## How to setup outlook on Office 365

At the first popup you should enter your @uabmc.edu address, and click "Connect".

Email address	Outlook
tawtrey@ua	bmc.edu
	Advanced options v
	Connect
No account?	Create an Outlook.com email address to get started.

At the next popup click "Exchange"



The third popup should show just under **Microsoft Outlook**, "Connecting to user@uabmc.edu". Enter your email password and click "OK"

	×
0	
Cancel	
	(aprel

Finally, Uncheck the box next to "Set up Outlook Mobile on my phone, too" and click Done

r	×
outlook	
Account successfully added	
Exchange tawtrey@uabmc.edu	
Add another email address	
tawtrey@uab.edu	Next
Advanced options v	
Set up Outlook Mobile on my phone, too	
Done	

That should get you into your mailbox.