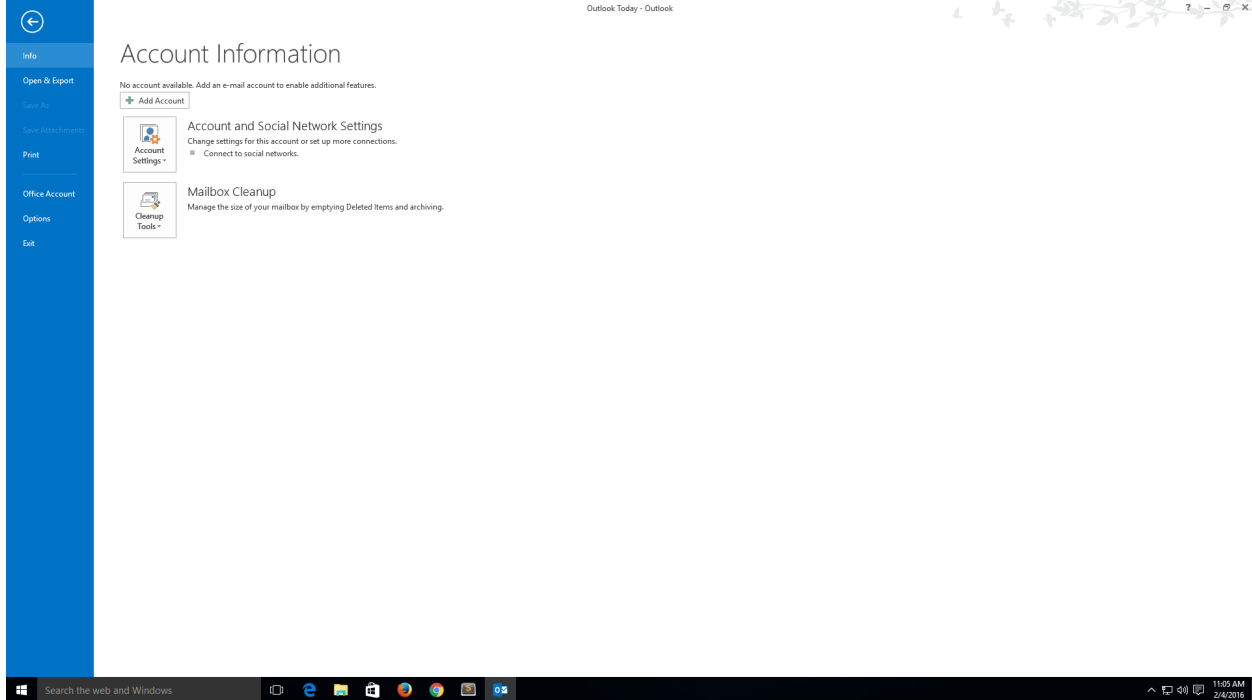


How Do I Setup Office 365 on Windows?

1. Open Outlook 2016.
2. Click **File** and select **Add Account**.



3. In the Add Account pop-up window, add your name, linkblue username@uky.edu as your email address, and your linkblue password in the fields provided.

Note: This may not be your chosen "University Email Address."

Add Account
✕

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

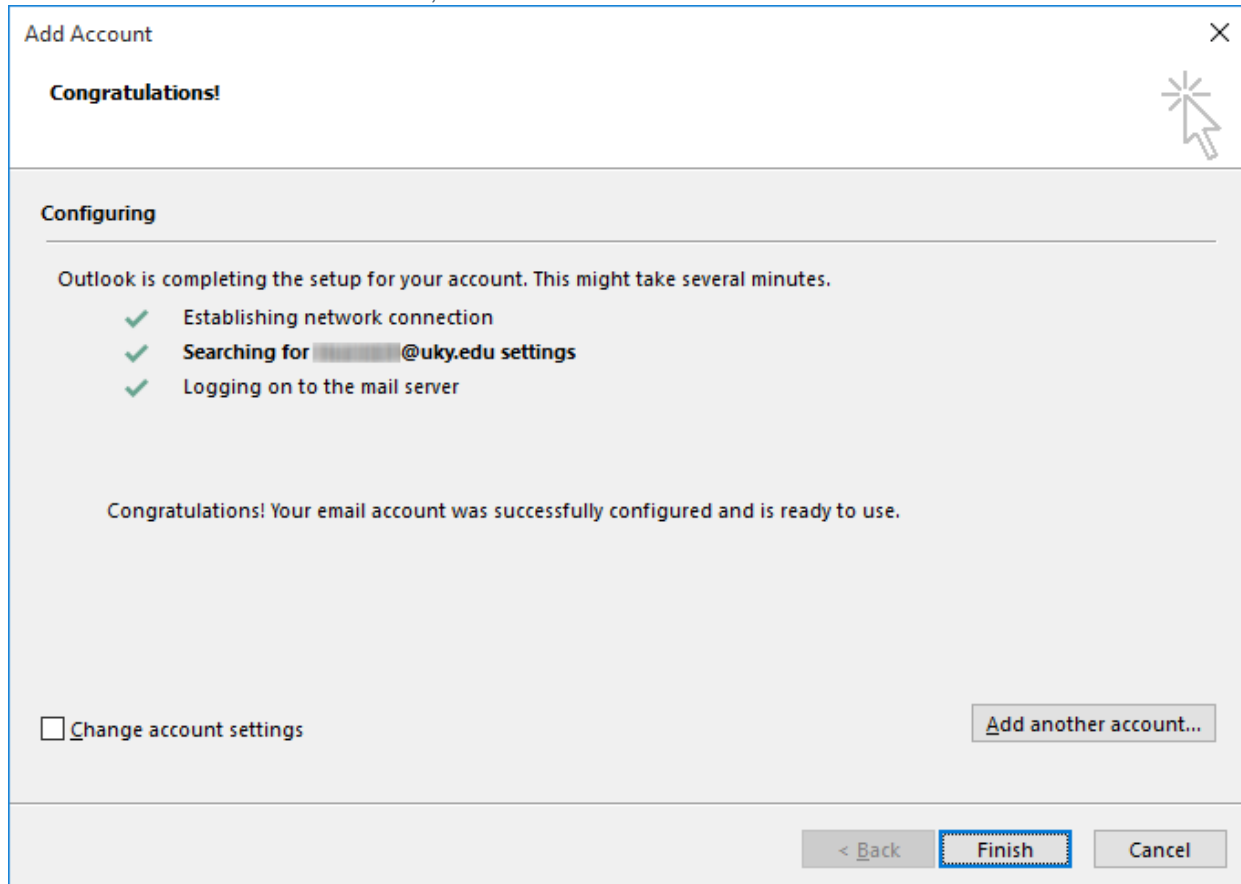
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back
Next >
Cancel

4. Outlook will search for your mail server settings. This process could take several minutes.

5. After the account has been activated, click **Finish**.



6. Close Microsoft Outlook and restart the program. It will take a few moments to reload.

7. Your account has been set up through the Outlook client. Please note that it may take a few moments for Outlook to retrieve your mail from the servers.