

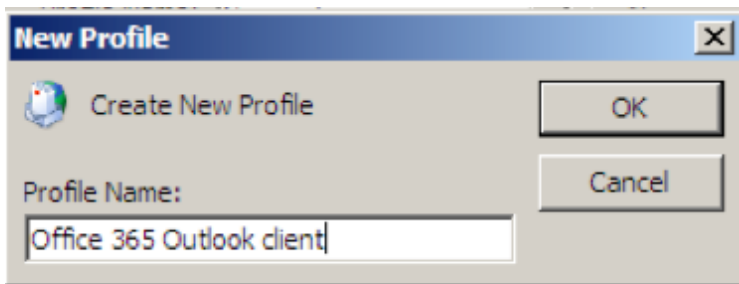
Office 2010 New Profile for Office 365

Use these instructions to create a new profile for your Outlook 2010 application once you have been migrated to Office 365 email and calendaring services.

Once you've been migrated, you will not be able to access your mailbox with Outlook 2010 until you follow these steps.

Create a New Outlook Profile

1. Exit Outlook
2. In the Control Panel, open **Mail**
3. Click **Show Profiles**
4. **Click Add...**



5. Enter a name for your profile
6. Click **OK**
7. **Your Name:** Enter your name as you'd like it displayed
8. **E-mail Address:** Enter your primary e-mail address. Typically, your full primary email address is first.last@hms.harvard.edu
Note: You can confirm your primary email address in the [HMS White Pages](#).
9. **Password:** Your eCommons password
10. **Retype Password:**
11. Click **Next**

Office 2010 New Profile for Office 365

Choose Profile

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

12. If you are prompted to login again, use your primary e-mail address as the name.

13. Click Finish.

Connect from Anywhere!

Make sure to try [Outlook Web Access \(OWA\)](#)!

- Drag and drop email attachments
- Looks and works the same from every browser
- Online archiving
- Quickly filter new messages

Find Out More about Outlook Web App for Office 365

Read about [OWA's new features](#) and how to [get started using OWA](#).