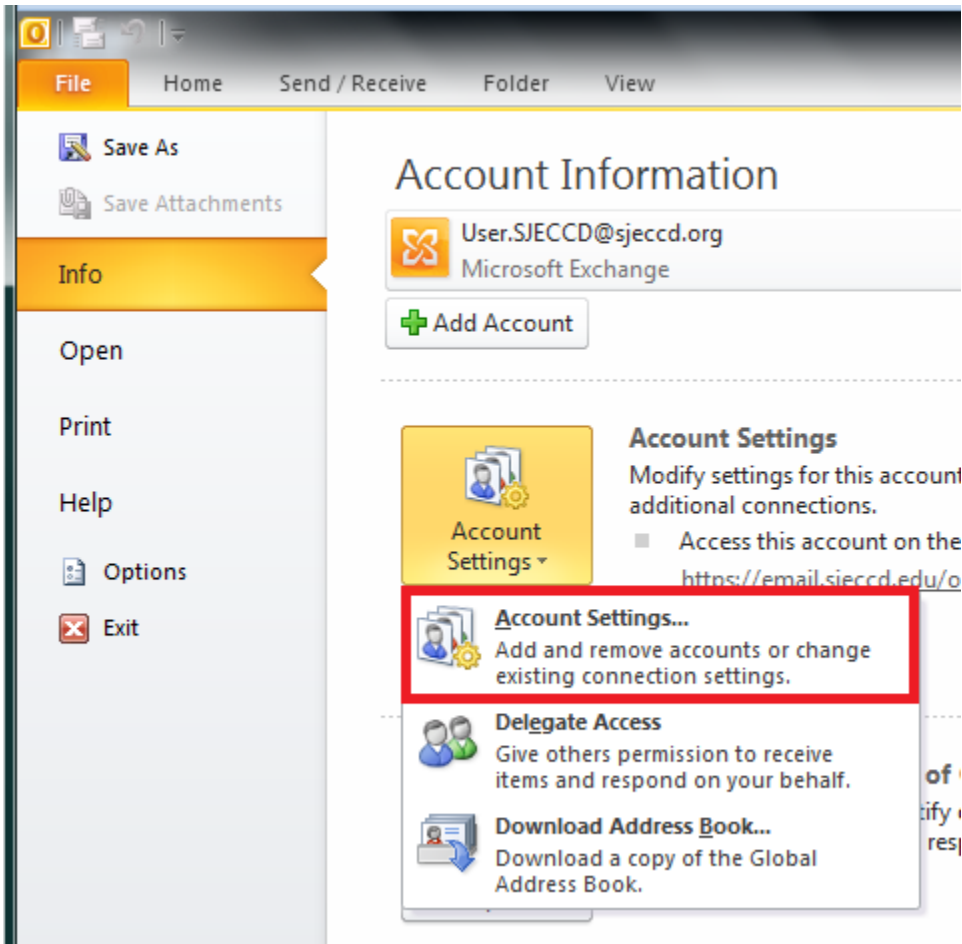
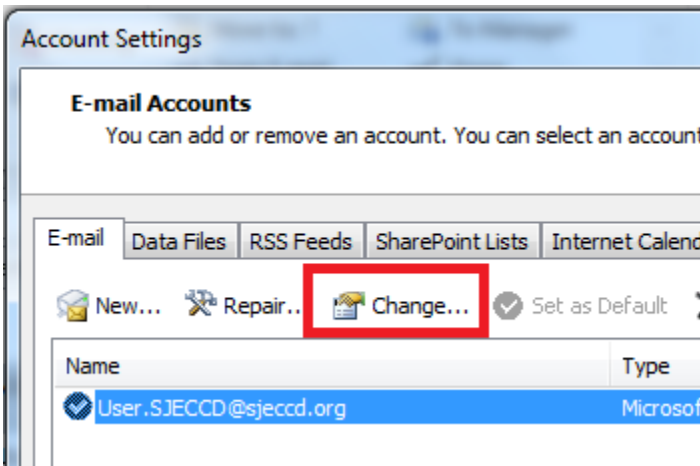


