

# Microsoft Outlook Exchange/MAPI Instructions - Bloomsburg University Faculty/Staff

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If you do not already have Microsoft Outlook installed, you should first download and install the latest version through Office365 free of charge. Please see the appropriate **Microsoft Office ProPlus Installation and Activation Walkthrough: [PC](#) | [Mac](#)**

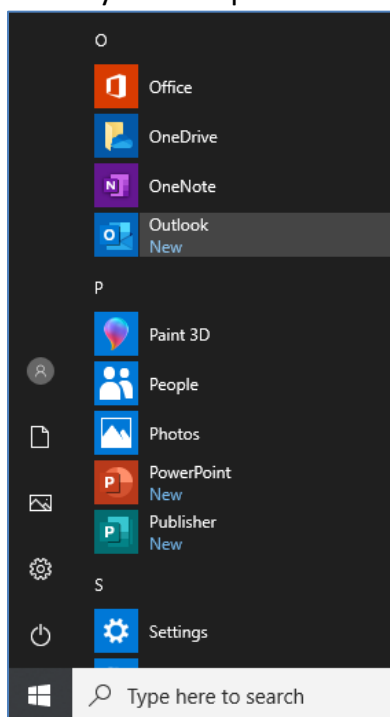
When you open Outlook for the first time, it should guide you through adding a new account. **As long as you have a working connection to the Internet, you should just be able to specify your full email address (i.e. username@bloomu.edu) and current password, and your account will be configured with MAPI over HTTP automatically** without any manual configuration. If for some reason your Outlook profile is not automatically configured when you enter your full email address and current password, use this information to help with manual setup:

Account type: Exchange  
Server name: webmail.bloomu.edu  
Domain: BUAD

You should specify your full email address as your username when prompted to enter credentials. Otherwise you would have to use the format BUAD\username.

Walkthrough of configuring Outlook for PC after installing Microsoft Office365 ProPlus

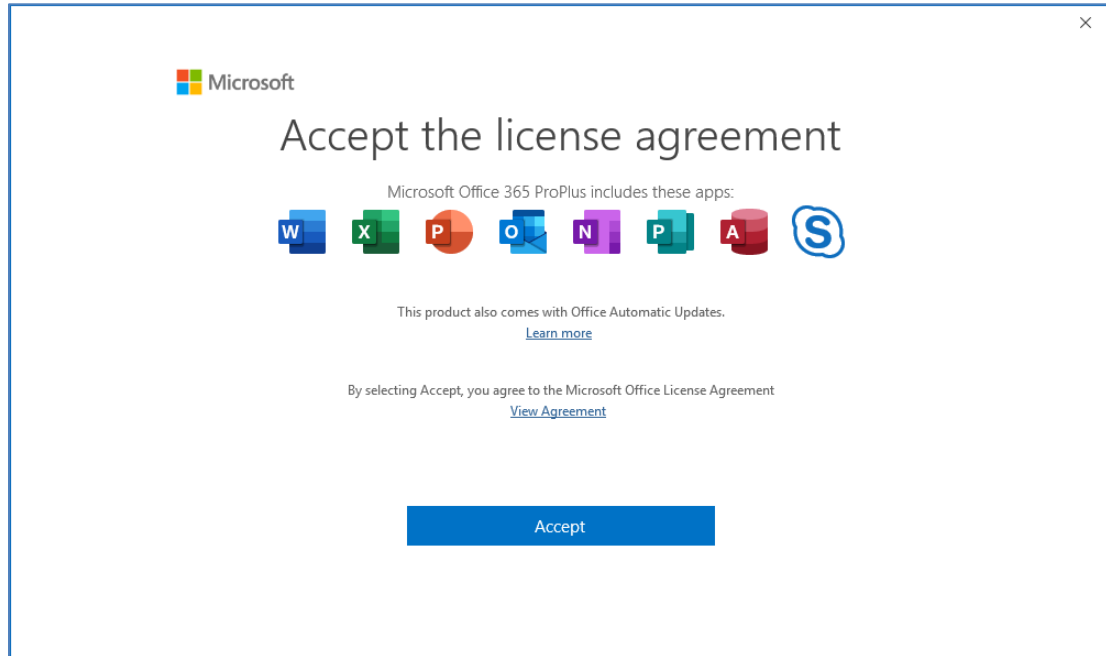
1. Begin by opening Outlook on your computer



