Reconfiguring Outlook on a Windows Desktop or Laptop

Follow the steps below to set up your Outlook client.

**Step 1:** Start or restart Outlook.

**Step 2:** Enter your domain (e.g. MedPriv\user, DOM\user PEDS\user) and password in the pop-up window.

**Step 3:** The same Microsoft Outlook pop-up window reappears. In the second pop-up window, you will enter your new email as your login ID and your WUSTL Key password (the password you use for logging into HRMS).

**Step 4:** Outlook will take two (2) minutes to configure the connection to Office 365.

**Step 5:** Upon final configuration, you will receive a message that will read, “The Microsoft Exchange administrator has made a change that requires you to quit and restart Outlook.”

**Step 6:** Restart Outlook.

**Step 7:** Enter your new email as your login ID and your normal WUSTL Key password (same as Login Window 2).

**Step 8:** If you would like Outlook to remember your password, check the 'Remember my Password' box.

**Step 9:** For best performance, close Outlook and restart your computer.

**Step 10:** Congratulations! You have reconfigured Outlook. You may begin using your email account.
**Reminder:** Though the above process requires multiple logins, be mindful that there will be a technician in your work space, on your assigned migration day, should you need assistance or have questions. **If you are having difficulty configuring Outlook, you can still access your email at**

http://email.wustl.edu

using Outlook Web Access.

Click the ‘Login to Office 365’ button.

Login with your new email and WUSTL key password.

*You do not need to take any steps to check your new email on Outlook Web Access.*