To add your account to Outlook, you will need to select Accounts from under the tools menu. The accounts window will list all of your current accounts along the left hand side of the screen. At the bottom of that menu, select the plus sign icon and then “Exchange.”

Enter the information as shown here into the box that comes up. Be sure to enter your email address with @bgsu.edu into both the email address and User name fields.

Once you have your password entered, select “Add Account”

During the verification process, you will be asked to enter the server name. Enter the following:

outlook.office365.com

Once you have entered all of this information, select “Add Account” one more time. Your account should now be complete.