Steps to setup Office 365 (2018) (Version 1810)

After much frustration here are some screen shots on how to do this. Al least it worked for me.

1. Open control parter and select ma	1.	Open control	panel	and	select r	nai
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All Control Panel Items			- D >
🛧 🖼 > Control Panel > A	All Control Panel Items		✓ O Search Control Panel P
djust your computer's settings			View by: Large icons 💌
Administrative Tools	AutoPlay	Backup and Restore (Windows 7)	Color Management
Credential Manager	Date and Time	Default Programs	Device Manager
Devices and Printers	Ease of Access Center	File Explorer Options	File History
F Flash Player (32-bit)	A Fonts	Indexing Options	Infrared
Internet Options	Keyboard	Mail (Microsoft Outlook 2016)	Mouse
Network and Sharing Center	NVIDIA Control Panel	Phone and Modem	Power Options
Programs and Features	Realtek HD Audio Manage	er 🔊 Recovery	Region
RemoteApp and Desktop Connections	Security and Maintenance	Sound	Speech Recognition
Storage Spaces	Sync Center	System	Taskbar and Navigation
Troubleshooting	User Accounts	Windows Defender	Work Folders
2. Click Email Acc	counts to add new accor - Outlook	unt	×
Email Accounts			
Setur	p email accounts and direct	cories. Email Ac	counts
Data Files			
Chan store	ige settings for the files Ou email messages and docur	itlook uses to Data I	Files

0	Setup multiple profiles of email accounts and	Show Profiles.
9	and men appending, you only need oner	

3. Select New under Email tab

Ne Ne	w Rep	pair 😭 C	hange 📀 Set	as Default X Remo	ove 🕈 🖡	Address books
Name		anaroo aasi ka		Туре		
	8. 845	22	10 - 10 - 2400	2 R. R R.		
Selecte	d account de	livers new m	essages to the foll	lowing location:		

4. Select Manual Setup and click Next

Ruo Account				
uto Account Setup Manual setup of an	account or connect to other server types.			
Email Account				
Your Name:				
	Example: Ellen Adams			
Email Address:				
	Example: ellen@contoso.com			
Password:				
Retype Password:				
	Type the password your Internet sen	ice provider has	; given you,	
Retype Password: Manual setup or ad	Type the password your Internet sen	ice provider has	; given you,	
anual setup of au	uluonal server types			

5. Choose IMAP and click Next

Add Account				
Choose Your Account Type				
O Office 365				
Automatic setup for Office 365 accou	nts			
Email Address				
Example: elle	n@contoso.com			
POP or IMAP				
Advanced setup for POP or IMAP ema	il accounts			
Exchange ActiveSync				
Advanced setup for services that use	Exchange ActiveSync			
	< Back	Next >	Cancel	Help
		1		

6. Enter the following settings on left then click More Settings (Do not click Next yet)

POP and IMAP Account Set Enter the mail server setting	tings ngs for your account.	1. Alexandree and the second s	
User Information	[]	Test Account Settings	
Your Name:	Joe Smith	We recommend that you test your account to ensure the	
Email Address:	joe.smith@shaw.ca	the entries are correct.	
Server Information		Tast Account Sattings	
Account Type:	IMAP	icst Account Settings in	
Incoming mail server:	imap.shaw.ca	Automatically test account settings when Next is clicked	
Outgoing mail server (SMTP):	mail.shaw.ca	Type your shaw email address with only the stuff	
Logon Information		before the @shaw.ca	
User Name:	joe.smith		
Password:	Type your shaw email pass		
Re	member password	W to the left of My Tr	
Require logon using Secur (SPA)	e Password Authentication	More Settings	
		< Back Next > Cancel Help	

7. Enter the following settings on outgoing server tab then click Advanced tab

General	Outgoing Server	Advanced		
My or	utgoing server (SMT	P) requires authentica	tion	
٥u	se same settings as	my incoming mail serv	er	
OL	og on using			
U	ser Name:			
P	assword:			
	Rem	ember password		
1	Require Secure Pa	assword Authenticatio	n (SPA)	
275	-			
00			8	
100			2	
677	-			
in the second se				

8. Enter the following settings on Advanced tab and click ok

Seneral	Outgoing Server	Advanced		
Server Po	ort Numbers			
Incomi	ng server (IMAP):	993 Use Defaults		
Use	the following typ	e of encrypted connection:	SSL/TLS	~
Outgo	ing server (SMTP):	587		
Use	the following typ	e of encrypted connection:	STARTTLS	~
Server Ti	meouts	3000	0	
Short		Long 1 minute		
olders				
Root f	older path:			
Sent Iter	ns			
Do	not save copies of	sent items		
Deleted	Items			
Ma	rk items for deletio	n but do not move them au	tomatically	
Iter	ns marked for dele ns in the mailbox a	tion will be permanently de ire purged.	leted when t	he
Dur	ae items when swi	tching folders while online		

Now click next

igs for your account.	
	Test Account Settings
Joe Smith	We recommend that you test your account to ensure that
ioe.smith@shaw.ca	
IMAP 🗸	lest Account Settings
imap.shaw.ca	Automatically test account settings when Next is clicked
mail.shaw.ca	
joe.smith	14 - 12 M 18 2 M
****	Mail to keep offline: All
member password	n an an an an an an 🕅
e Password Authentication	More Settings
	gs for your account. Joe Smith joe.smith@shaw.ca IMAP imap.shaw.ca mail.shaw.ca joe.smith ******** member password Password Authentication

It should now create you email in Office 365 and send a test email. Once successful click close and the Finish.

Your account should be ready