

University of California Office of the President

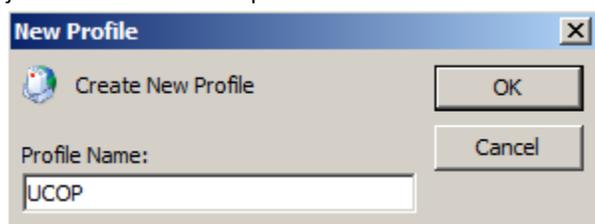
Information Technology Services

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

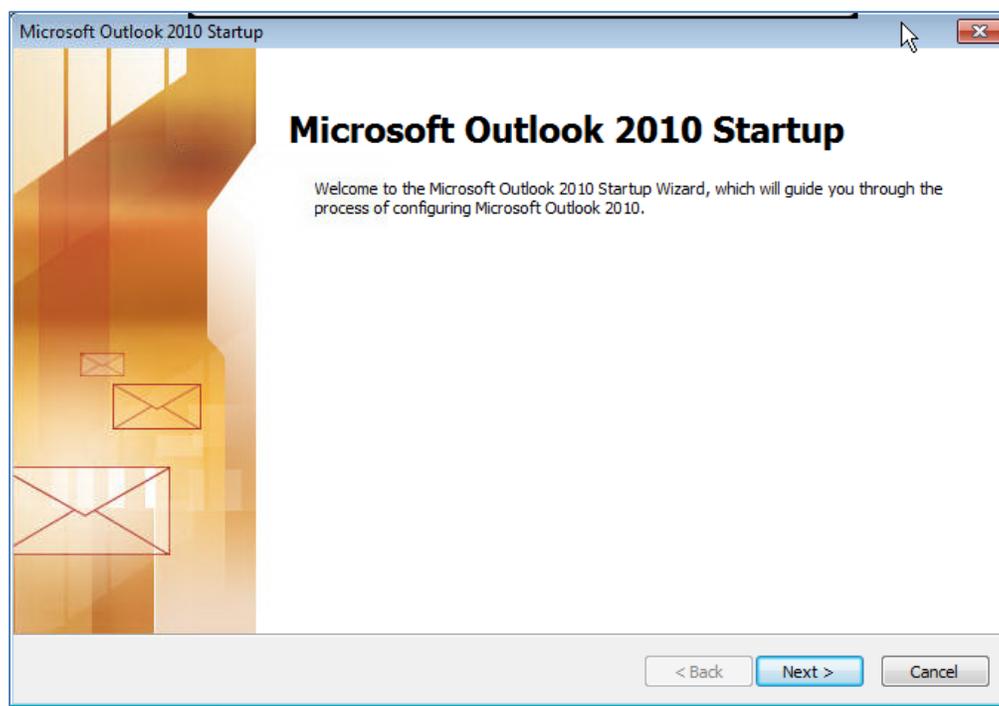
August 28, 2015

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.



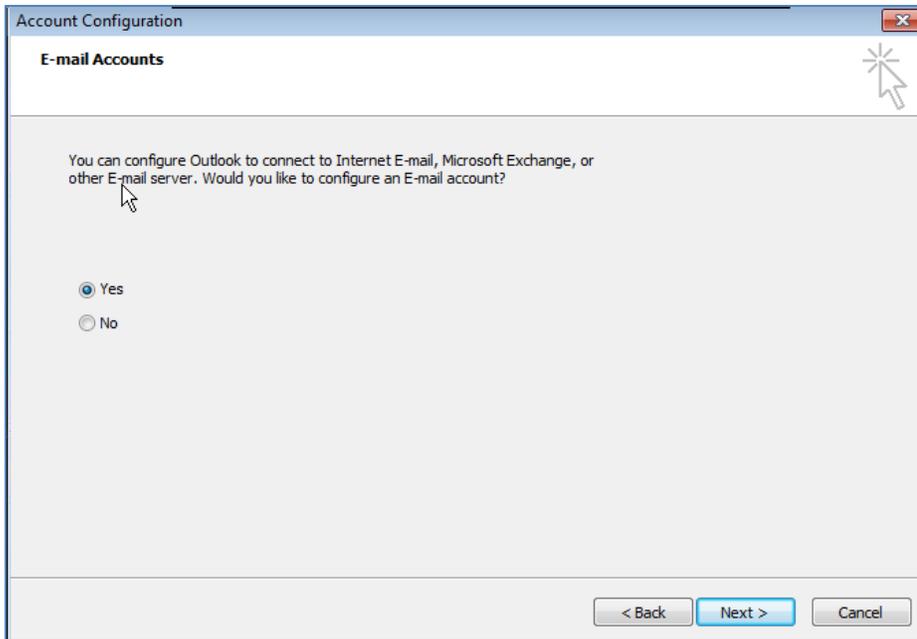
4. Select “**Next**” to configure your email account.

