# Instructions for Configuring Outlook on Your Computer

1. Open Control Panel by pressing the Start button and typing “Control Panel”
2. Open the “Mail” settings



1. Select “Show Profiles”



1. Click “Add” to create a new profile



1. For Profile name, put “OneAtlas\_O365” and press OK



1. Verify that the Email address that populates is your @OneAtlas.com email account. If needed, change it to @OneAtlas.com and input your Password twice.



1. Press Next and it will setup the rest of the account for you automatically.
2. On the Mail settings window again, make sure that the “Always use this Profile” is set to the new profile that you just created.



1. Press Okay and close control panel.
2. Open Outlook and it will setup your account. This may take a few minutes