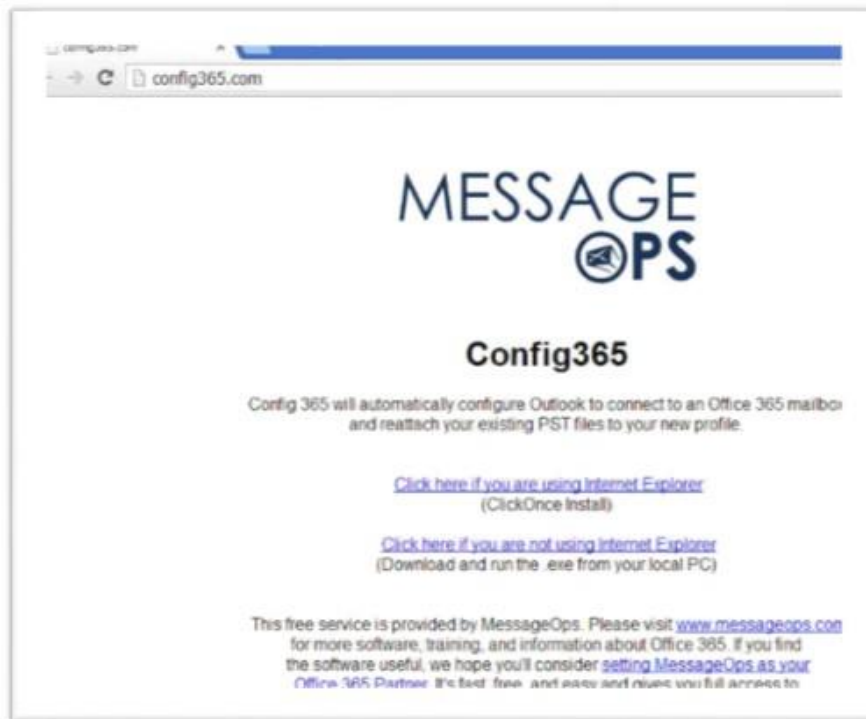
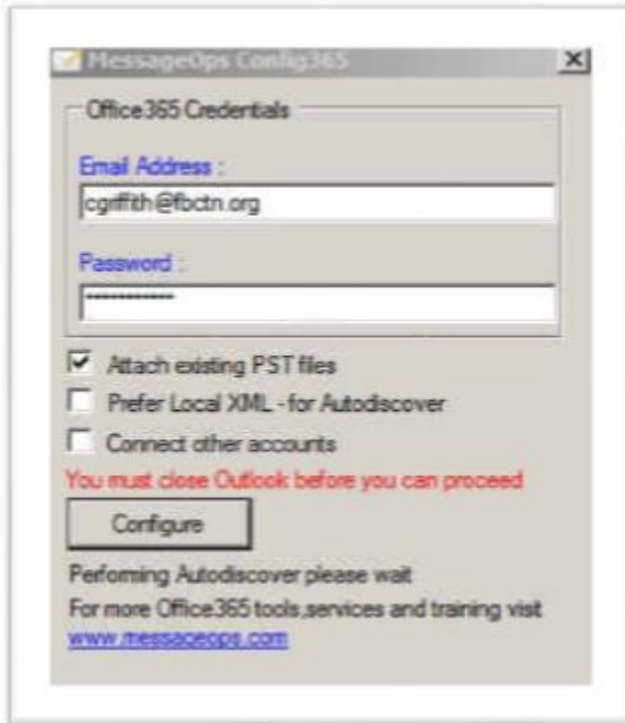


