

Installation of Outlook Email Client on various devices

- I. Installation of Outlook Email Client on Windows OS
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I. Installation of Outlook Email Client on Windows OS

To access your email through the client program in your computer, you need to download and install a set of Office365 programs from your Office365 account <http://portal.office.com>. After logging in to your account with Outlook username and password, you will see a download screen for the program. (Figure 1)



Figure 1

Click **Install Office 2016** or if you want to choose the language of the programs and the 32bit or 64bit version, click **Other installs** (Figure 2)

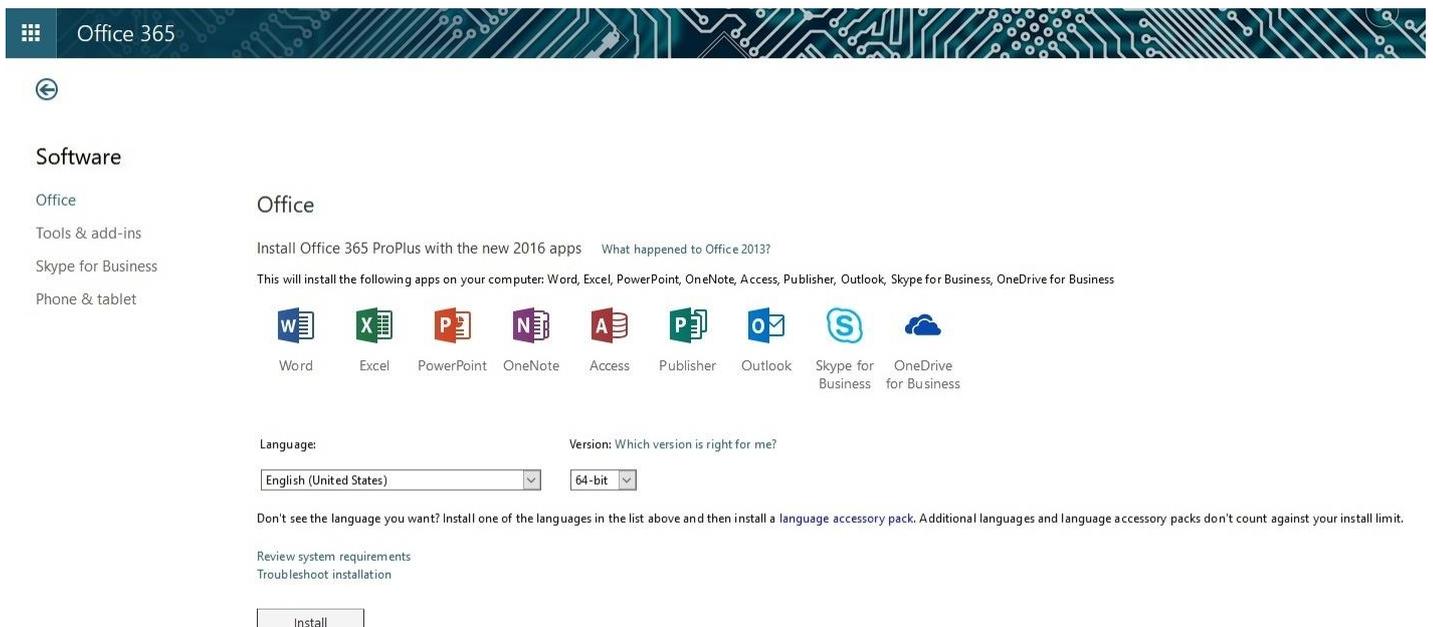


Figure 2 Options for Other installs

After selecting the settings click **Install**.

