

How to Manually Configure Outlook (Office 365)

After several attempts of trying to configure Outlook using the wizard - I decided to configure Outlook manually. I ran into a few speed bumps as the configuration for Office 365 is slightly different than an On-premise configuration:

Manually configure Outlook

To manually **configure Outlook** to connect to Exchange Online, follow these steps:

1. Determine the mailbox server name and the proxy server URL. To do this, follow these steps:
 - a. Sign in to the Office 365 portal.
 - b. Click **Outlook** to open Microsoft **Outlook** Web App.
 - c. In the upper-right corner of the page, click the Help icon (the question mark), and then click **About**.
 - d. On the About page, locate and then note the following items:

§ **Mailbox server name:** Example: TO get the server name you would need to go to OWA click on about copy the Exchange Client Access server name for example CH1PRD0602CA004.namprd06.prod.outlook.com you would need to only keep the CH1PRD0602 and you would put CH1PRD0602.mailbox.outlook.com as the server name.

§ **Host name:** This is the proxy server URL. Example CH1PRD0602.outlook.com

2. Manually **configure Outlook** to connect to Exchange Online. To do this, follow these steps:
 - a. Click **Start**, click **Control Panel**, and then click **Mail**.
 - b. Click **Show Profiles** and then click **Add**.
 - c. Type a name for the profile, and then click **OK**.
 - d. Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.

- e. Select **Microsoft Exchange**, and then click **Next**.
 - f. In the **Server** box, type the mailbox server name that you noted in step 1d.
 - g. Make sure that the **Use Cached Exchange Mode** option is selected.
 - h. In the **User Name** box, type your user name (for example, alias@contoso.com), and then click **More Settings**.
 - i. Click the **Connection** tab.
 - j. Make sure that the **Connect to Microsoft Exchange using HTTP** check box is selected, and then click **Exchange Proxy Settings**.
 - k. In the **Use this URL to connect to my proxy server for Exchange** box, type the proxy server URL that you noted in step 1d.
 - l. Make sure that the **Only connect to proxy servers that have this principal name in their certificate** check box is selected, and then type **msstd:outlook.com**.
 - m. Click to select the **On fast networks, connect using HTTP first, then connect using TCP/IP** check box, and then click to select the **On slow networks, connect using HTTP first, then connect using TCP/IP** check box.
 - n. Under **Proxy authentication settings**, select **Basic Authentication**.
- Note** Users can also select **Negotiation Authentication** if the administrator enabled this option in the Office 365 portal.
- o. Click **OK** two times.
 - p. Click **Check Names**. When the server name and the user name are displayed with an underline, click **Next**.
 - q. Click **Finish**

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