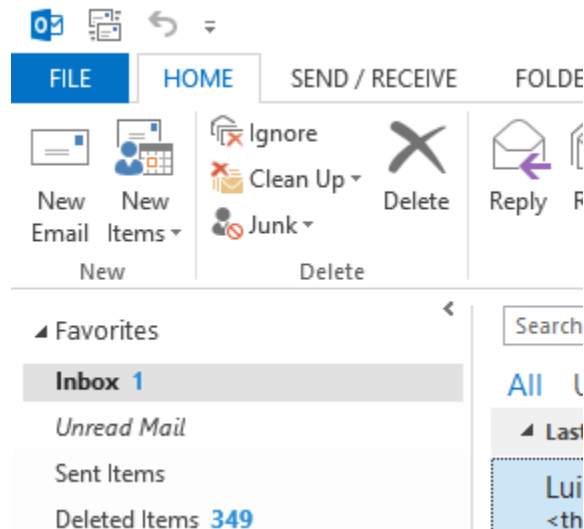


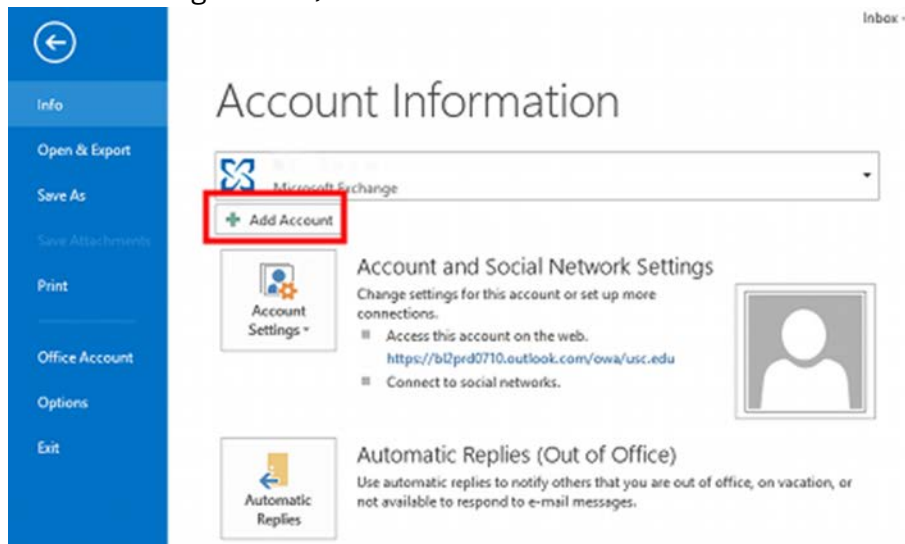
ADDING OFFICE365 EMAIL IN OUTLOOK 2013 FOR PC

*If you are not on Microsoft Office 2013 please send an email to asctech@usc.edu notifying them of this. We will need to upgrade you before you proceed.

1. Open Outlook 2013
2. On the Outlook 2013 toolbar, click the File tab.



3. Above the Account Settings button, click Add Account.



4. On the Auto Account Setup page, ensure that Email Account is selected and then enter the following information:
 - a. In the Your Name field, enter your name as you want it to appear on your emails.
 - b. In the E-mail Address field, enter your USC email address.
 - c. In the Password field, enter your USC password (this is your Shibboleth password you use for WorkDay). Re-enter the password in the Retype Password field.
 - d. Click Next.

The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section selected. The 'E-mail Account' radio button is chosen. The form contains the following fields and text:

- Your Name:** Tommy Trojan (Example: Ellen Adams)
- E-mail Address:** ttrojan@usc.edu (Example: ellen@contoso.com)
- Password:** [Redacted]
- Retype Password:** [Redacted]

Below the password fields, it says: "Type the password your Internet service provider has given you." At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

