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Set up my Office 365 email on Outlook 2013 (Windows)

After you've [set up your GoDaddy Office 365 email account](#), you can set up your email on Outlook 2013 on on your Windows machine.

We recommend [setting up your Outlook automatically](#) using the Outlook Setup Assistant. If you have a Business or Business Premium account, you can [download the most recent version of Outlook](#)

1. From the **Start Menu**, select **Control Panel**.
2. Click **User Accounts**.
3. Search for **Mail** if you don't see it on the page. Click **Mail**.
4. Click **Show Profiles**.
5. Click **Add**.

6. Enter a name for the profile.
7. Select **Always use this profile** to set the new profile as the default.

? **Note:** If you have more than one profile, you can [set Outlook to prompt for a profile](#).

8. In the drop-down list, select the new profile name.
9. Click **OK**.
10. On the Auto Account Setup page, enter the following:

Field	What to enter...
Your Name	Enter your first and last name.
E-mail Address	Enter your email address.
Password and Retype Password	Enter your password

11. Click **Next**.
12. Once Outlook is done configuring your account, click **Finish**
- 13.

Next step

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More info

- [What is an Outlook Profile?](#)

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