1. Launch Outlook 2010 by clicking **Start > All Programs > Microsoft Office > Microsoft Outlook 2010** and click **Next** to begin the Startup Wizard.

2. If your computer is on the UNL Active Directory, your name and email address will automatically appear and you can click **Next**. The email address should be your **My.UNL username** with **@unl.edu** after it. If your computer is not part of the Active Directory (e.g. your computer at home), you will need to enter your name and email address manually.
3. Outlook will automatically detect the Office 365 server settings. Please be patient as this step may take two to three minutes.

4. When prompted, enter your My.UNL username with @unl.edu after it, your My.UNL password, check the Remember my credentials box, and click OK.

5. When you see the Your e-mail account is successfully configured message, you can click Finish. You are now connected to your Office 365 account!