## How to setup your LJMU Microsoft Outlook 365 on your home

## computer

## How to download and install

LJMU provides all staff with access to the suite of Microsoft office products through Office 365. If you visit the website at <u>https://www.office.com/</u> and sign in with your university email address in the following format:

USERNAME@ljmu.ac.uk plus your regular password

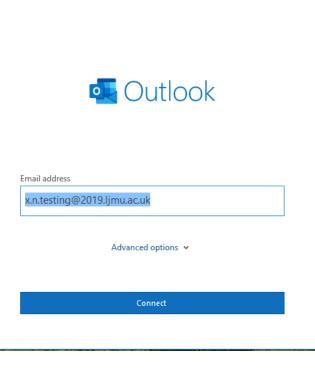
You will now be shown the following page to access all the office 365 programs through your browser as a cloud-based product. In order to get outlook working we need to install it locally, so you need to click the "install office" button indicated below and select "Install Office 365 Apps" from the two options.

Good afternoon								► In	stall Office $\vee$	
+ Start new OneDrive	Word	Excel	PowerPoint	OneNote	Teams	Class Notebook	Sway	Forms	Admin	

## Configuring Outlook for your LJMU Account

Once downloaded and installed, Open Microsoft Outlook, and you'll see the following screen:

 $\times$ 



Enter your email in the same format that you previously signed into the Office365 page with, but before you click connect, click on ADVANCED OPTIONS, and from the options you see in the image below make sure you select Exchange.

Now you can click connect.

				×
outlook 💁				
Advanced set	up			
Office 365	Outlook.com	<b>Exchange</b>	Google	
POP	IMAP	Exchange 2013 or earlier		
Go back				

After a delay, while outlook connects, you will be asked for your username and password. You need to click "Use another Account".

ook	
n.testing@2019.ljmu.ac.uk	
getting things ready	
Windows Security	×
	_
x.n.testing@2019.ljmu.ac.uk Password	
Use another account	J
OK Cancel	
	Outlook ox.n.testing@2019.ljmu.ac.uk password Remember my credentials Use another account

Now enter the following into the username field, changing USERNAME for your actual username, as shown in the diagram below:

users\USERNAME

Then enter your password as usual.

Windows Security ×					
Microsoft Outlook Connecting to x.n.testing@2019.ljmu.ac.uk					
x.n.testing@2019.ljmu.ac.uk					
users\cisxtest   Password   Domain: users   Remember my credentials					
OK Cancel					

Finally, you should see the following screen that shows that the setup has completed successfully. You can now click the "Done" button and open outlook as usual.

	$\times$
outlook	
Account successfully added	
Exchange x.n.testing@2019.ljmu.ac.uk	
Add another email address	
Email address Next	
Advanced options 🐱	
_	
Done	
Set up Outlook Mobile on my phone, too	