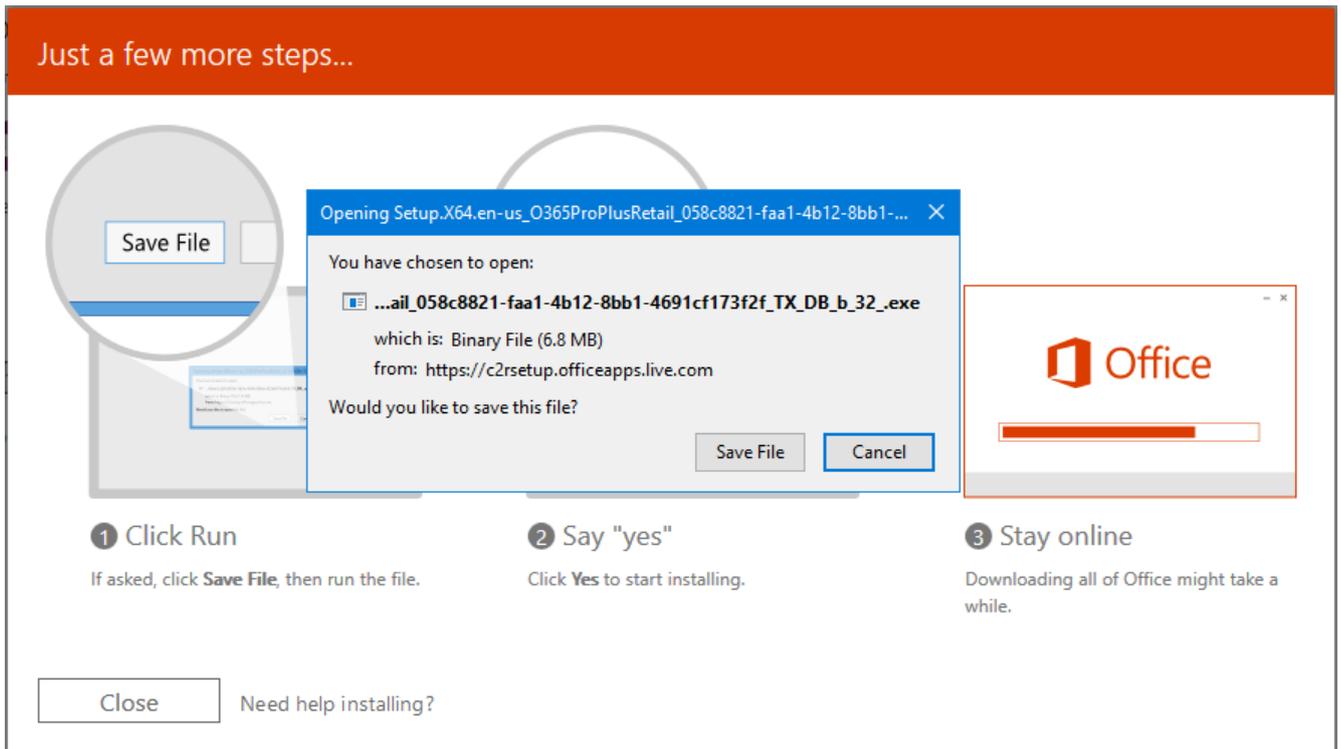


Figure 3

Click **Save File** in the pop-up window.

Open the downloaded file. If you already have an older version of MS Office on your computer, it is recommended that you uninstall it first and then install the new version.

After the installation, start the newly installed Outlook 2016 on Start menu.

The first time you start the program a window opens (Figure 4)

