Activating your Office 365 installation and Setting up your Outlook E-mail Account (first time user)

Due to a change in the way the University has licensed Microsoft Office, we must activate our Office 365 installation before we can use it. Once one Microsoft application is activated, the entire suite of Microsoft Office 365 applications are activated.

1) Navigate to the **Applications** folder on your computer's hard drive.

2) Open the **Microsoft Outlook** application.

3) You will now be directed to "Sign in"

Logging into Office 365

You will now need to log into your DePaul provided Microsoft account.

1) Sign in using your DePaul e-mail address. **Note: you will need to use the e-mail address with your BlueKey account name (bgier for example). You cannot use a personalized account name like brian.gier@depaul.edu.**

2) Click **Next**
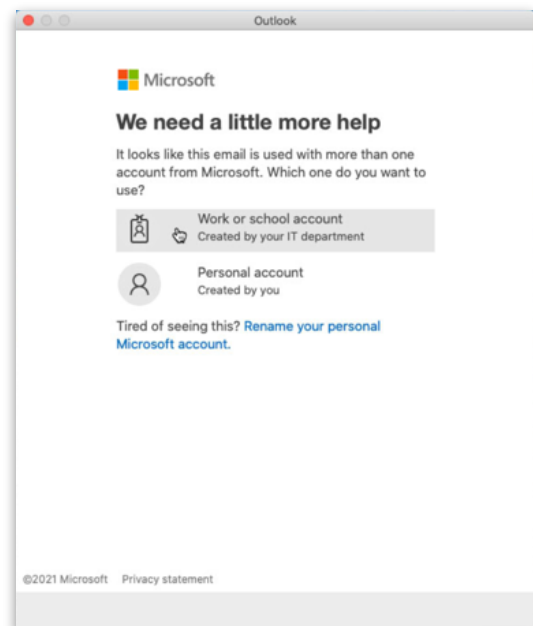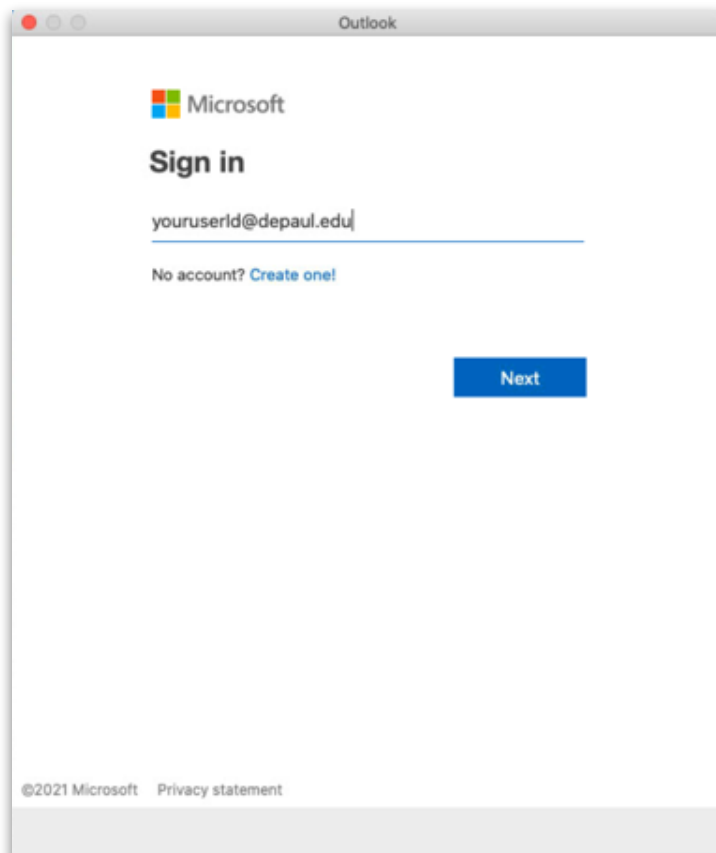
3) You may need to tell the login tool to use your "**Work of school account**" by selecting that option (as shown).

4) Enter your BlueKey password.

5) Click "**Sign in**"

6) Upon successful sign-in, Office 365 will be granted a license and Outlook will be usable.

7) Click "**Start Using Outlook**"
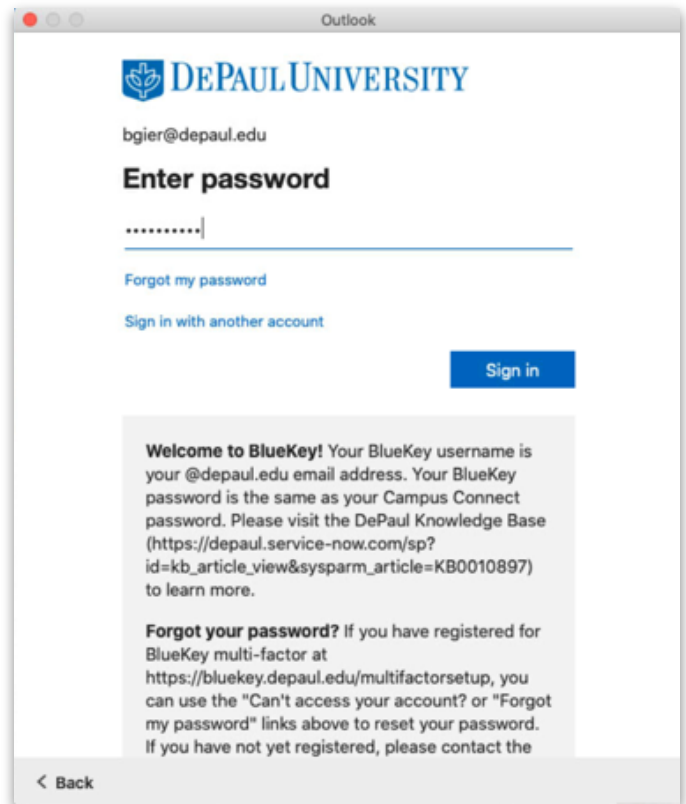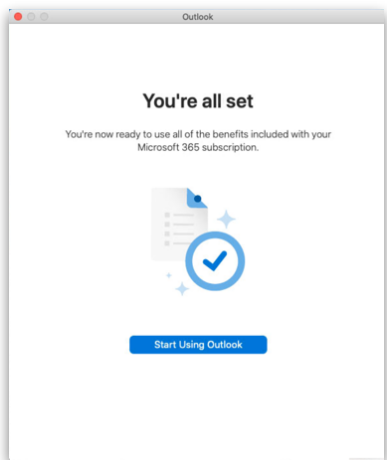
8) You will now be asked to enter your e-mail account information as shown

- First enter your **DePaul-issued e-mail address** in the e-mail address field.

- enter "**dpu\your-user-name**" (using your own user name) in the Domain\username field

- enter your **BlueKey password** in the password field

- enter **dpu.depaul.edu** in the "Server (optional) field

9) Click "**Add Account**"

The process of setting up your account may take a few minutes.

When it completes, you will see your Outlook mailbox.