### University of California Office of the President

Information Technology Services

Setting up Outlook for Office 365 for Cloud Desktop on mycloud.ucop.edu

#### August 28, 2015

### SETTING UP OUTLOOK FOR CLOUD DESKTOP ON MYCLOUD.UCOP.EDU

- 1. Click "Start → All Programs → Microsoft Office → Microsoft Outlook 2010."
- 2. You will be prompted to create a new mail profile. Name it **UCOP**. If you do not get this prompt, it is OK, just continue on to Step 3.



3. Select "Next" to start the wizard.

Microsoft Outlook 2010 Startup		×
	Microsoft Outlook 2010 Startup	
	Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you through the process of configuring Microsoft Outlook 2010.	
	< Back Next > Cance	1

4. Select "Next" to configure your email account.

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count Configuration					<b>-</b> ×
E-mail Accounts					苶
You can configure Outlook to other E mail server. Would y	o connect to Internet E-mail, ou like to configure an E-mail	Microsoft Exchange, c account?	r		
Yes					
© No					
			< Back	Next >	Cancel

5. Select "Next" after your email is detected.

Add New Account		
Auto Account Set Click Next to con	up nect to the mail server and automatically configure your account settings.	×
E-mail Account		
Your Name:	Joe Jones	
	Example: Ellen Adams	
E-mail Address:	jjones@ucop.edu	
	Example: ellen@contoso.com	
Text Messaging	(5M5)	
C Manually config	ure server settings or additional server types	
	< Back Next	> Cancel

6. Select "Finish" after your account is created. This may take a few minutes so please be patient.

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Add New Account	
Congratulations!	
Configuring	
Configuring e-mail server settings. Establish network cor Search for VDITest50 Log on to server Your e-mail account is success	This might take several minutes: nnection @ucop.edu server settings fully configured.
Manually configure server setting:	Add another account
	< Back Finish Cancel

7. If asked to login, put in your windows <u>username@ucop.edu</u> and put a check mark next to "Remember my credentials".

Windows Security	у	X
Microsoft C Connecting to	Dutlook VDI.Test1@ucop.edu	
	jjones@ucop.edu	
	Remember my credentials	
	OK Can	cel

8. Setup is now complete and Outlook can be launched from the cloud desktop.