University of California Office of the President

Information Technology Services

Setting up Outlook for Office 365 for Cloud Apps on mycloud.ucop.edu   **August 28, 2015**

SETTING UP OUTLOOK FOR CLOUD APPS ON MYCLOUD.UCOP.EDU

1. Login to https://mycloud.ucop.edu
2. After signing in, a new icon, "**O365 Post Configuration**" will be visible.

3. Click the "**O365 Post Configuration**" icon.
4. The following screen appears:

5. Click "**Next**".

6. The following screen appears:
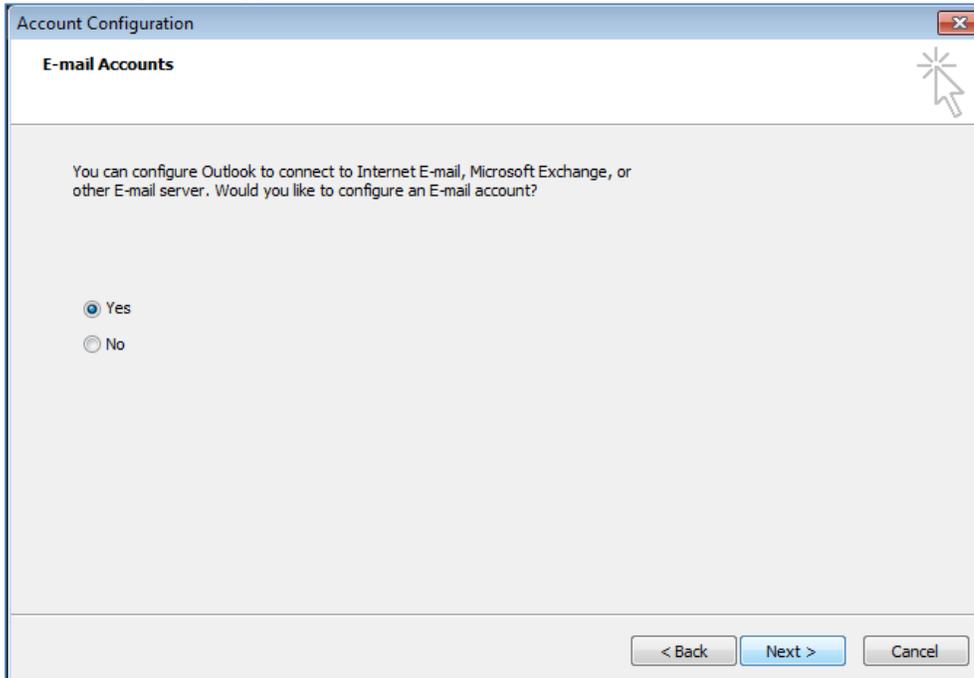
7. Leave the default option, "**Yes**", and click "**Next**".
8. The following screen appears:
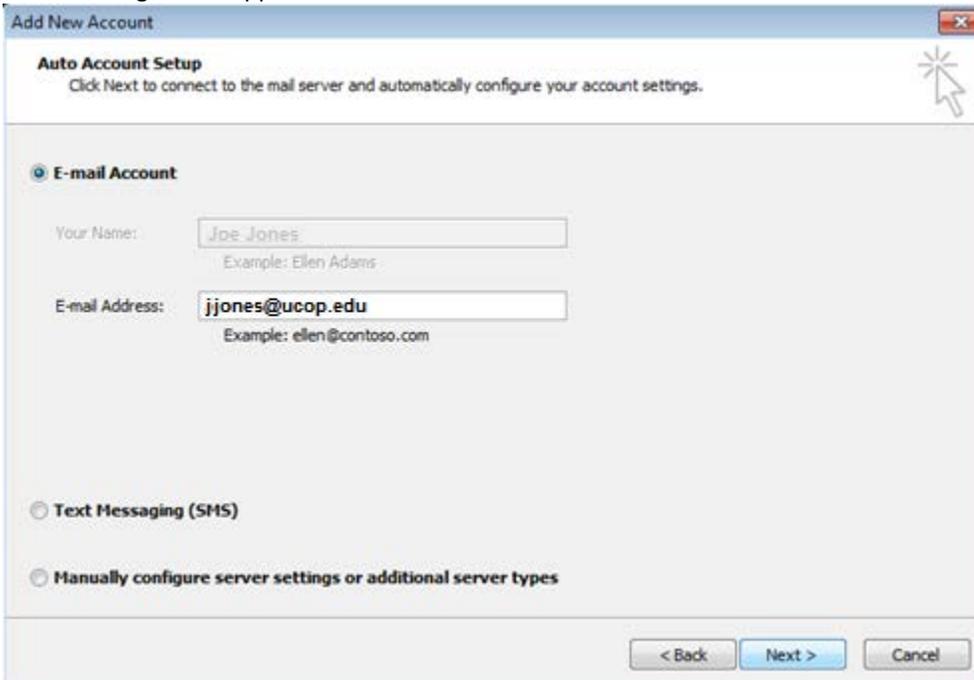
9. The mailbox will be automatically discovered. Click "**Next**".