Office 365 Outlook from Home (Outlook Anywhere) Instructions

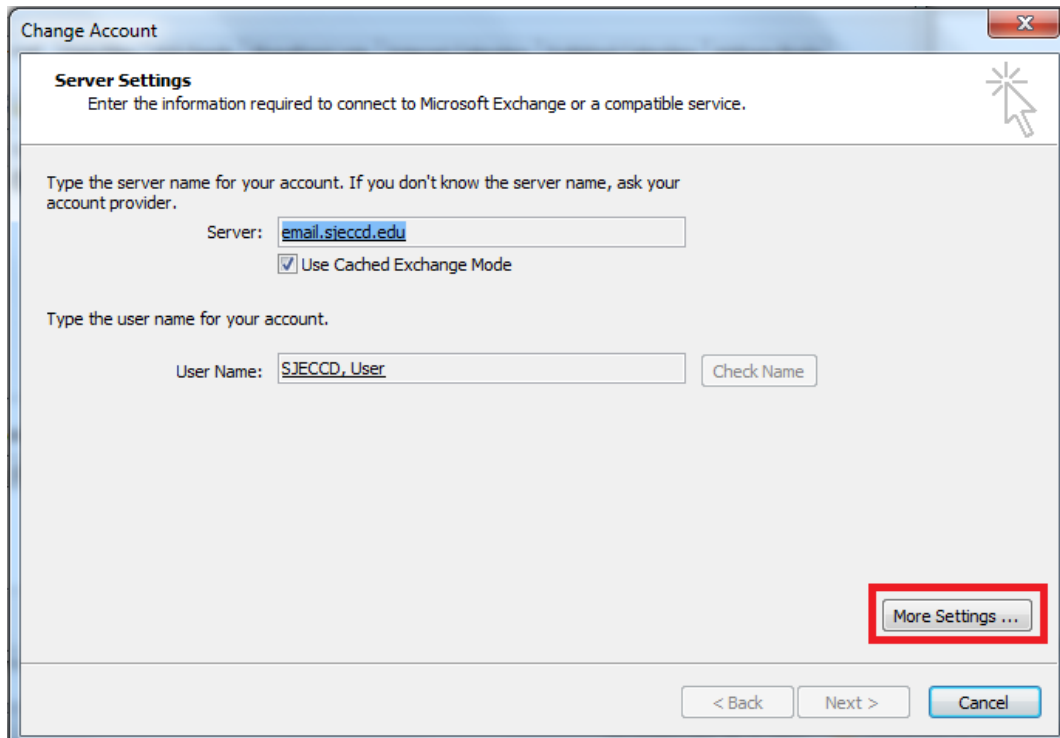
1. Open up Outlook and go to **File**→**Info** → **Account Settings** and select **Account Settings...**



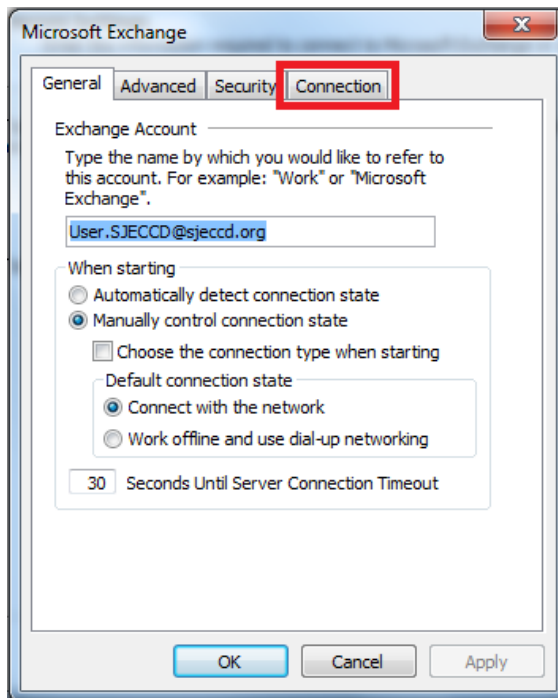
2. Now select the account under **E-mail** and then click on **Change...**



