

# Add E-Mail account to MS Outlook

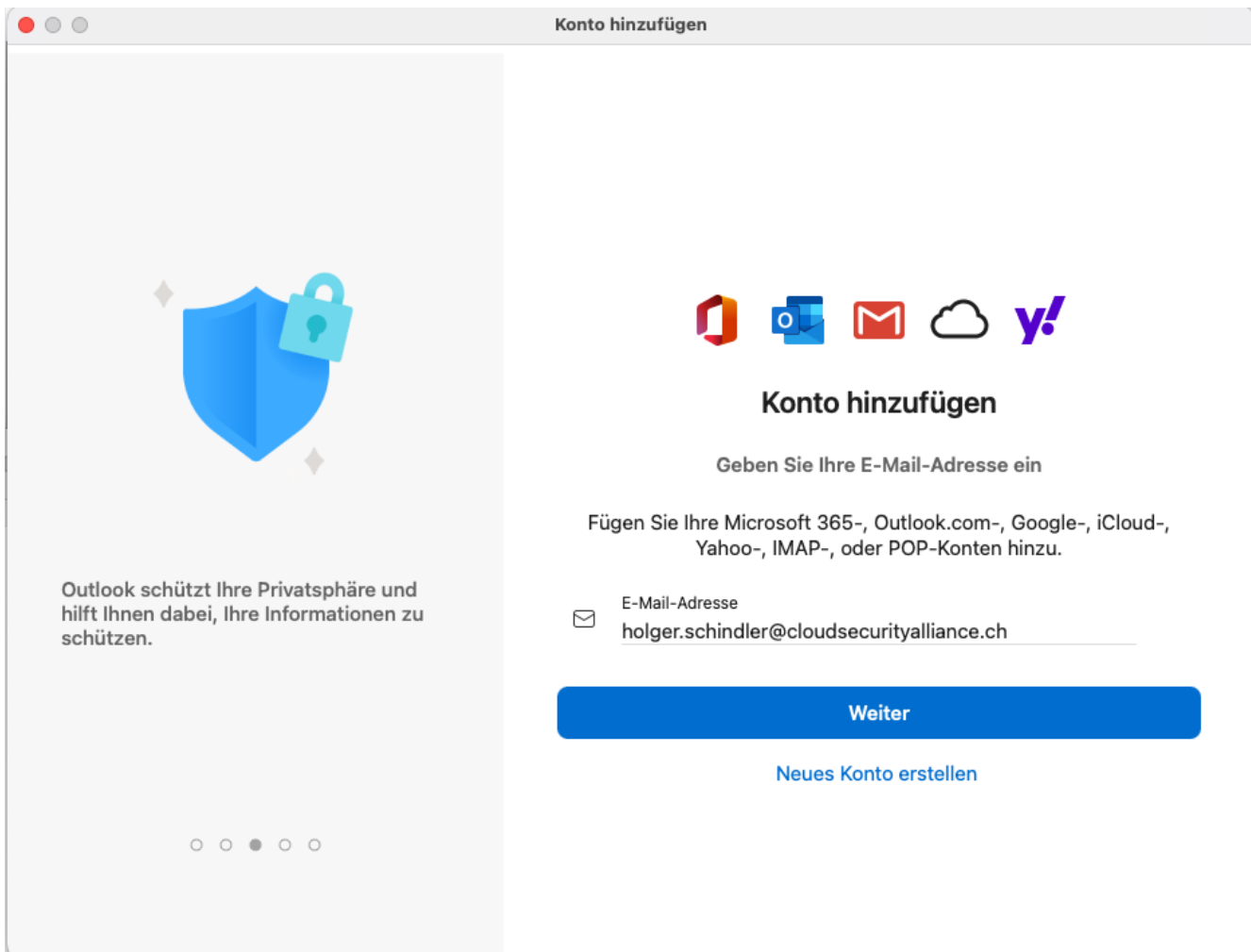
## Introduction

Microsoft 365, Azure or Exchange Server uses a proprietary protocol for E-Mail, Calendar and Contacts/Address Book. It is possible to add multiple E-Mail accounts, either with IMAP, POP3 or M365 to MS Outlook.

## Configuration

Goto "Settings" --> Accounts --> Add Account

It looks slightly different on Windows or MacOS



Enter your E-Mail address and click on "continue".

If Outlook does not determine the account type automatically, enter "Microsoft 365".

Follow the instruction on the screen. It will guide you through the log in process. If Outlook ask for the profile type, I recommend "business profile".

You will need your E-Mail address and your password.

## Functionality

All functions provided by M365 are supported:

- send E-Mail
- receive E-Mail
- calendar (Appointments)
- addressbook

The addressbook shows only contacts, that you have already contacted. However, you can search the addressbook in the name field by writing three characters of the name of the person you are looking for.

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