1. Open Outlook.
2. Open **Tools** menu.
3. Select **Accounts**…
4. Enter your new @wustl.edu email address in the **E-Mail address:** field.
5. Enter your new @wustl.edu email address in the **User name:** field.
6. Enter your WUSTL Key password.
7. Click the **Advanced** … button
Enter outlook.office365.com in the **Server:** field under Microsoft Exchange.

Enter outlook.office365.com in the **Server:** field under Directory Service.

Click OK.

11. Close the Accounts window.

12. Success! 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](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.