1. Go to Outlook > Preferences > Accounts.

2. Click the Exchange Account icon to add your Exchange account.
3. Within the **E-mail address** field, enter your Baylor Enterprise Computing Account (ECA) in the following format: `username@bcm.edu`.
4. Within the **User name** field, enter your ECA.
5. Within the **Password** field, enter your Baylor password.
6. Ensure the **Configure automatically** check box is selected.
7. Click **Add Account**.
8. Select the *Always use my response for this server* check box and click *Allow.*
9. If prompted, within the **Server** field, enter the following: **outlook.office365.com**
10. Click **Add Account**.
11. Select the *Always use my response for this server* check box and click *Allow*. (You may have to click *Allow* twice.)

Outlook will then be connected to the Exchange server, and you will begin receiving all of your email. Depending on the size of your mailbox, it may take a few minutes for all of your email to appear. Exit the *Accounts* window.