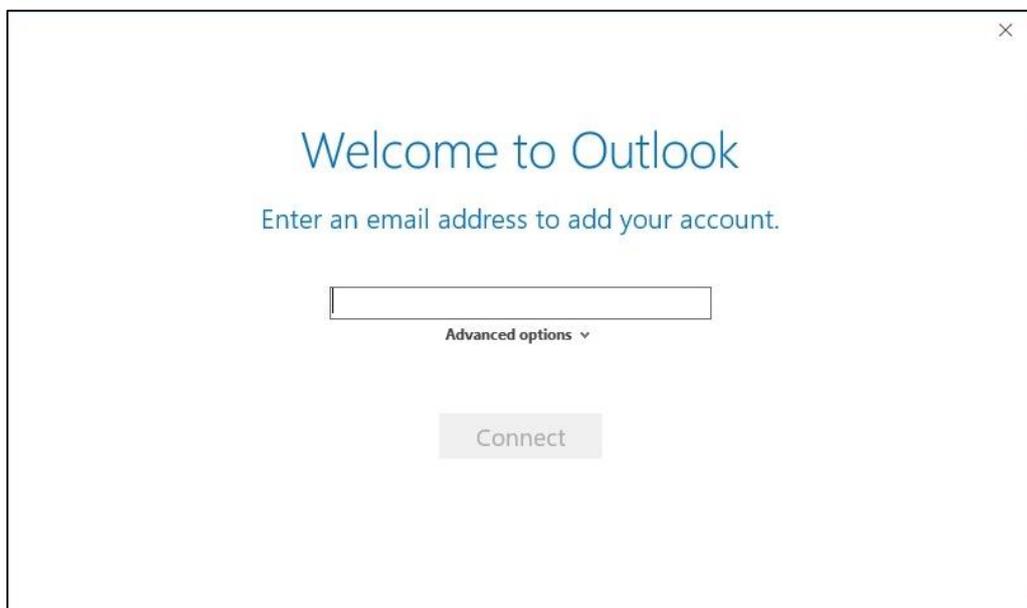


Figure 4

Enter your email username name.surname@vdu.lt and click **Connect**.

Enter your Outlook email password in the pop-up window.

You will see a notification for successful registration (Figure 5)

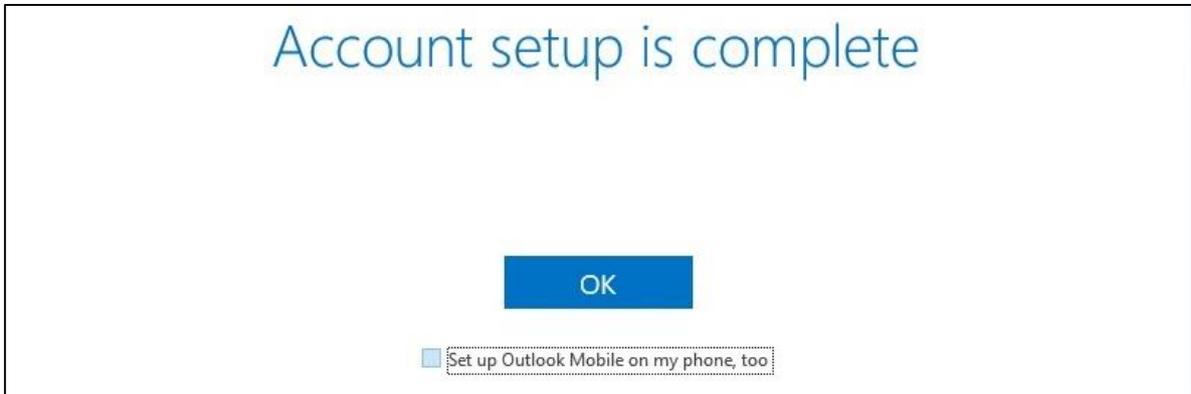


Figure 5

When you click **OK**, Outlook 2016 email program will open and all your emails will appear shortly.

NOTE: If you want to configure other Outlook 2016, Outlook 2013, Outlook 2010 Email Clients, click [here](#) for the instructions

II. Installation of Outlook Email Client on Mac OS

To access an email through the client program in your computer, you need to download and install set of Office365 programs from your Office365 account <http://portal.office.com>. After logging in to your account with your Outlook username and password, you will see a download screen for the program. (Figure 6)



Figure 6

Click **Install** (Figure 7)



Software

Office

Skype for Business
Phone & tablet

Office

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



[Review system requirements](#)

Install

Figure 7

Click Continue (Figure 8)

