

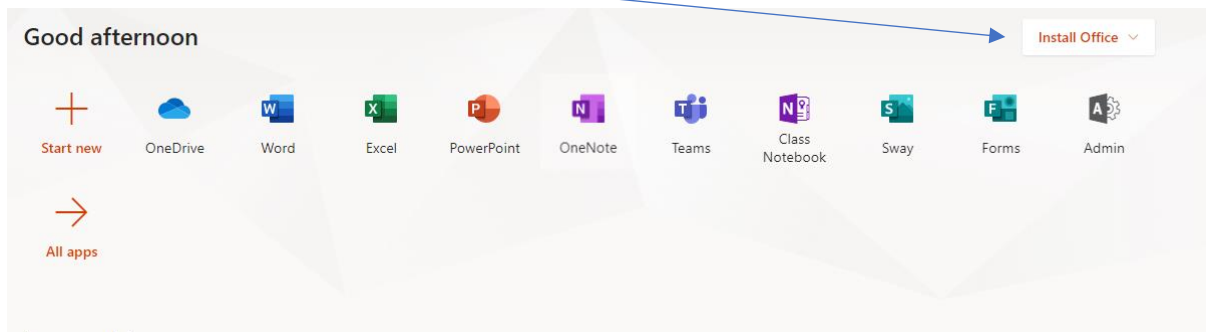
How to setup your LJMU Microsoft Outlook 365 on your home computer

How to download and install

LJMU provides all staff with access to the suite of Microsoft office products through Office 365. If you visit the website at <https://www.office.com/> and sign in with your university email address in the following format:

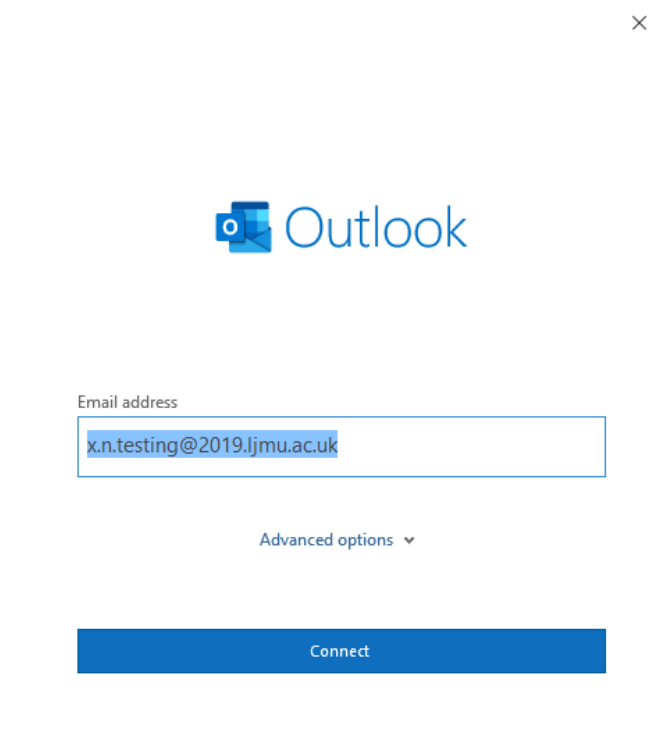
USERNAME@ljmu.ac.uk plus your regular password

You will now be shown the following page to access all the office 365 programs through your browser as a cloud-based product. In order to get outlook working we need to install it locally, so you need to click the “install office” button indicated below and select “Install Office 365 Apps” from the two options.



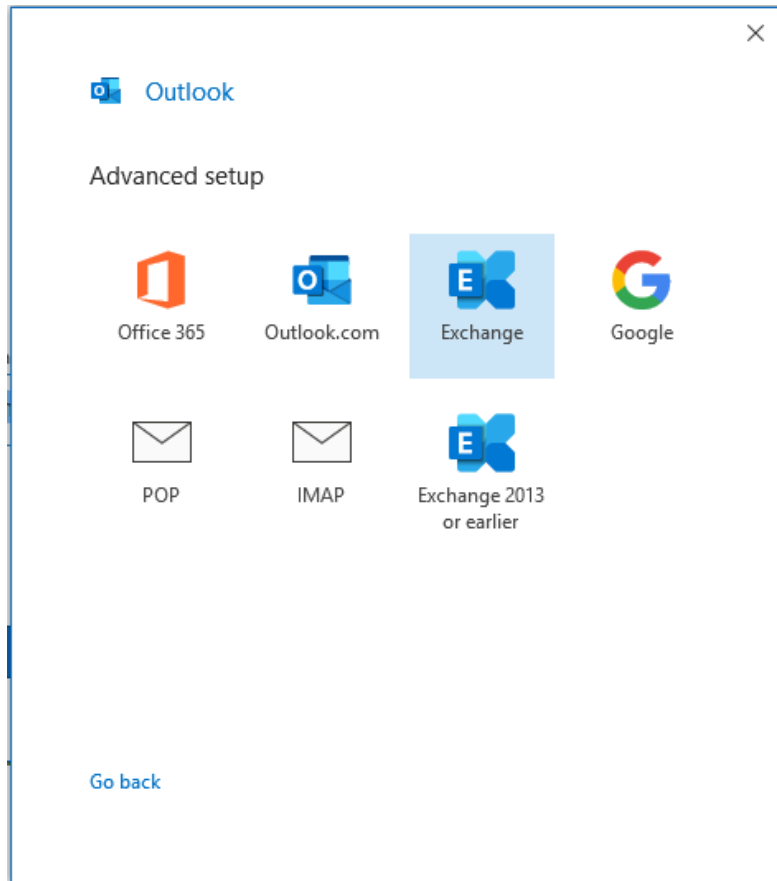
Configuring Outlook for your LJMU Account

