

THIEL COLLEGE
Information Technology Support Center
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Office 365 Email Setup - Personal Computer

- 1) Go to www.thiel.edu and click on *Webmail*.
- 2) The *Outlook Web App* window will appear, enter your User name and password. (User name: Your ID #, Password: Your email password)
- 3) An authentication required box will appear, re-enter your credentials by specifying the domain. (For the your User Name: *THIEL\YOUR ID* and for *Password: the same password as before*)
- 4) A box with the option to select a time zone will appear, enter your current time zone and select *OK*. (After you do this, you will now be logged into Office 365, but you are not done with the setup process.)
- 5) Click on the *Home* button located at the top center of the page. (Between the *Microsoft Office 365 logo* and the *sign out button*)
- 6) On the right side of the window, under Resources click on *Downloads*. (this will direct you to the downloads portion of Office 365)
- 7) Select your version then click on *Install* (under your language choice). In the download dialog box, select *Run*.
 - a. Be sure to select the correct version depending on the Operating system you are using. (If you are unsure of what version of windows you are running visit this link. <http://windows.microsoft.com/en-US/windows7/find-out-32-or-64-bit>.)
- 8) Microsoft Lync 2012 will begin setup, in the next dialog box select *install*. Please uncheck the box that says “Help improve the quality and reliability of Lync by allowing Microsoft to collect information about how I use Lync”.
 - a. If a dialog box stating “The Following programs will close during this installation process” appears, select yes, be sure all of your work is saved.
- 9) You should get a message that says “Install succeeded”. Select *close*, be sure to have the *Start Lync* box checked.
- 10) You have now successfully installed Microsoft Lync.
- 11) Navigate back to www.thiel.edu and click on *Webmail*.
- 12) The *Outlook Web App* window will appear, enter your User name and password. (User name: Your ID #, Password: Your email password)
- 13) Click on the *Home* button located at the top center of the page. (Between the *Microsoft Office 365 logo* and the *Sign out button*)
- 14) On the right side of the window, under Resources click on *Downloads*. (This will direct you to the downloads portion of Office 365)
- 15) Under 2 *Set up and configure your Office desktop apps* click on *Set up*. An application run security warning will appear, in the Name: portion of the installation box it should say *Office365DesktopSetup* select *run*.
- 16) Microsoft Office 365 log-in box will pop-up. Enter your Thiel user ID and password. (Note: if you are asked to sign in at Thiel.edu, please click on link that displays *sign in at Thiel.edu* and you will be prompted with a login dialog box.) Use *YOURID@thiel.edu* and enter your password for your email. A windows security dialog box will pop up asking for your credentials. Enter them by first specifying our *domain*. You will want to type it like this, *THIEL\YOURID* and enter your password you use to log into your email.
- 17) Microsoft Office 365 desktop setup will check your system configuration, once that is done, the configure desktop applications and install updates window will appear. Be sure to check both boxes under *Select application to configure*. Microsoft Outlook (Manual Steps required) and Microsoft Lync are the application to check box. (Note: be sure that Microsoft Lync is closed and not just minimized.) Select *Continue* to finish the installation process.
- 18) In the next pop-up window *Review and accept the service agreements*, select *I accept* and you are finished with the setup process.

*****If you are using Microsoft Office Outlook for your default email application continue to the next steps.*****

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Office 365 Email Setup – Outlook Setup

THE FOLLOWING STEPS ARE ONLY TO BE DONE IF YOU ARE USING MICROSOFT OFFICE OUTLOOK.

If you are using Microsoft Office 2007 + you will need to do one final step to ensure that your Microsoft Office program is communicating with our server.

- 19) Navigate to *Start* → *Control Panel* → *Mail*, select the “*Email Accounts...*” button to pull up your account, after doing so select your account under the “*E-mail*” tab and select “*Repair*”. Your name and your email address should be displayed select *next*,
 - a. A dialog box may pop up during this process, if it does enter *yourid@thiel.edu* for the *username* and your normal *password* for the *password*. Select *ok* and when the process is complete select finish.
- 20) Open Office Outlook and a notification box will appear saying “An administrator has made changes to your account please restart Outlook”, restart Office Outlook and the process is finished, if you are unable to receive/send emails repeat step 16 and re-open Outlook.