## PC Step #1 – Setup Outlook to Connect to Office 365

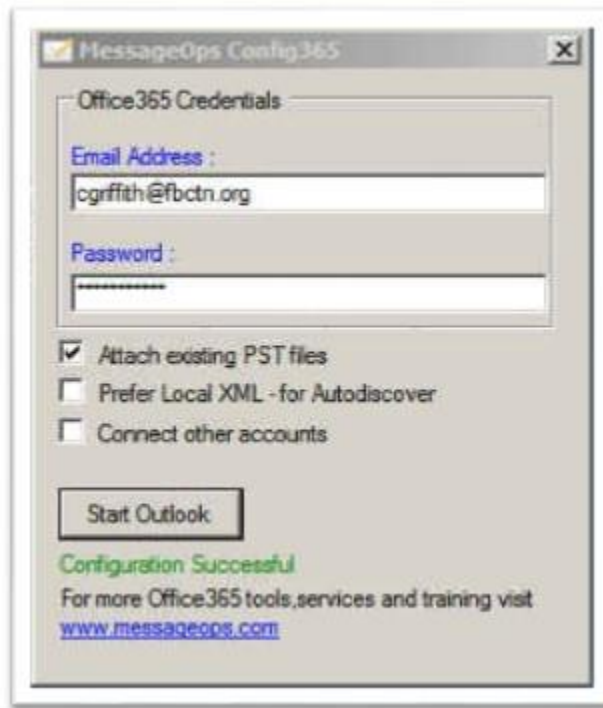
1. Browse to <http://config365.com>.



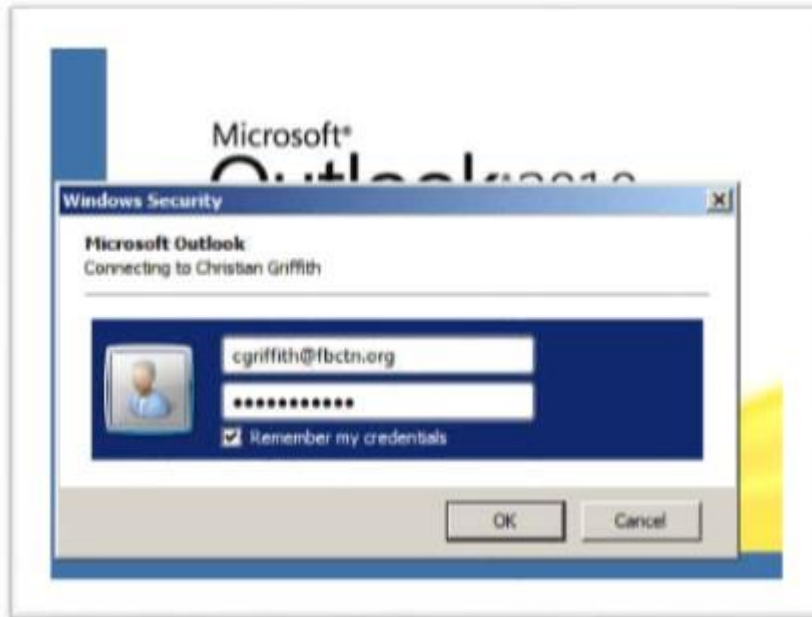
2. Click the appropriate link based on which web browser you are using.
  - a. Internet Explorer will allow a “click once” option and autorun.
  - b. Firefox/Chrome will download an EXE file you’ll need to choose to run.
3. The following window will launch:



4. Enter your **Email Address** and current **Password** (e.g. jbrown@fbctn.org)
5. Select **Attach existing PST files**.
6. Click **Configure**. (You will be required to close Outlook before proceeding)
7. After configuration completes, click the **Start Outlook** button.



8. When Outlook opens, it will prompt you for your username and password. Provide **full email address** for the **username** and your current password.



9. Check the **Remember my credentials** box and then click **OK**.

10. **Notes about Outlook:**

- a. Any visual settings/preferences you had previously setup will need to be redone after following the above procedure.
- b. If you wish to utilize an e-mail signature, that will need to be reconfigured in this new Outlook profile. The easiest method for this is to copy it from one of the messages in your sent items folders.

11. Proceed to:

[PC Step #2 – Install Office 365 Pro Plus \[2013\] \(new Outlook, Word Excel, etc.\)](#)