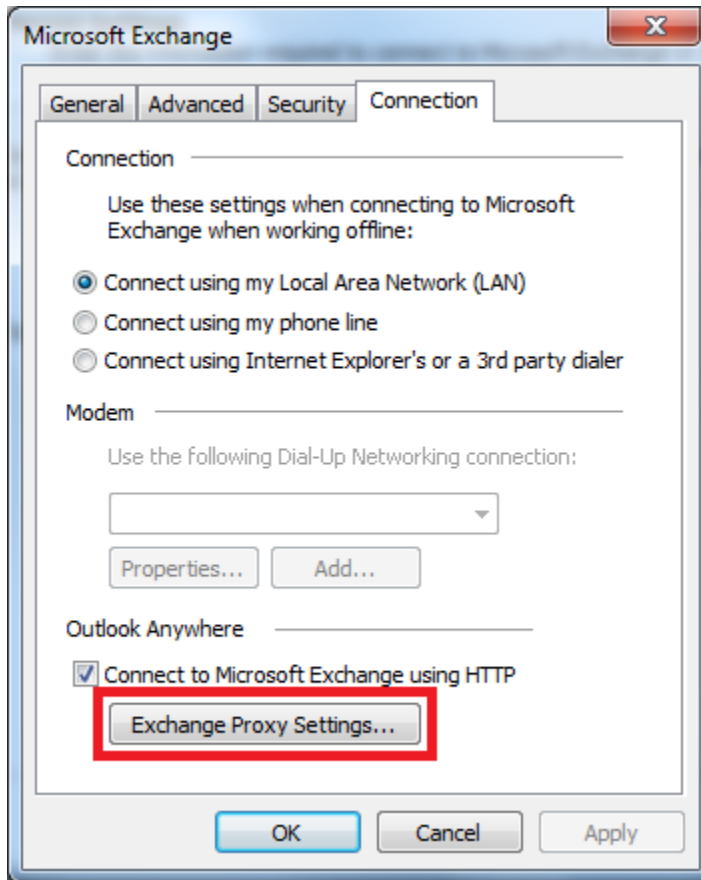
3. Next click on **More Settings...** in the lower right



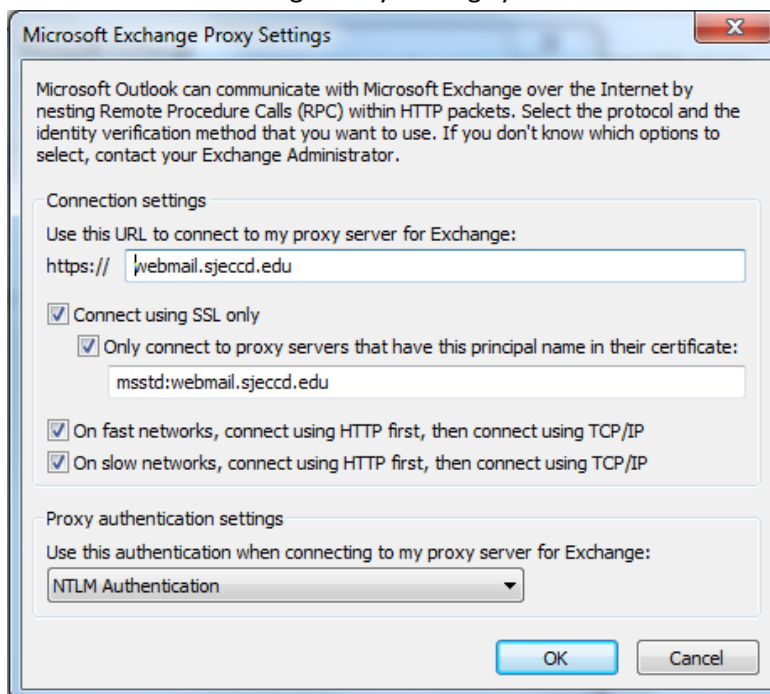
4. In the Settings windows select the **Connection** tab



