Setting up Outlook on a Windows Desktop or Laptop
for users recently migrated to Office 365 only

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 PCF\user, ACCOUNTS\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.