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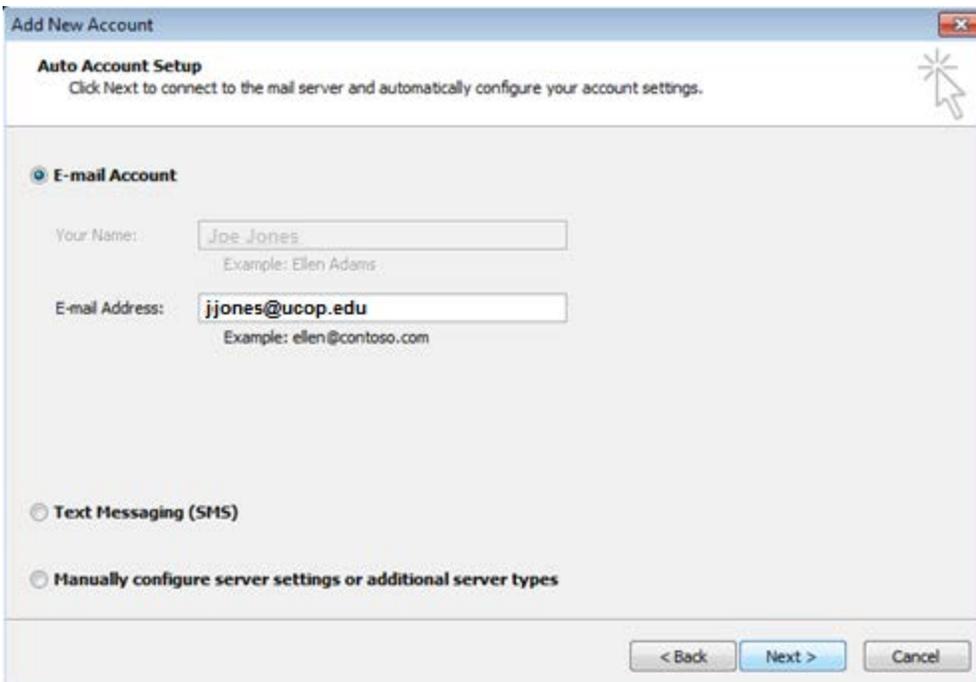
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5. Select **"Next"** after your email is detected.



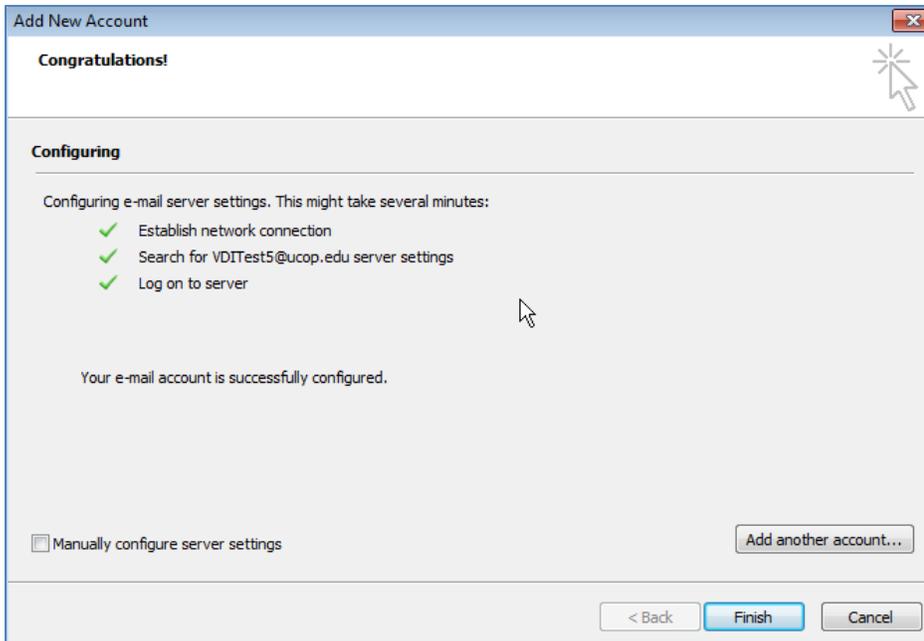
6. Select **"Finish"** after your account is created. This may take a few minutes so please be patient.

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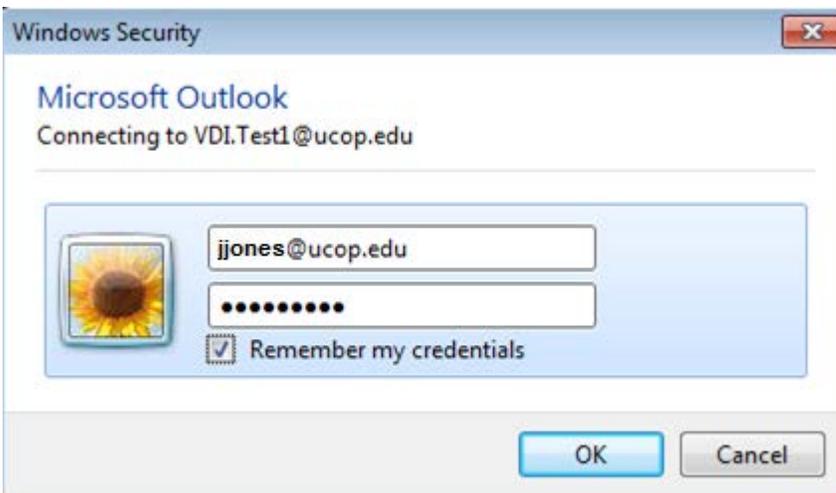
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7. If asked to login, put in your windows [username@ucop.edu](#) and put a check mark next to "Remember my credentials".



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