

# Microsoft Outlook

## Outlook 2016 (from Office365) on Windows

This is only applicable if your server administrator has not disabled EAS for Outlook. If it is disabled, please follow the guide for Outlook 2007 instead.

Outlook 2016 has an [issue with autodiscover](#). Only Outlook 2016 from Office365 is affected. If you installed Outlook 2016 from another source, please follow the guide for Outlook 2013 or higher. For EAS you must use the old Assistant:

1. Launch `C:\Program Files (x86)\Microsoft Office\root\Office16\OLCFG.EXE`
2. If this is the first time you launched Outlook, it asks you to add a new profile. After that the account setup can be started.
3. Enter your name ( ), email address ( ) and your password. Click *Next*.
4. When prompted, enter your password again, check *Remember my credentials* and click *OK*.
5. Click the *Allow* button.
6. Click *Finish*.

## Outlook 2013 or higher on Windows

This is only applicable if your server administrator has not disabled EAS for Outlook. If it is disabled, please follow the guide for Outlook 2007 instead.

1. Launch Outlook.
2. If this is the first time you launched Outlook, it asks you to set up your account. Proceed to step 4.
3. Go to the *File* menu and click *Add Account*.
4. Enter your name ( ), email address ( ) and your password. Click *Next*.
5. When prompted, enter your password again, check *Remember my credentials* and click *OK*.
6. Click the *Allow* button.
7. Click *Finish*.

## Outlook 2007 or 2010 on Windows

### Outlook 2007 or higher on Windows

1. Download and install [Outlook CalDav Synchronizer](#).
2. Launch Outlook.
3. If this is the first time you launched Outlook, it asks you to set up your account. Proceed to step 5.
4. Go to the *File* menu and click *Add Account*.
5. Enter your name ( ), email address ( ) and your password. Click *Next*.
6. Click *Finish*.
7. Go to the *CalDav Synchronizer* ribbon and click *Synchronization Profiles*.
8. Click the second button at top (*Add multiple profiles*), select *Sogo*, click *Ok*.
9. Click the *Get IMAP/POP3 account settings* button.
10. Click *Discover resources and assign to Outlook folders*.
11. In the *Select Resource* window that pops up, select your main calendar (usually *Personal Calendar*), click the ... button, assign it to *Calendar*, and click *OK*. Go to the *Address Books* and *Tasks* tabs and repeat repeat the process accordingly. Do not assign multiple calendars, address books or task lists!
12. Close all windows with the *OK* buttons.

### Outlook 2011 or higher on macOS

The Mac version of Outlook does not synchronize calendars and contacts and therefore is not supported.