

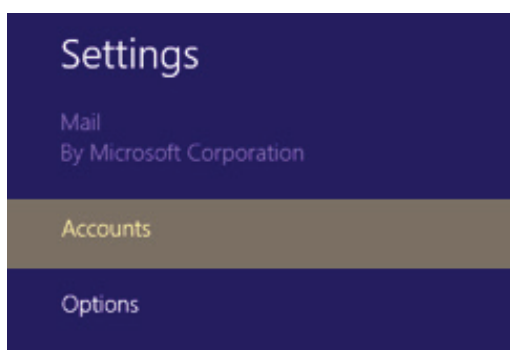
# How to set up Outlook in Windows 8.1



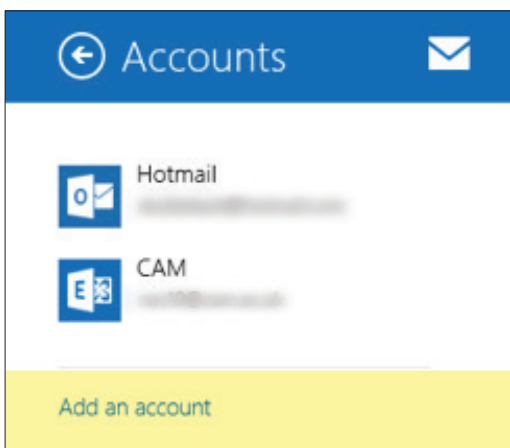
**Before you start:** If you have never done so, sync your UIS Password to the Blue Active Directory by running through the Change Password procedure using the UIS Password Management app at [password.csx.cam.ac.uk](http://password.csx.cam.ac.uk). You can keep using your current password – the important part is that you run through the process one time only in order to trigger the sync with Blue, and then onwards to Azure, Microsoft's Active Directory which ultimately controls your access to Exchange Online services. **It may take up to 3 hours for your password to sync to Azure. You can't complete the Exchange Online configuration until your UIS Password has synced with Azure, and will get error messages when you try to log in. These errors will stop once your password has synced.**

1. Click in the bottom right of the screen to open the **Settings** panel

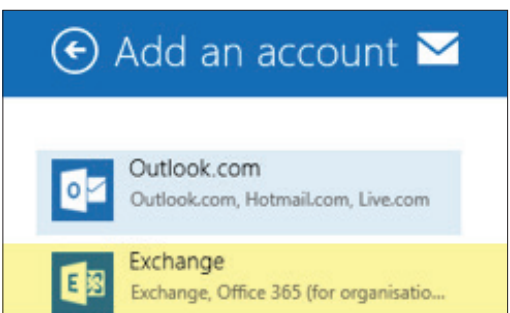
2. Click **Accounts**



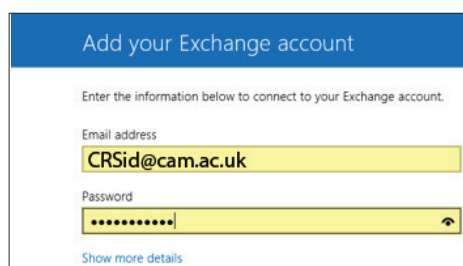
3. Click **Add an account**



4. Click **Exchange**



5. Enter your *CRSid@cam.ac.uk* and your *UIS Password*, and click **Connect**



6. Make sure all the following fields are filled in with your personal details, as follows:

Email Address: your *CRSid@cam.ac.uk*

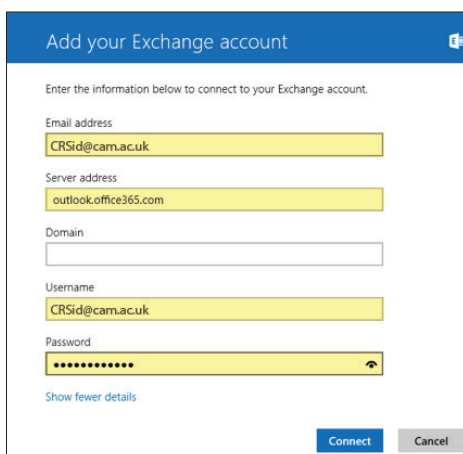
Server address: **outlook.office365.com**

Domain: [leave this blank]

Username: your *CRSid@cam.ac.uk*

Password: your *UIS Password*

7. Click **Connect**.



The account may take a few seconds to synchronise.