

A cluster of overlapping, 3D-style geometric shapes in shades of yellow, green, and blue, located in the top-left corner of the slide.

O365 Setup

For Outlook

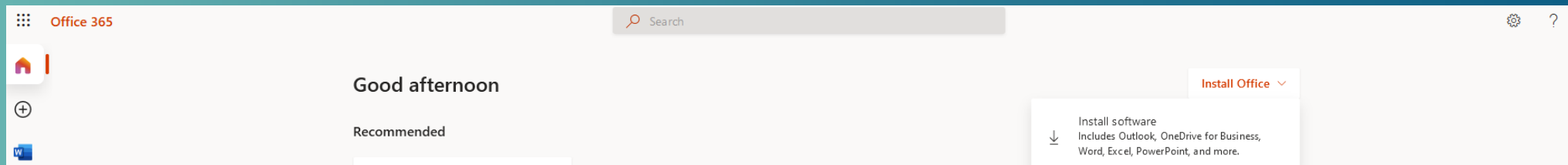


On COMPUTER

If you haven't already done so, Install Outlook

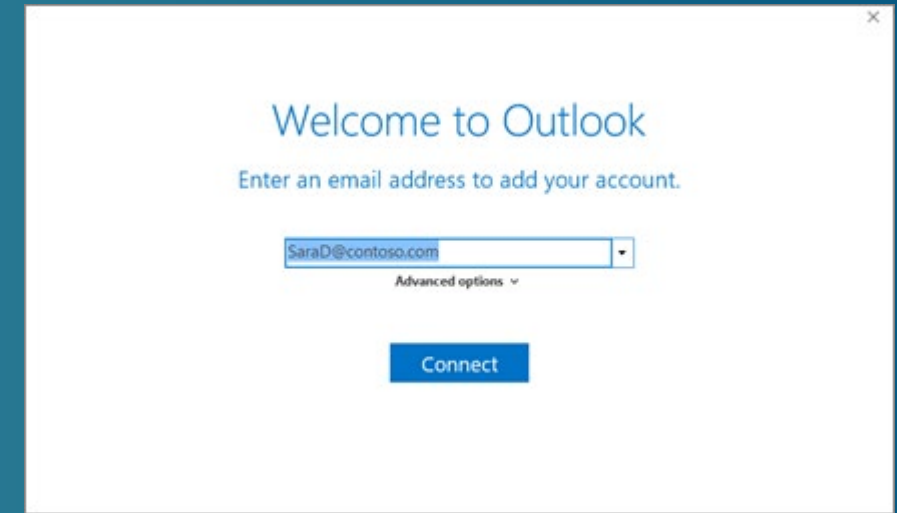
- Login to Office.com
- Choose Install Office
- Select the software you wish to install.

Your options vary depending on the license you have. All licenses have the option to install Outlook and Teams.



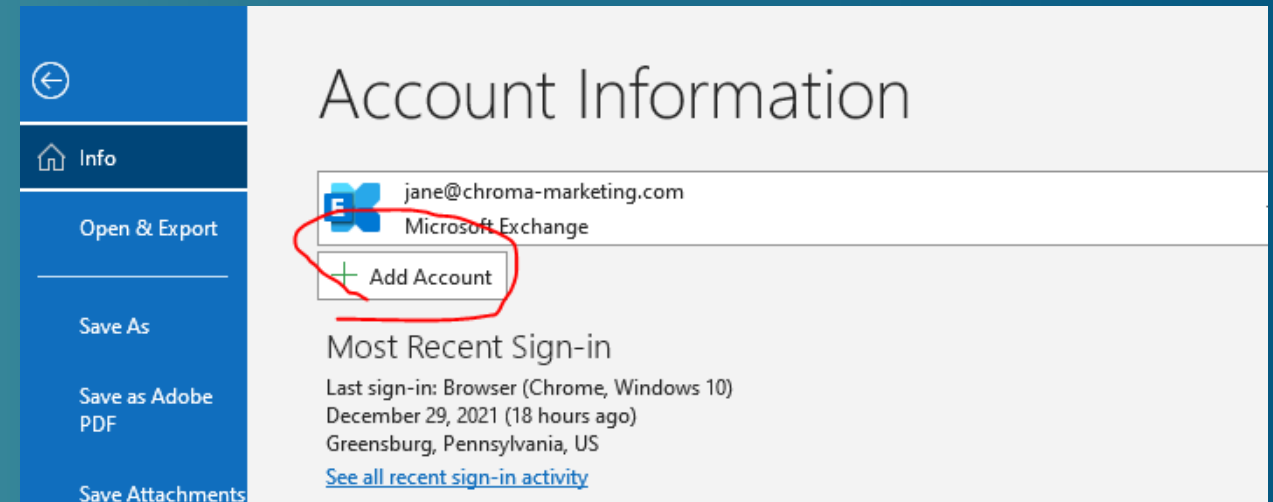
Add Account

1. Open Outlook
2. If it's the FIRST TIME starting Outlook, it will go directly to the Welcome Screen.
3. Enter your email address and select Connect.
 - If your screen looks different, enter your name, email address, and password, and select Next.
4. When prompted, enter your password and select OK.
5. Select Finish.