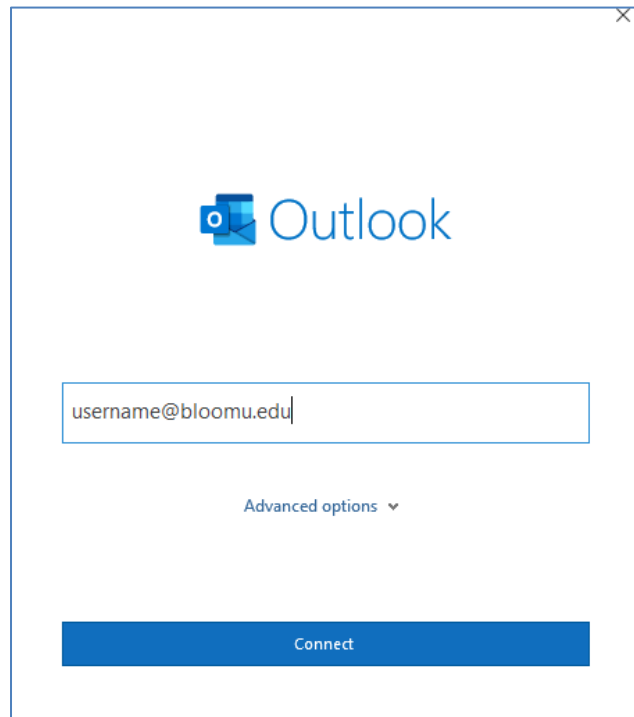
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2. If this is the first time you are opening a Microsoft Office365 ProPlus application, you will need to accept the license agreement by clicking “Accept”.



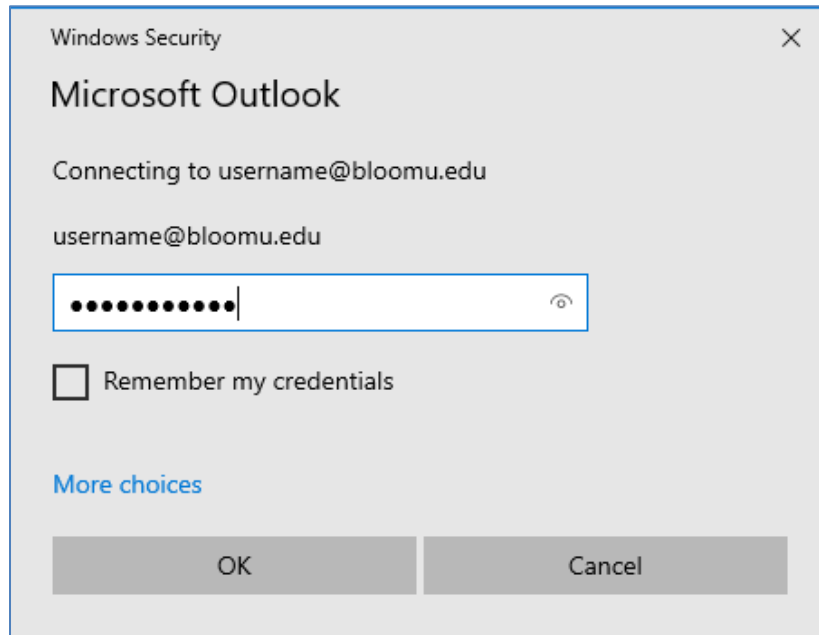
3. If you have never configured an email account in Outlook, it will automatically prompt to add an account. Type in your full email address and click “Connect”. (If you already use Outlook for another email account, you should click on “File”, “Add Account”.)



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4. Enter your BU password, optionally check “Remember my credentials” if you are on a private password-protected trusted computer, and click “OK”.



5. Account successfully added. Uncheck “Set up Outlook Mobile on my phone, too” unless you wish to do that at this time, and click “Done”.

