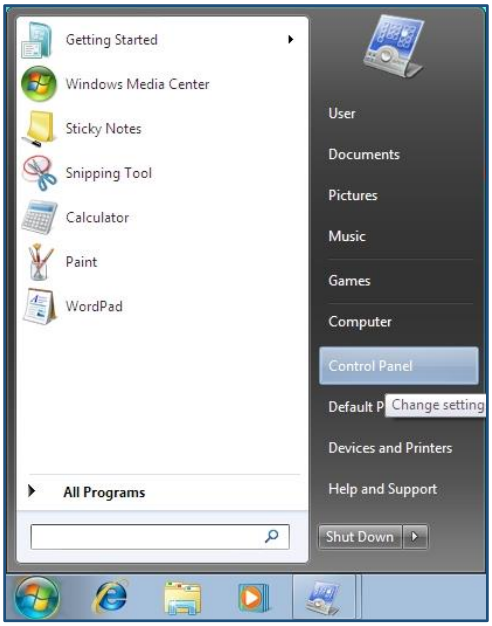
SCJSDInfoTech

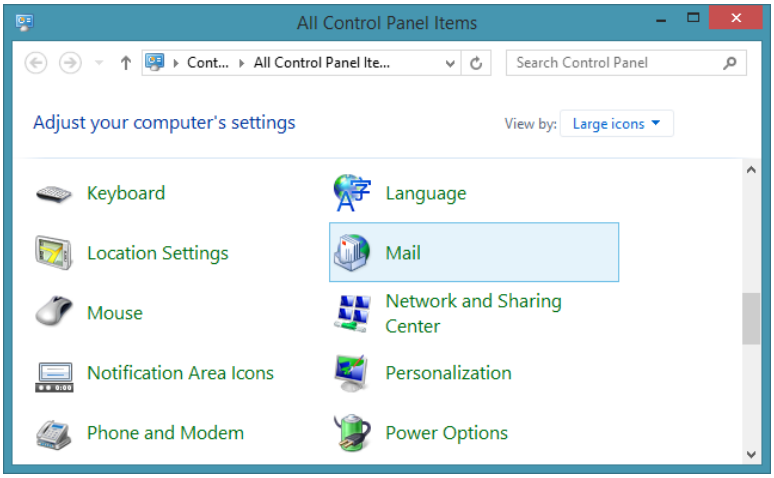
Configure Outlook 2013 for Office 365

1. Please make sure you're connected to a school or District network. A connection through our VPN will also work.

2. Click the **"Start"** menu button at the bottom-left of your Desktop and choose **"Control Panel."**

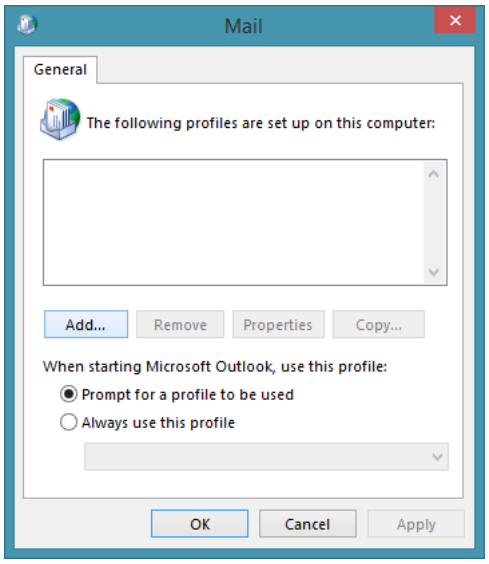


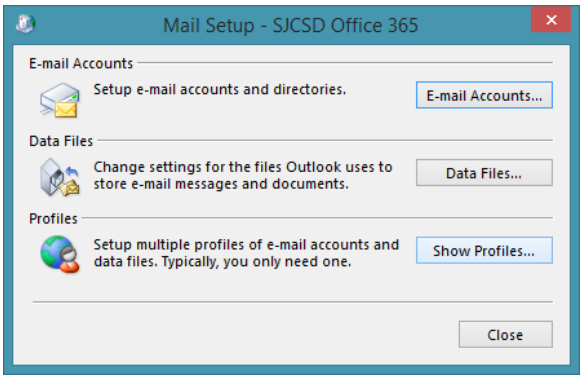
3. In the Control Panel, open **"Mail."**



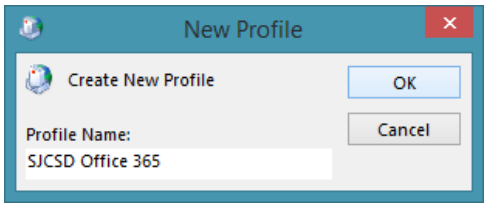
4. Depending on your current Outlook configuration, you may be presented with two different interfaces. If you have no Outlook profiles, click **"Add…"** to create a new profile.