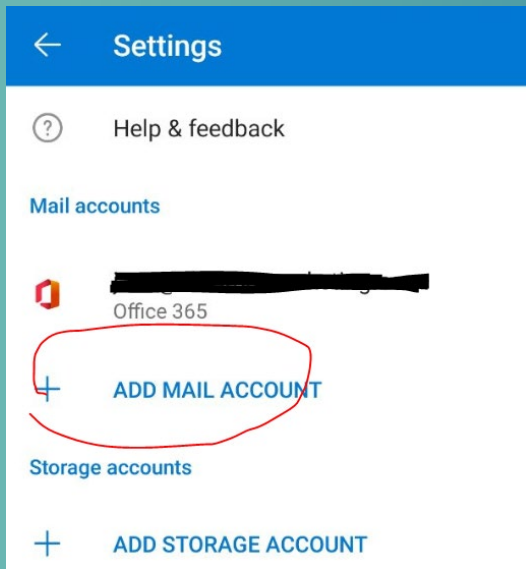
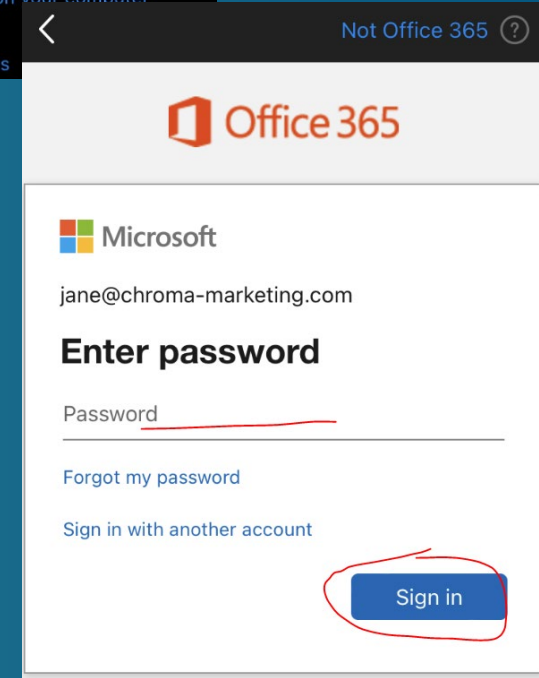
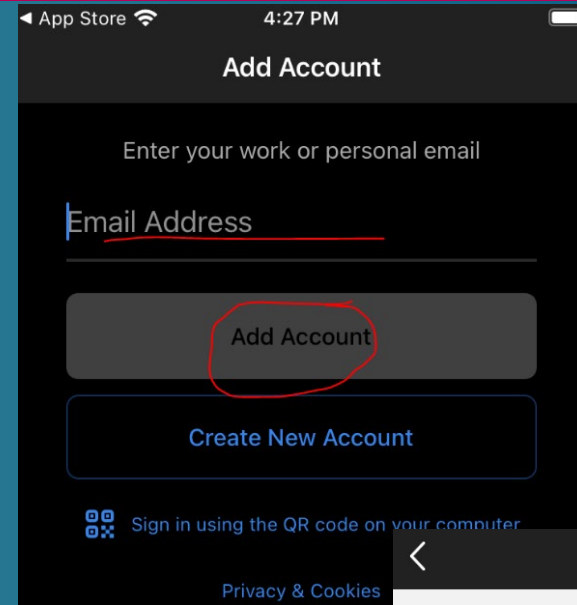
If you already use Outlook, you need to add a new account.

- Click File menu and choose Add Account
- Follow the same steps to enter your email address and password.



ON PHONE:

1. Go to your app store and get the Outlook App
2. Open the app on your phone.
3. Enter your email address and click Add Account
4. Enter your password and Sign In
 - If it asks if you want to make another account, choose Maybe Later



If you already have an account on your phone click your profile icon, then the settings gear. Then click the Add Mail Account link.





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