Steps to configure outlook 2003/2007/2010 for Office 365 Account

1. *Click* on button.

2. Browse for the **Microsoft Office folder**, under **Microsoft Office**, "***Microsoft Office Outlook 2003/2007/2010"*** should be available, as shown below, before we start the outlook configuration.
   Here, we have **"Microsoft Office Outlook 2007".** Follow the same steps if you have **"Microsoft 2003/2010."**

1. *Click* on button.

2. Locate **“Control Panel”** as shown below and **click** on **“Control Panel”**

3. Locate **“Mail”** in the **“Control Panel”** as shown below

4. *Click* on **"Mail"** to launch, the below screen appears as shown,

5. *Click* on **"Add"** Button, to add your profile

6. Below screen appears

7. Enter your name, for example *Test@tessolve.com*, as shown

8. *Click* on **"OK"** button as shown

9. *Click* on the **Check box** "**Manually configure server settings or additional server types"** and *click* on **"Next"**

10. *Click* on **"Next"**, default **"Internet E-mail"** will be selected.

11. After *clicking* on **"Next"** the below screen appear as shown

12. In the **Account Type** change the **“POP 3”** to **“IMAP”** as shown

13. Fill the required information as shown, for example I am using Test@tessolve.com account for Office365, you have to fill Your Name, E-mail Address and password for Office365.

a) Incoming mail Server must be **"outlook.office365.com"**

b) Outgoing mail Server (SMTP) must be **"smtp.office365.com"**

c) *Click* on **More Settings**.

14. The below screen appears after *clicking* on **More Setting**, *click* on **Advanced Tab**

15. The below screen appears after *clicking* on **Advanced tab,**

16. Under Server Port Numbers, in the Incoming Server (IMAP) change the default number to **993**, Outgoing server (SMTP) to **587** and encrypted connection to SSL and TLS

17. After entering values the screen appears as below,

18. *Click* on **Outgoing Server** tab as shown below

19. Below screen appears as shown

20. *Click* on the box **"My outgoing server (SMTP) requires authentication",** *click* on **OK** as shown

21. Below screen appears, *click* on **Next**

22. *Click* on **Finish**

23. Launch Outlook as shown below,

24. Below Screen Appears check your Email ID, Click on OK button.

25. Now, your outlook profile is configured and it will start downloading all your mails.