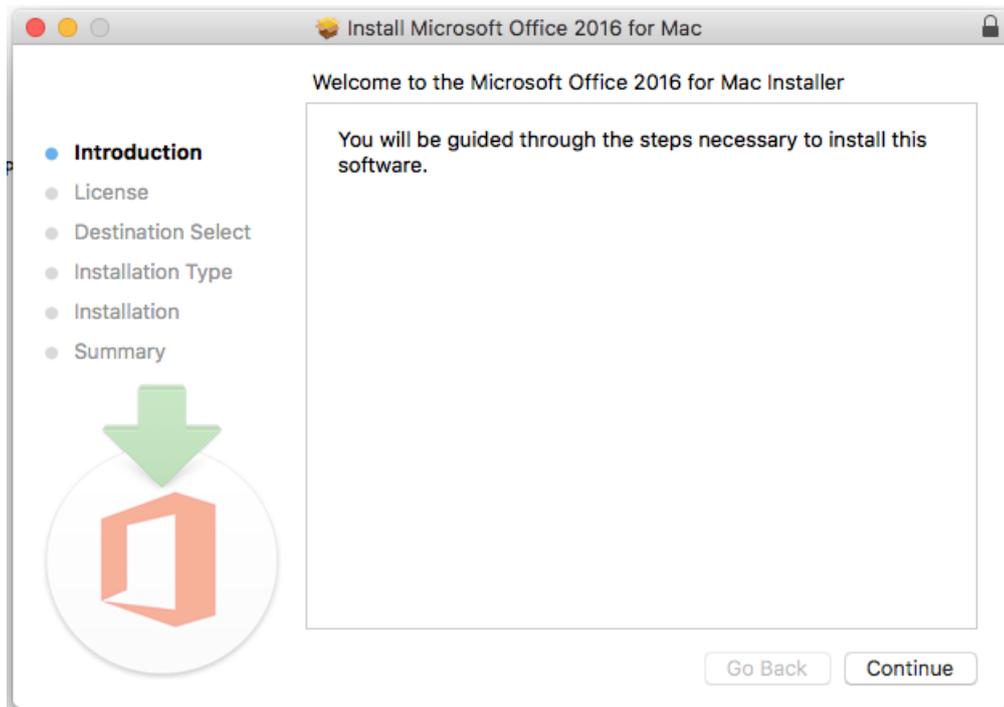


Figure 8

Click Continue (Figure 9)

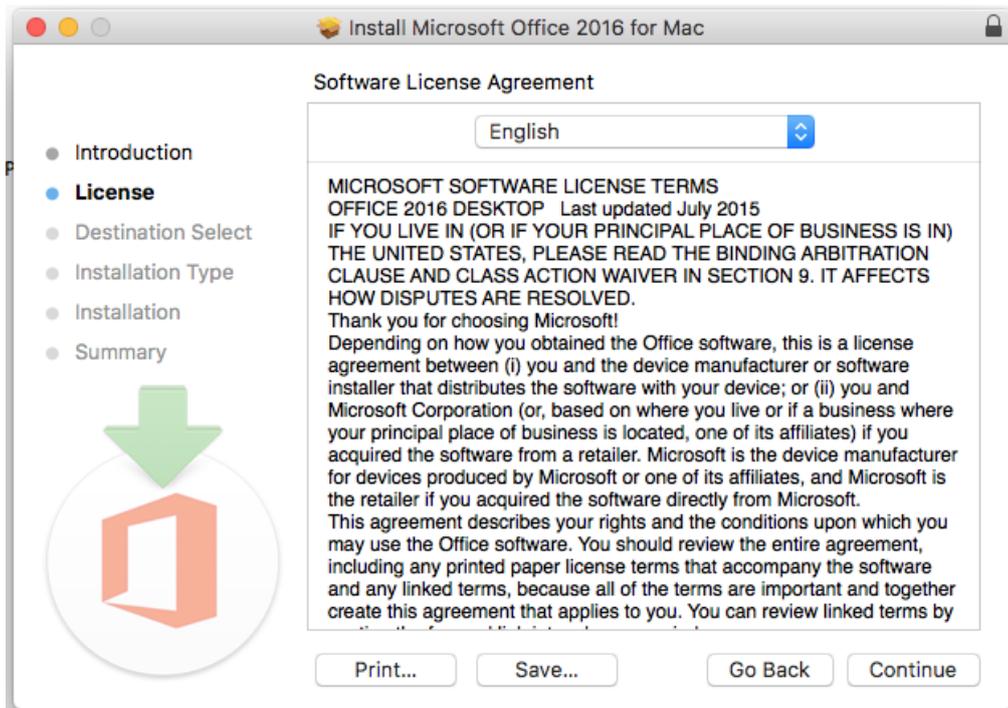


Figure 9

Click Agree (Figure 10)