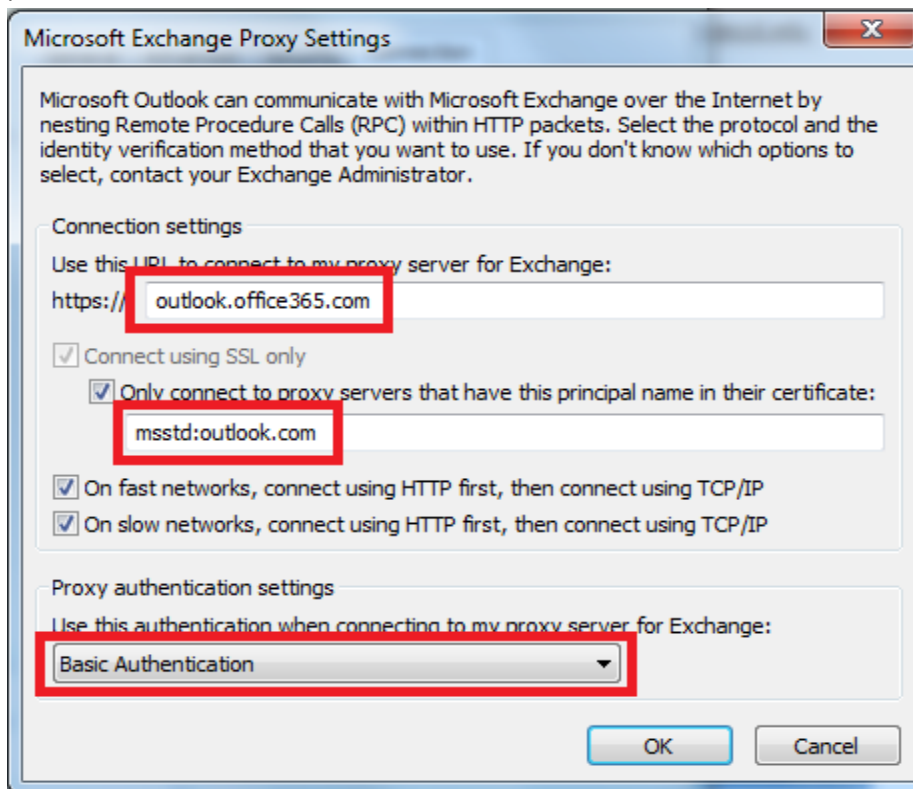
5. Under **Connection** click on the **Exchange Proxy Settings...**



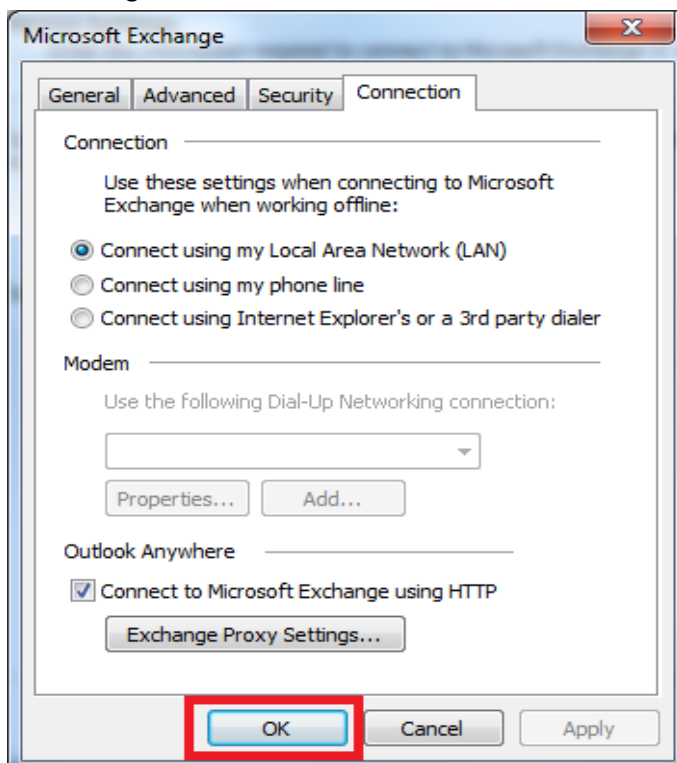
6. In the Microsoft Exchange Proxy Settings you will see the following