   Otherwise, select **"Show Profiles"** to display a list of current profiles. Then, click **"Add…"** to create an additional profile.

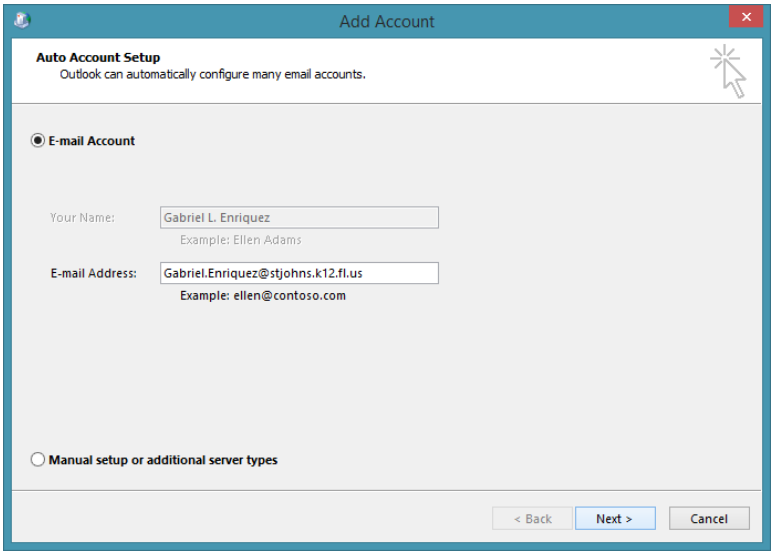




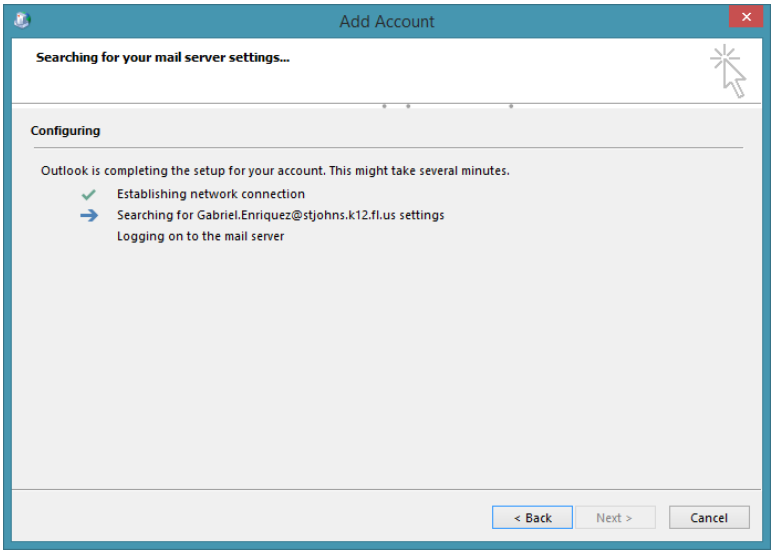
5. Give the new profile a name, such as **"SJCSD Office 365."**



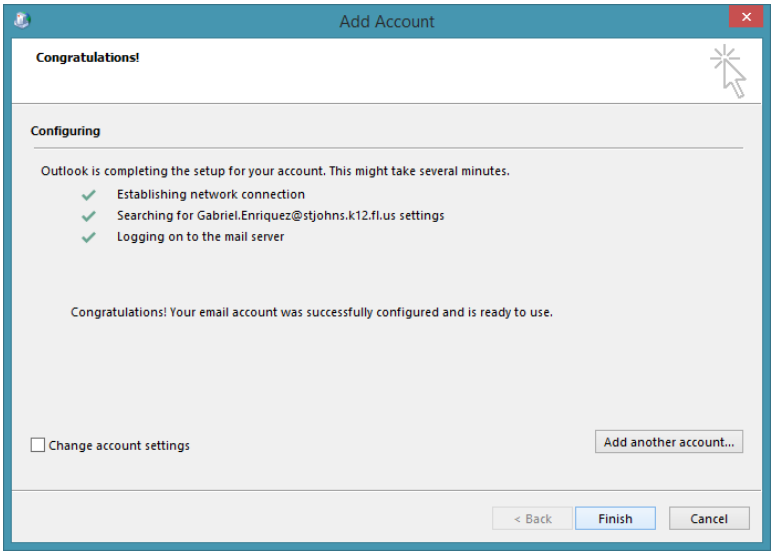
6. If you're on the correct network, the following **"Auto Account Setup"** window will automatically pre-populate your email account information. Just click the **"Next"** button to continue.



