Information Technology Services

Setting up Outlook for Office 365 for Cloud Apps on mycloud.ucop.edu

August 28, 2015

SETTING UP OUTLOOK FOR CLOUD APPS ON MYCLOUD.UCOP.EDU

- 1. Login to https://mycloud.ucop.edu
- 2. After signing in, a new icon, "O365 Post Configuration" will be visible.



- 3. Click the "O365 Post Configuration" icon.
- 4. The following screen appears:

| Microsoft Outlook 2010 Startup |   | ×    |  |
|--------------------------------|---|------|--|
|                                | Microsoft Outlook 2010 Startup  |      |  |
|                                | Welcome to the Microsoft Outlook 2010 Startup Wizard, which will guide you through the process of configuring Microsoft Outlook 2010. |      |  |
|                                | < <u>B</u> ack Next > Cance   | el 📄 |  |

5. Click "Next".

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6. The following screen appears:

| Account Configuration   | <b>-X</b> - |
|---|-------------|
| E-mail Accounts   | × K         |
| You can configure Outlook to connect to Internet E-mail, Microsoft Exchange, or other E-mail server. Would you like to configure an E-mail account? |             |
| @ Yes<br>⊘ No   |             |
| < Back Next >   | Cancel      |

- 7. Leave the default option, "Yes", and click "Next".
- 8. The following screen appears:

| Click Next to con              | up<br>mect to the mail server and automatically configure your account settings. | × |
|--------------------------------|--|---|
| E-mail Account                 |  |   |
| Your Name:                     | Joe Jones  |   |
|                                | Example: Ellen Adams   |   |
| E-mail Address:                | jjones@ucop.edu  |   |
|                                | Example: ellen@contoso.com   |   |
|                                |  |   |
|                                |  |   |
| Text Messaging                 | (5M5)  |   |
| Text Messaging Manually config | (SMS)<br>ure server settings or additional server types                          |   |

9. The mailbox will be automatically discovered. Click "Next".

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10. The sign-in prompt appears:

| /indows Securi               | У                             | ×      |
|------------------------------|-------------------------------|--------|
| Microsoft (<br>Connecting to | Dutlook<br>VDI.Test1@ucop.edu |        |
|                              | jjones@ucop.edu               |        |
|                              |                               |        |
|                              | Remember my credentials       |        |
|                              | ОК                            | Cancel |

- 11. Enter your username and password in the format "username@ucop.edu". Check the "Remember my credentials" box.
- 12. Click "OK".
- 13. Configuration will begin. Green checkmarks will appear as each stage completes. This may take a few minutes. Please be patient. Once configuration is completed, the screen will look similar to the following:

| Add New Account  | <b>—</b>             |
|--|----------------------|
| Online search for your server settings                               | ×.                   |
| Configuring  |                      |
| Configuring e-mail server settings. This might take several minutes: |                      |
| <ul> <li>Establish network connection</li> </ul>                     |                      |
| <ul> <li>Search for VDI.Test1@ucop.edu server settings</li> </ul>    |                      |
| Log on to server   |                      |
| Your e-mail account is successfully configured.                      |                      |
| Manually configure server settings                                   | Add another account  |
|  | < Back Finish Cancel |

- 14. Click "Finish" to complete the Outlook setup for Office 365.
- 15. After this is done, email and calendar entries will load. This may take some time depending on how many mail and calendar entries are being imported. Please be patient.

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16. It is not necessary to run this script again. In the future just use MS Outlook to run mail from the cloud. NOTE: After accessing Office 365, you may notice two Outlook icons on your Cloud Application listing. After creating an Office 365 email profile, both of these icons will take you to Office 365. This is temporary. Once everyone at UCOP has been migrated to Office 365, your Cloud Applications listing will display only one Outlook icon, which will continue to point to Office 365.