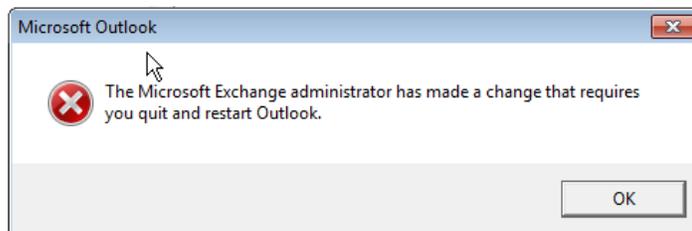
August 2

SETTING UP OFFICE 365 FOR THE FIRST TIME ON A WINDOWS PC

1. Launch the Outlook Client
2. Sign-in using your Windows (Active Directory) password:



3. Put a checkmark by "Remember my credentials" to save this information so that the sign-in won't appear each time Outlook is launched. After clicking "OK", there may be a delay of several minutes while Outlook is being set up. Please be patient.
4. The following popup window may appear.



5. If so, Click "OK" and then close and re-launch Outlook. Outlook may take some time to load the first time it is launched after this update. Please be patient.
6. The main Outlook screen appears and the upgrade is complete.