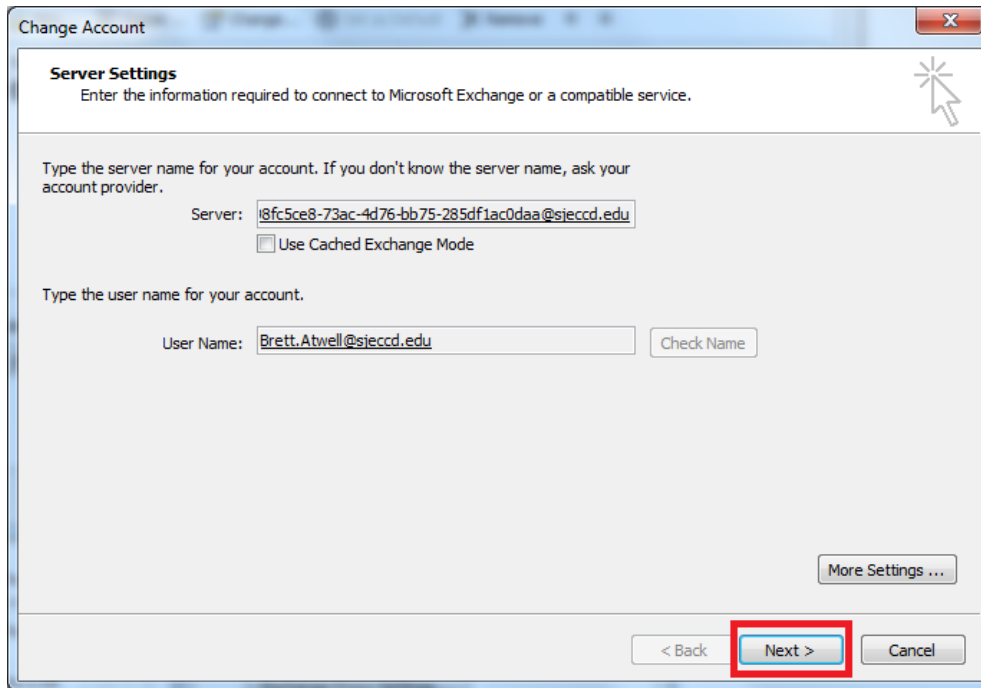
7. You will need to change the URL to **outlook.office365.com** , the SSL Certificate principal name to **msstd:outlook.com** and Proxy authentication to **Basic Authentication** just like in the following picture then click on **OK**



