Email Setup in Outlook

https://support.microsoft.com/en-us/kb/829918

Summary

Below are the reference for different version of Outlook

Outlook 2013	https://support.microsoft.com/en-us/kb/2758902	*See Manually setup Internet Email
Outlook 2010	https://support.microsoft.com/en-us/kb/2028939#method2	*See Manually setup Internet Email
Outlook 2007	https://support.microsoft.com/en-us/kb/287532	

Sample answers during setup

Type of email account	Exchange
Username	your full email address, e.g. client@itcaring.com
Password	your online email password
Outoging Server (SMTP) Name	outlook.office365.com
Incoming Server (IMAP) Name	outlook.office365.com
Is Secure Password Authentication (SPA) required	NO
The port number that is used for SMTP	587
Is encryption required	TLS
The port number that is used for IMAP	993
Is encryption required	SSL
Does the outgoing email server (SMTP) require authentication	YES

For the SMTP and IMAP server, login your Office 365 account, go to Mail, then click "Options > Account > POP and IMAP".