10. The sign-in prompt appears:
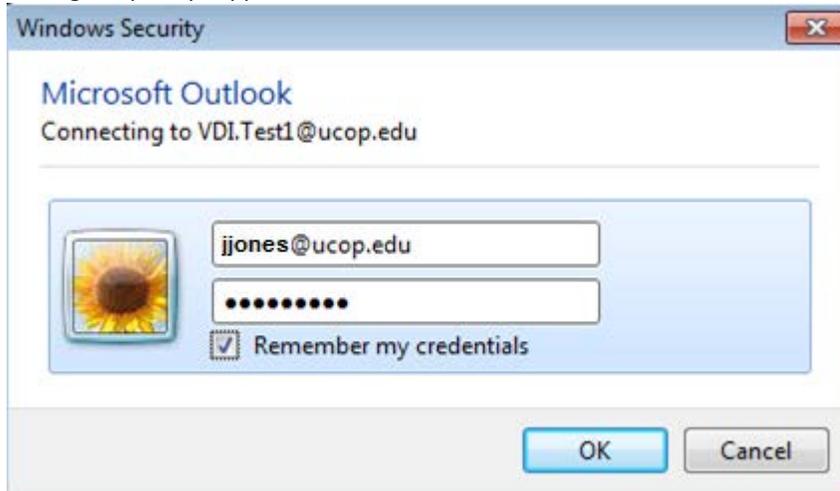
11. Enter your username and password in the format "username@ucop.edu". Check the "**Remember my credentials**" box.
12. Click "**OK**".
13. Configuration will begin. Green checkmarks will appear as each stage completes. This may take a few minutes. Please be patient. Once configuration is completed, the screen will look similar to the following:
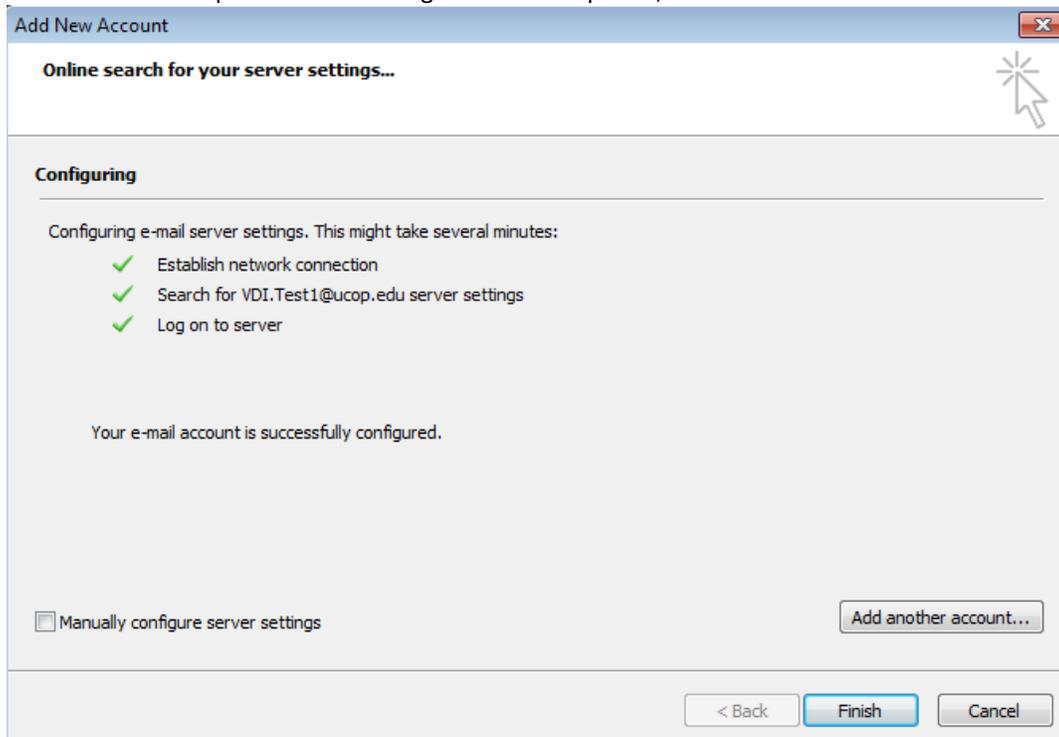
14. Click "**Finish**" to complete the Outlook setup for Office 365.
15. After this is done, email and calendar entries will load. This may take some time depending on how many mail and calendar entries are being imported. Please be patient.

16. **It is not necessary to run this script again. In the future just use MS Outlook to run mail from the cloud. NOTE: After accessing Office 365, you may notice two Outlook icons on your Cloud Application listing. After creating an Office 365 email profile, both of these icons will take you to Office 365. This is temporary. Once everyone at UCOP has been migrated to Office 365, your Cloud Applications listing will display only one Outlook icon, which will continue to point to Office 365.**