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

Questions? Call the IT Service Desk at 617-432-2000 or visit the HMS IT Web Site.
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.