Instructions for Initial Launch of Outlook

STEP ONE

When you launch Outlook for the first time you will be prompted to type in a “Profile Name”. Please type in your name and click “OK”.

STEP TWO

The “Add New Account” screen will pop up. “E-mail Account” will already be selected and your information will populate the e-mail address field. Click on “Next” at the bottom of the box.
STEP THREE

Next you will see a screen that tells you that your e-mail server settings are being configured.

No action is required on this screen.

STEP FOUR

The next screen will pop up and alert you that you must restart Outlook for changes to take effect.

Click “OK”, but you will NOT need to restart Outlook.
STEP FIVE

On the “Windows Security” screen please enter your MyMC ID (jdoe@montgomerycollege.edu) and your MyMC password and then click “OK”.

STEP SIX

On the “Congratulations!” screen click “Finish”.

jdoe@montgomerycollege.edu

On the “Windows Security” screen please enter your MyMC ID (jdoe@montgomerycollege.edu) and your MyMC password and then click “OK”.

On the “Congratulations!” screen click “Finish”.

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STEP SEVEN

The Outlook screen will confirm your profile is loading.

STEP EIGHT

The Outlook screen will begin retrieving mailbox settings.
This process could a few minutes to complete.
Congratulations!
You are now using Office 365 e-mail!