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Set up my Office 365 email on Outlook 2010 (Windows 7)

You can set up your Office 365 email address in Outlook 2010, but it's a bit tricky to do yourself. We recommend that you use the [Outlook Setup Assistant, to automatically set up Office 365 with your version of Outlook](#).

However, if you want to do it yourself, read on! You need to install a patch, to allow Outlook 2010 to work with Office 365 email.

1. Go to the [Microsoft® Download Center](#).
2. Click **Download**.
3. Click **Save file**.
4. Open the `.exe` file that downloads.
5. In the **Microsoft Office 365 desktop setup** window that appears, log in with your Office 365 email address and password.

6. Click **Continue**, then click **I accept**.
7. When the updates have completed, click **Finish**.
8. Now, you can set up Outlook 2010, with your Office 365 email. On your computer, open the **Start Menu**.
9. Select **Control Panel**.
10. In the top right search box, enter **Mail**.
11. Click **Mail (32-bit)**.
12. Click **Show Profiles**.
13. Click **Add**.
14. Enter a name for the profile.
15. Select **Always use this profile** to set the new profile as the default.
16. In the drop-down list, select the new profile name.
17. Click **OK**.
18. On the **Auto Account Setup** page, enter the following:

Field	Enter
Your Name	Enter your first and last name.
E-mail Address	Enter your Office 365 email address.
Password	Enter the password you created for your email account.
Retype Password	Enter your password, again.

19. Click **Next**.
20. Once Outlook is done configuring your account, click **Finish**

? **Note:** If you have more than one [Outlook profile](#), select **Prompt for a profile to be used**. Or select **Always use this profile**, and choose the new profile you just created.

Next step

- Now that you've set up your email on your desktop, you can also set it up on your mobile device:

- [iPhone](#)
- [Android](#)
- [Windows phone](#)
- [Blackberry](#)

More info

- You can also [set up your Outlook automatically](#), with the Outlook Setup Assistant.
- [Alternative Microsoft interface: Add an email alias](#)
- If you have access to software downloads with your Office 365 plan, you can [download the most recent version of Outlook](#).

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