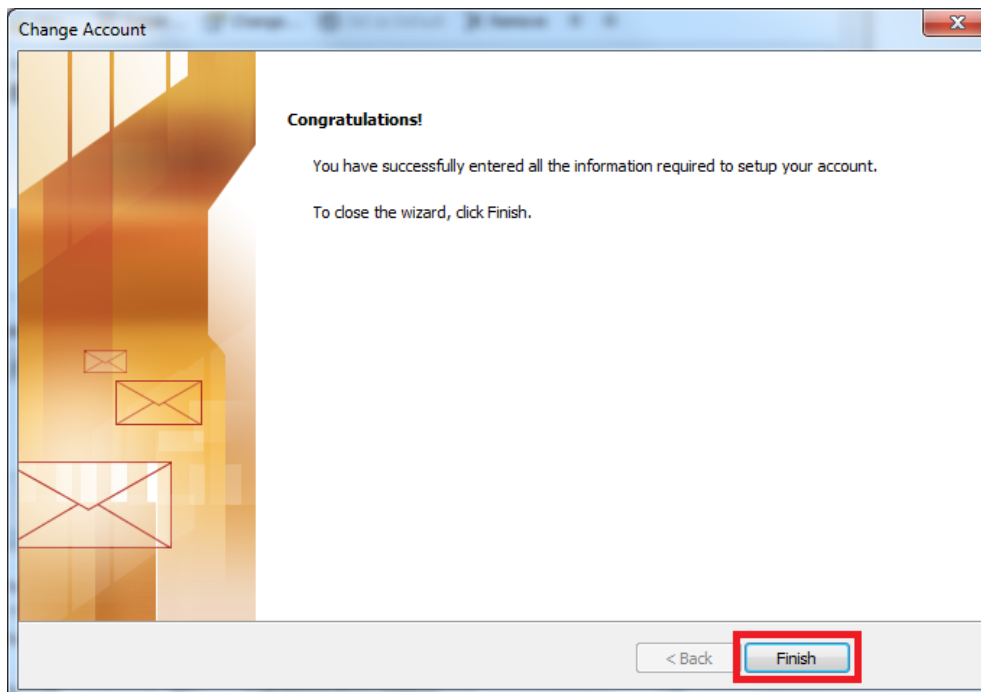
8. Click **OK** again



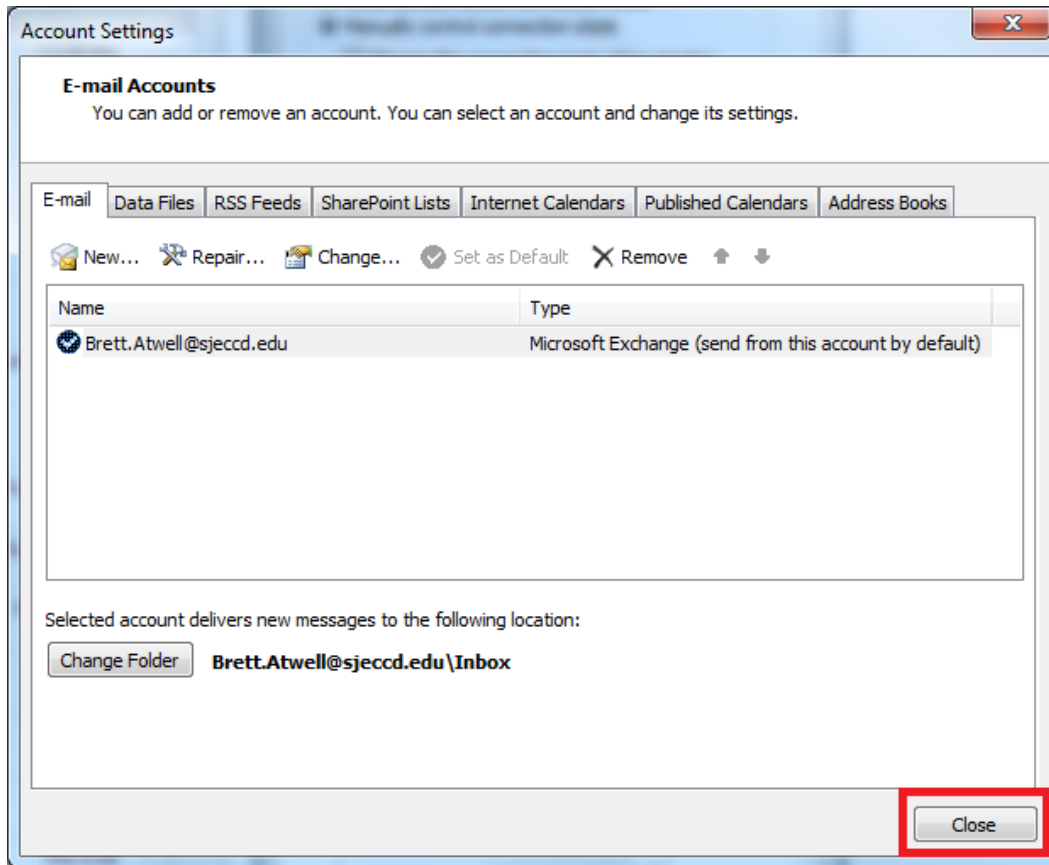
9. Click on **Next**



10. Click on **Finish**



11. Finally click on **Close**



12. Exit Outlook and then re-open it so that the changes are processed.

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