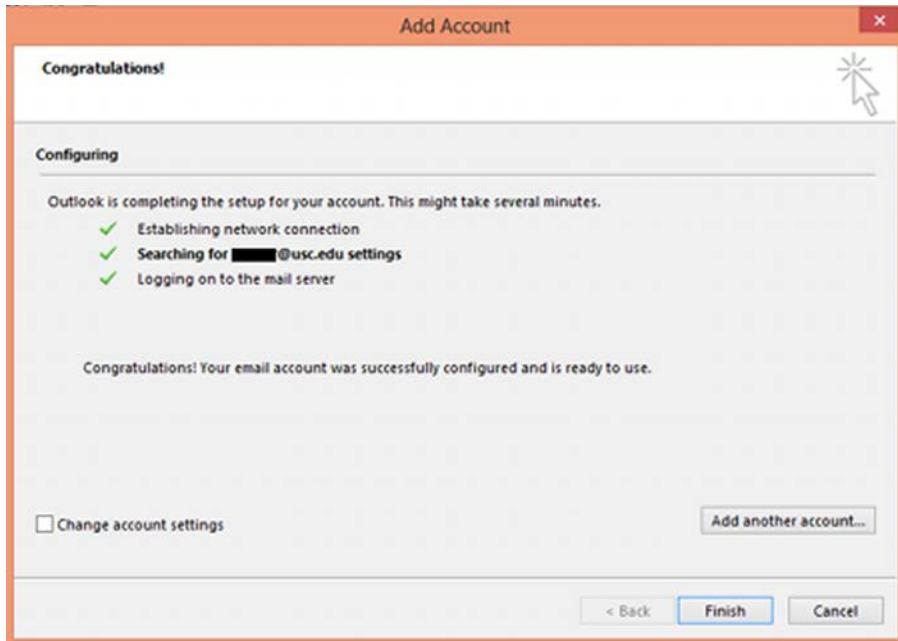
5. Wait for Outlook to find your server. This could take a few minutes.

The screenshot shows the 'Add Account' dialog box in the 'Searching for your mail server settings...' phase. The progress bar is partially filled. The text indicates the current status:

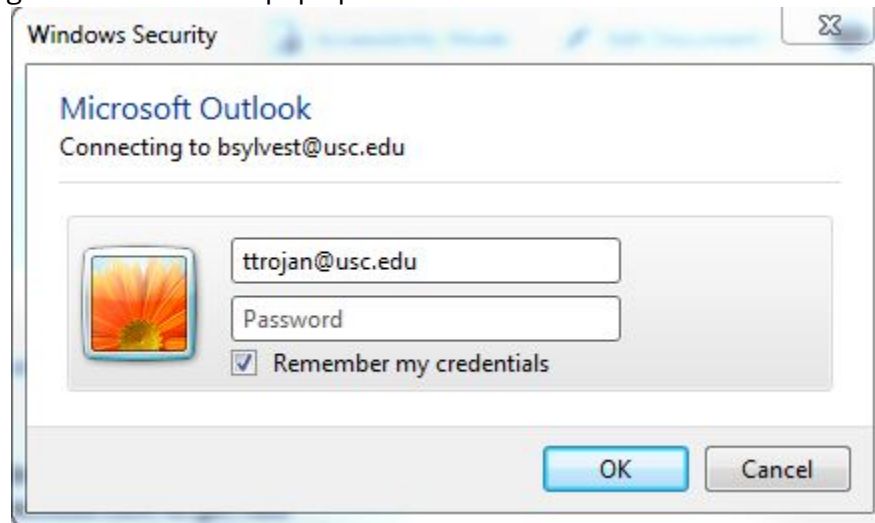
- Outlook is completing the setup for your account. This might take several minutes.
- Establishing network connection (Completed with a green checkmark)
- Searching for [Redacted]@usc.edu settings (Current step with a blue arrow)
- Logging on to the mail server

At the bottom, there are buttons for '< Back', 'Next >', and 'Cancel'.

6. Click Finish once Outlook has completed configuring your Office 365 account.

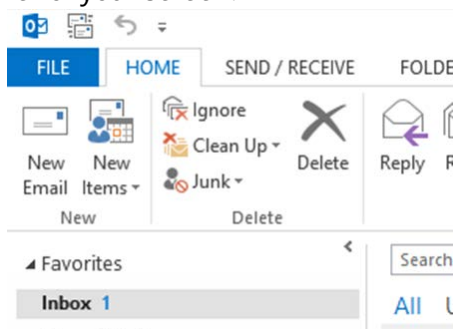


7. Open Outlook 2013. The program may take some time to synchronize your mail folders.
 - You might see this window pop up:



If you do, enter your password and check the box for Remember my credentials.

- You might also see a window pop up about autodiscover If you do, check the box for Always use my response for this server and click Allow
8. Click File in the top left corner of your screen.



9. Click Account Settings button, and then Account Settings from the drop-down menu.



10. Select your @usc.edu account and click Set as Default. This will prevent any email or calendar items being filed under the wrong account.

