Accessing Microsoft Outlook 2013 on Windows PC (On-campus):

1. After migration is complete, reboot your machine to get the updated Group Policy settings for Office 365.

2. The “Windows Security” Box will display:
   You must complete the following:
   a. Enter your “CCSU e-mail address”
   b. Enter your “BlueNet Password”
   c. Put a check in the box next to “Remember my credentials”
   d. Click on “OK”

   If prompted to enter information again (repeat steps a, b, c, and d)

3. You may receive a warning that “Your administrator has made changes and Outlook must be restarted.”

4. Click “OK,” then Exit from Outlook. **NOTE:** You must click on “File, Exit” to Exit from Outlook. **Do not use the “X” to exit.**

5. “Reopen” Outlook on your Desktop.

In the bottom right corner of your Outlook the following will be displayed:

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ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE
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*Use Microsoft Office 2013 as usual.*
iPhone/iPad/iOS Configuration

Go into your Settings/Mail, Contacts, Calendar/Exchange

1. Press on Account
2. Update Server to: outlook.office365.com
3. Update Username to: “CCSU e-mail address”
4. Click on Done
Android Phones:
Go into your Settings:

1. Open CCSU e-mail Account Settings
2. Open Incoming Server Settings
3. Update Username to: “CCSU e-mail address”
4. Update Server to: Outlook.office365.com
5. Put a Checkmark in the box next to Use secure connections (SSL)
6. Click on Done

NOTE: If you are unable to access your email, you may need to delete and recreate your e-mail profile.
Outlook 2011 and 2016 on the Mac:

Open *Outlook client*.

1. Click on the *Outlook menu*, then *Preferences*.
2. Click on *Accounts*.
3. Click on the *CCSU email account*.
   
   a. Update *Username* to: "CCSU e-mail address"
   b. Uncheck the box next to *Configure automatically*
   c. Update *Server* to: *Outlook.office365.com*
   d. Click on *Done*