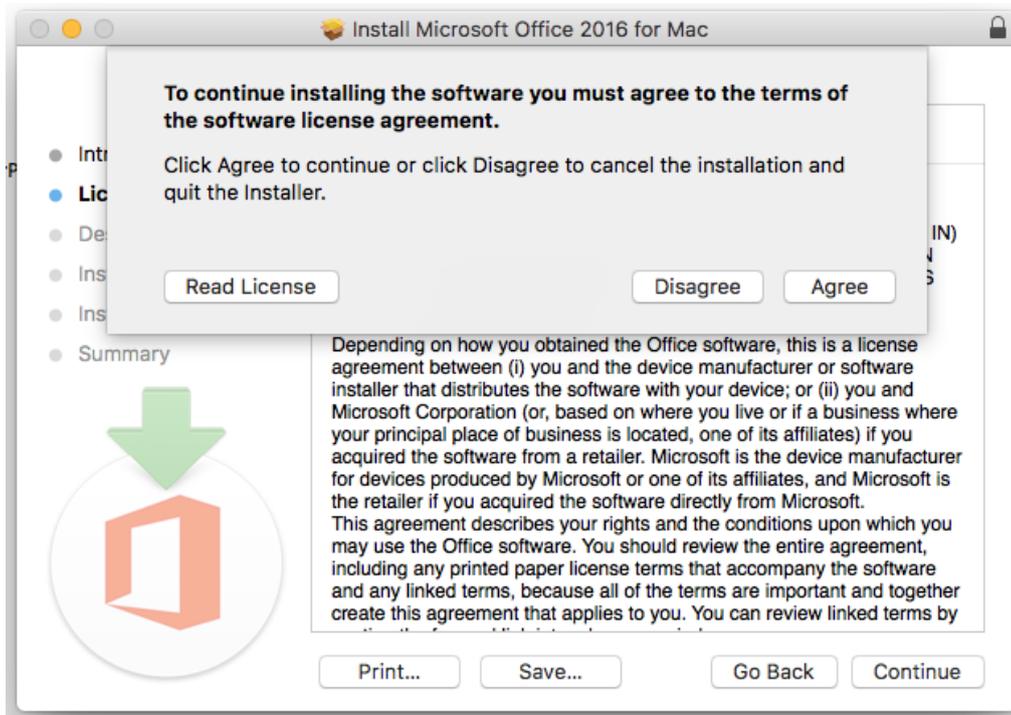


Figure 10

Select the installation location and click Continue (Figure 11).



Figure 11

Enter your email address.

For employees: name.surname@vdu.lt (Figure 12).

For students: name.surname@vdu.lt (Figure 13).