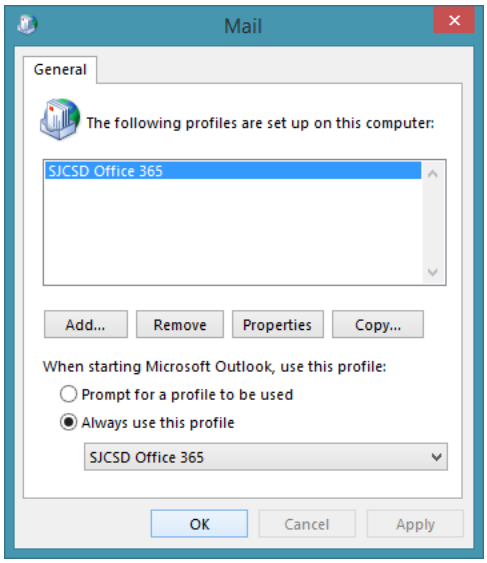
7. Outlook will now search for your account's mailbox. You may be prompted for authentication credentials during this search. Please use your STJOHNS account in the following format:
    - Your **"E-Number@stjohns.k12.fl.us"** for the username *(E000000@stjohns.k12.fl.us)*
    - Your E-Number's password for the password



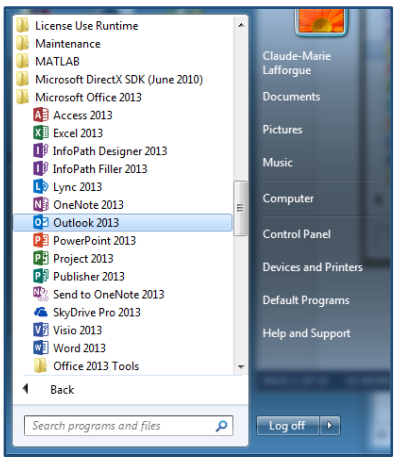
8. Click **"Finish"** to add the new profile and account to Outlook.

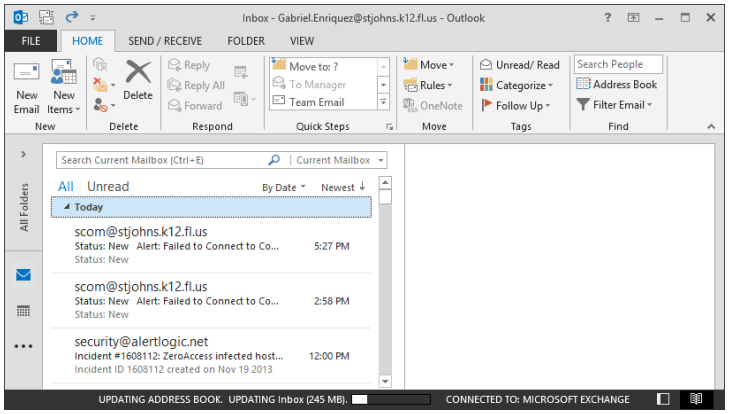


9. Verify that your profile has been added, then click the **"OK"** button to close your Mail settings. You may also close the Control Panel window.



10. Open the **"Outlook"** email application from your Start menu to access your SJCSD Office 365 account.


License Use Runtime
Maintenance
MATLAB
Microsoft DirectX SDK (June 2010)
Microsoft Office 2013
Access 2013
Excel 2013
InfoPath Designer 2013
InfoPath Filler 2013
Lync 2013
OneNote 2013
Outlook 2013
PowerPoint 2013
Project 2013
Publisher 2013
Send to OneNote 2013
SkyDrive Pro 2013
Visio 2013
Word 2013
Office 2013 Tools
Back
Search programs and files
Claude-Marie Lafforgue
Documents
Pictures
Music
Computer
Control Panel
Devices and Printers
Default Programs
Help and Support
Log off


Inbox - Gabriel.Enriquez@stjohns.k12.fl.us - Outlook
FILE
HOME
SEND / RECEIVE
FOLDER
VIEW
New Email
New Items
Delete
Reply
Reply All
Forward
Move to: ?
To Manager
Team Email
Move
Rules
OneNote
Unread/ Read
Categorize
Follow Up
Search People
Address Book
Filter Email
New
Delete
Respond
Quick Steps
Move
Tags
Find
All Folders
Search Current Mailbox (Ctrl+E)
Current Mailbox
All
Unread
By Date
Newest
Today
scom@stjohns.k12.fl.us
Status: New Alert: Failed to Connect to Co...
5:27 PM
Status: New
scom@stjohns.k12.fl.us
Status: New Alert: Failed to Connect to Co...
2:58 PM
Status: New
security@alertlogic.net
Incident #1608112: ZeroAccess infected host...
12:00 PM
Incident ID 1608112 created on Nov 19 2013
UPDATING ADDRESS BOOK. UPDATING Inbox (245 MB).
CONNECTED TO: MICROSOFT EXCHANGE

If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please call the Information Technology Help Desk at **904-547-HELP (4357)**, if at home or outside the district, or **1-HELP (1-4357)** from inside any District building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.