Once downloaded and installed, Open Microsoft Outlook, and you'll see the following screen:

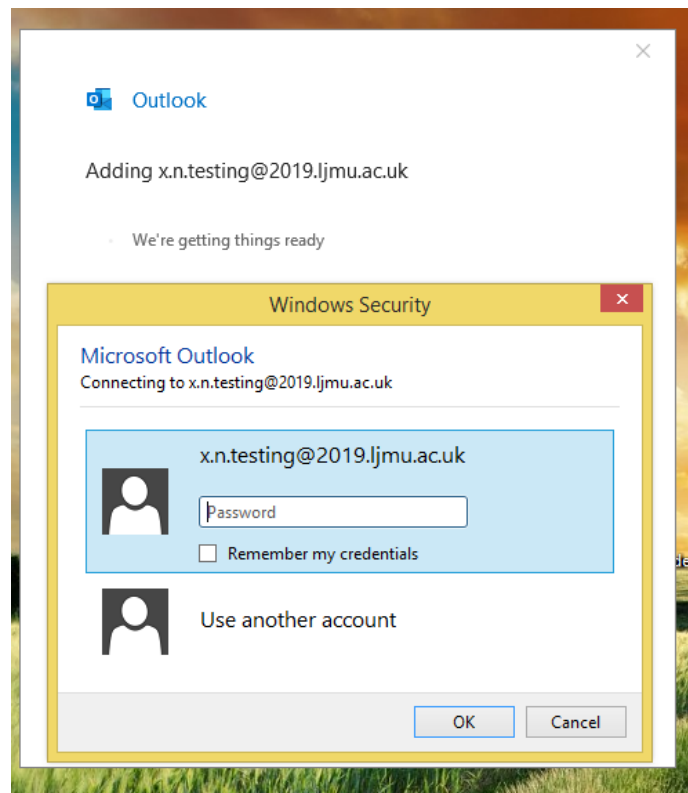


Enter your email in the same format that you previously signed into the Office365 page with, but before you click connect, click on [ADVANCED OPTIONS](#), and from the options you see in the image below make sure you select Exchange.

Now you can click connect.



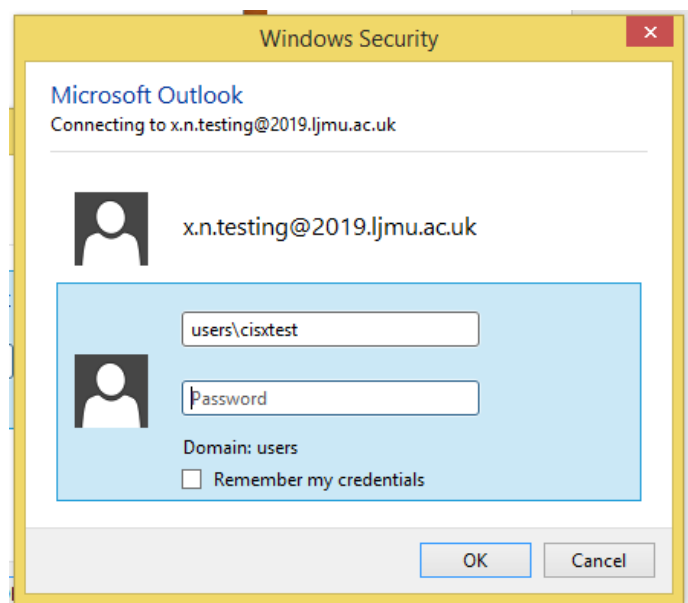
After a delay, while outlook connects, you will be asked for your username and password. You need to click "Use another Account".



Now enter the following into the username field, changing USERNAME for your actual username, as shown in the diagram below:

users\USERNAME

Then enter your password as usual.



Finally, you should see the following screen that shows that the setup has completed successfully. You can now click the “Done” button and open outlook as usual.