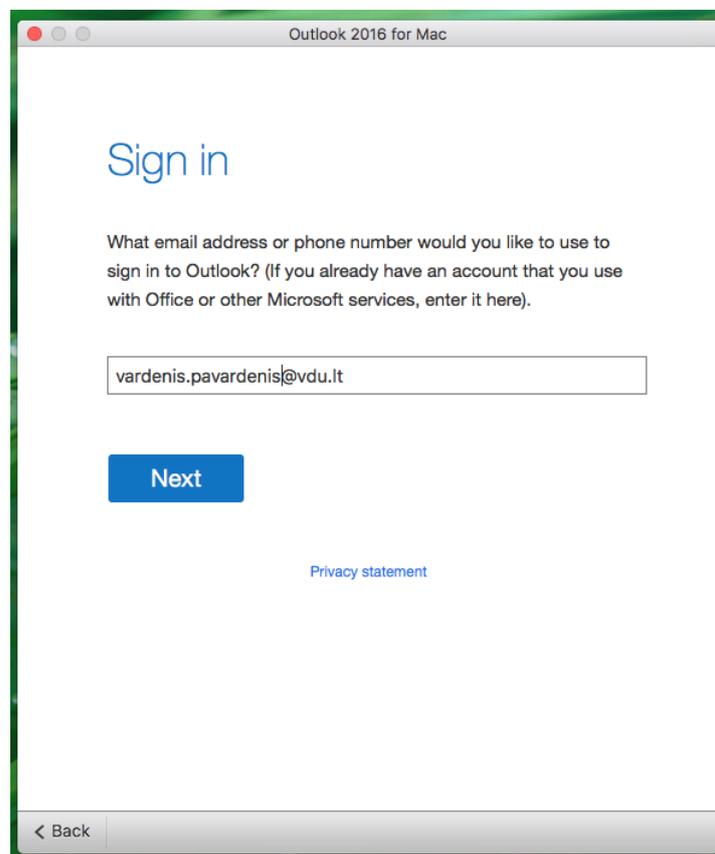


Figure 12

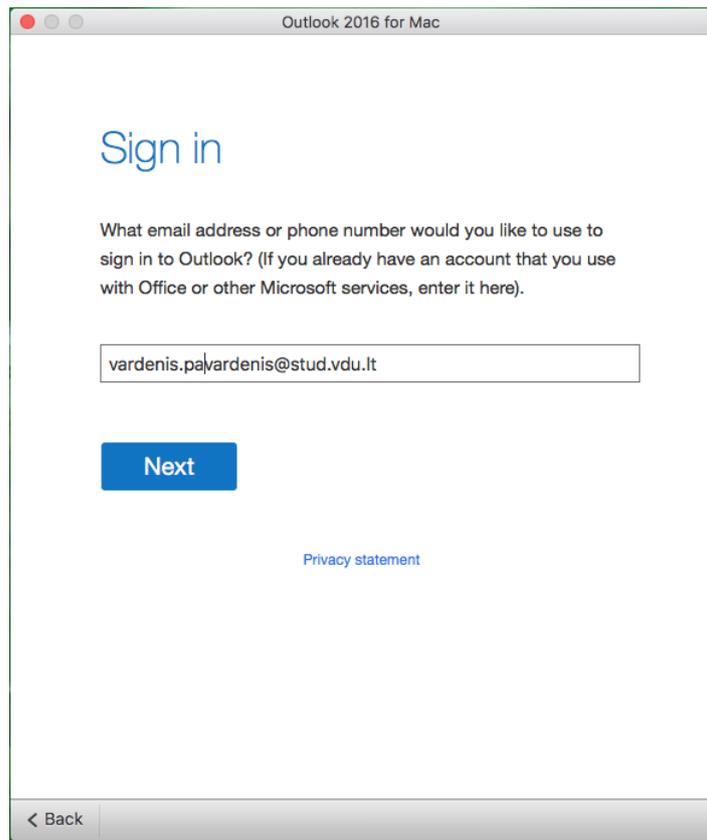


Figure 13

In the next step, enter your username (name.surname), add @vdu.lt and enter your password (Figure 14).

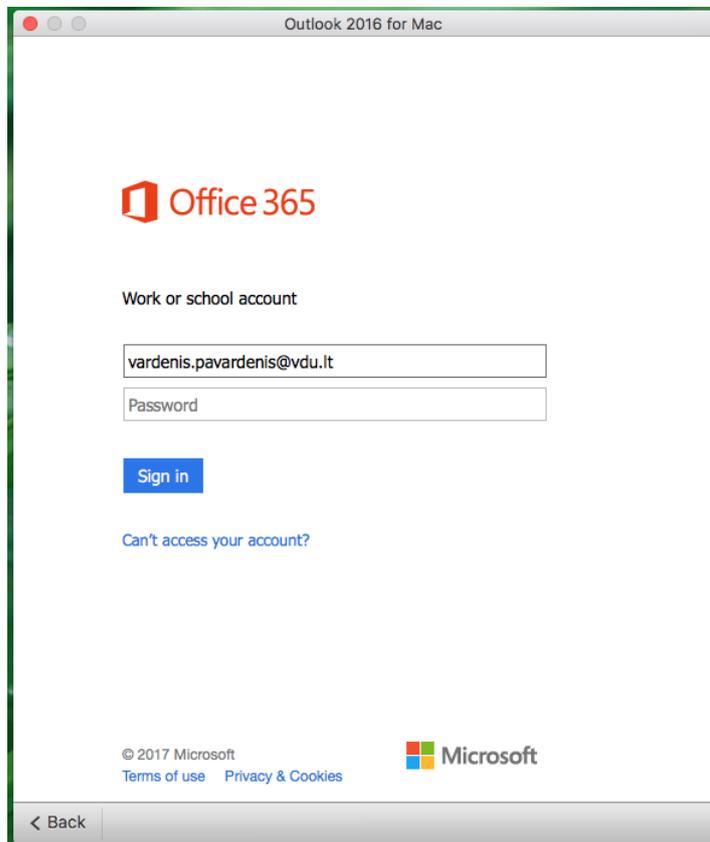
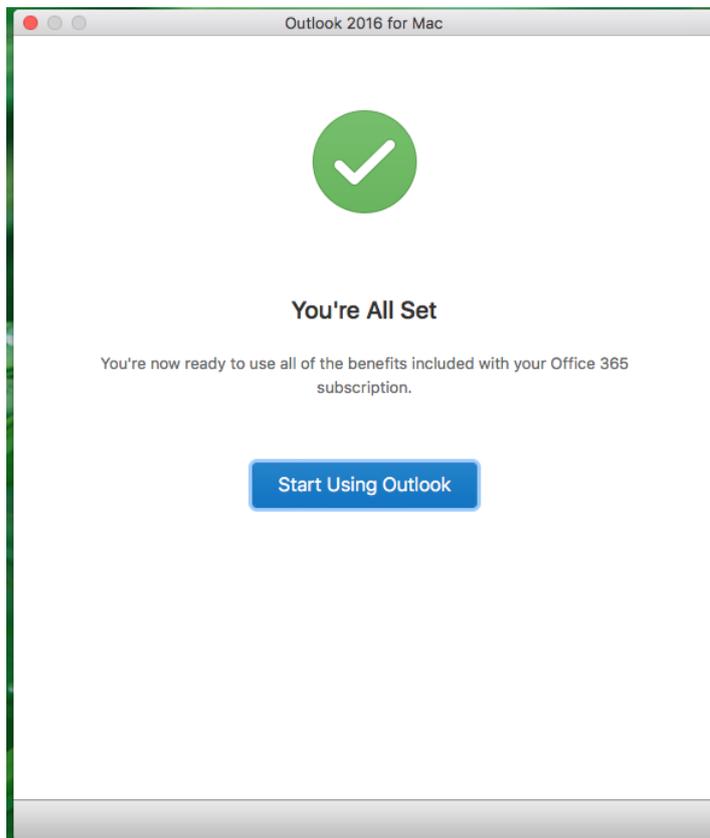


Figure 14



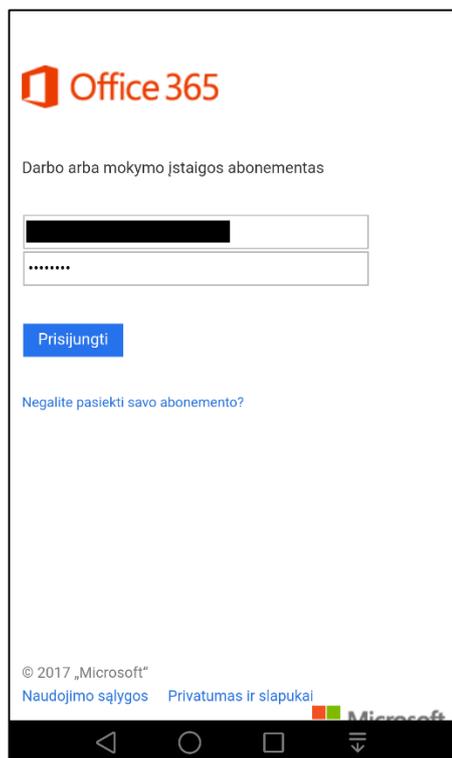
When you click **Start Using Outlook**, Outlook 2016 email program will open and all your emails will appear shortly.

III. Installation of Outlook Email Client on Android mobile phones

Download Outlook 2016 app from Google Play store and install it on your mobile phone.



Open the app and enter your Outlook username name.surname@vdu.lt and the password.



When logged in, you will see your Outlook email addresses.

IV. Installation of Outlook Email Client on iOS mobile phones

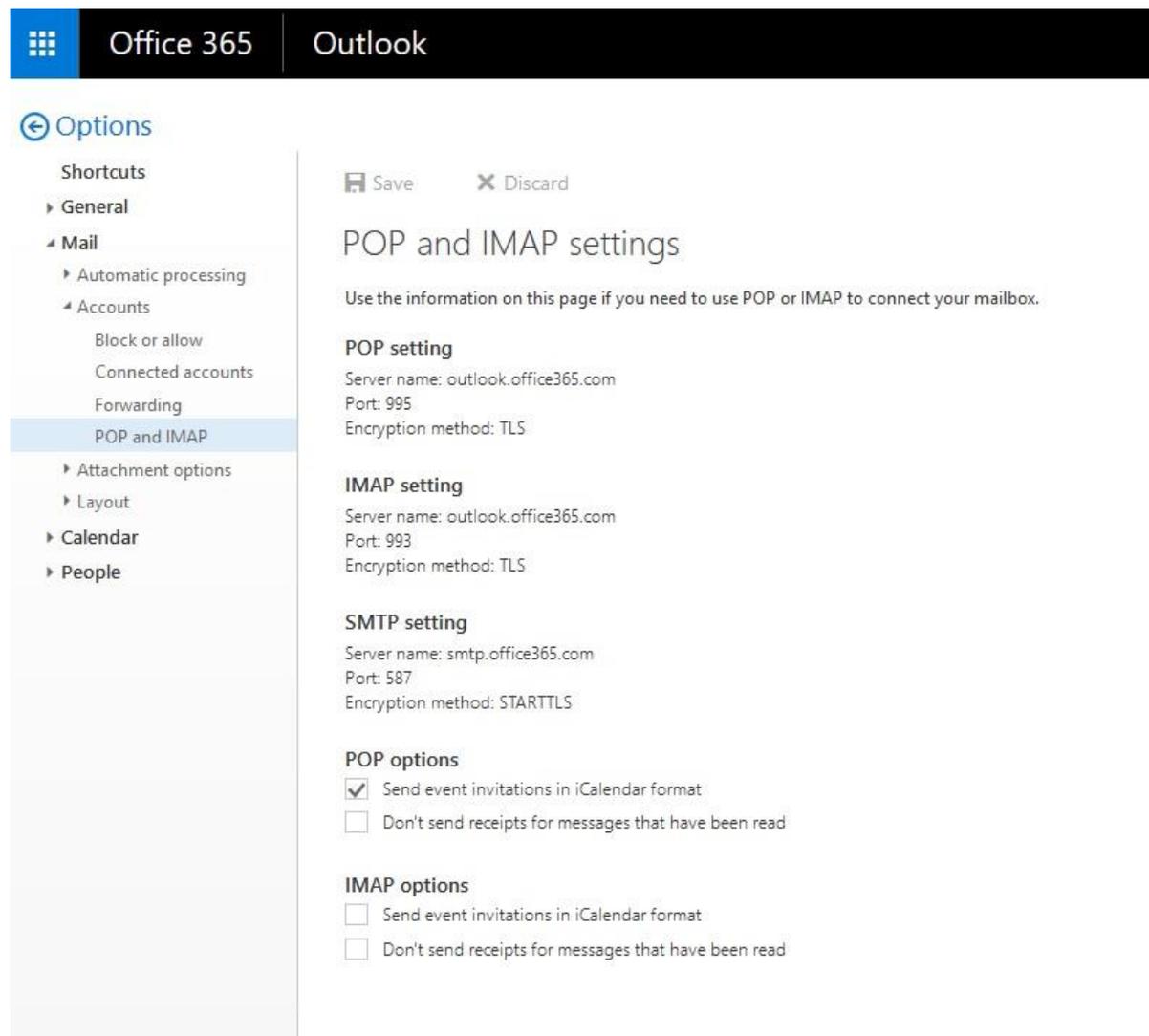
Download Outlook for iOS app from Apple Store and install it on your mobile phone.

Open the app and enter your Outlook username name.surname@vdu.lt and the password.

For more detailed information about the configuration, [click here](#).

V. Configuration of a third-party Email Client

To configure a third-party Email Client (e.g. Mozilla Thunderbird) use these settings:



The screenshot shows the Outlook settings interface for Office 365. The top navigation bar includes the Office 365 logo and the word "Outlook". Below this is a "Options" menu with a left-pointing arrow. The "Mail" section is expanded, showing sub-options like "Automatic processing", "Accounts", "Block or allow", "Connected accounts", "Forwarding", "POP and IMAP" (which is selected), "Attachment options", "Layout", "Calendar", and "People". The main content area is titled "POP and IMAP settings" and includes "Save" and "Discard" buttons. It contains instructions to use the information for connecting a mailbox and lists settings for POP, IMAP, and SMTP, including server names, ports, and encryption methods. There are also checkboxes for "POP options" and "IMAP options" regarding iCalendar format and receipts.

Office 365 | Outlook

Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Layout
- Calendar
- People

Save Discard

POP and IMAP settings

Use the information on this page if you need to use POP or IMAP to connect your mailbox.

POP setting
Server name: outlook.office365.com
Port: 995
Encryption method: TLS

IMAP setting
Server name: outlook.office365.com
Port: 993
Encryption method: TLS

SMTP setting
Server name: smtp.office365.com
Port: 587
Encryption method: STARTTLS

POP options
 Send event invitations in iCalendar format
 Don't send receipts for messages that have been read

IMAP options
 Send event invitations in iCalendar format
 Don't send receipts for messages that have been read