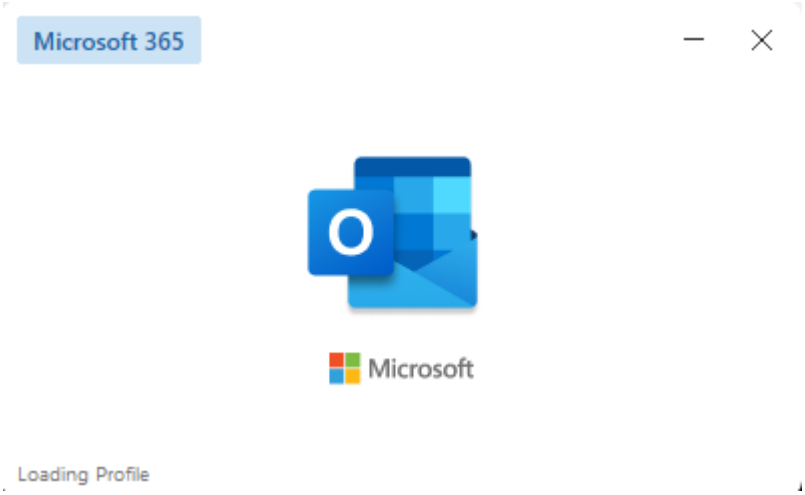
Microsoft 365 in Outlook

- Microsoft 365 (Windows OS)
- Microsoft 365 (Android)
- Microsoft 365 (iOS)
- Microsoft 365 (macOS)

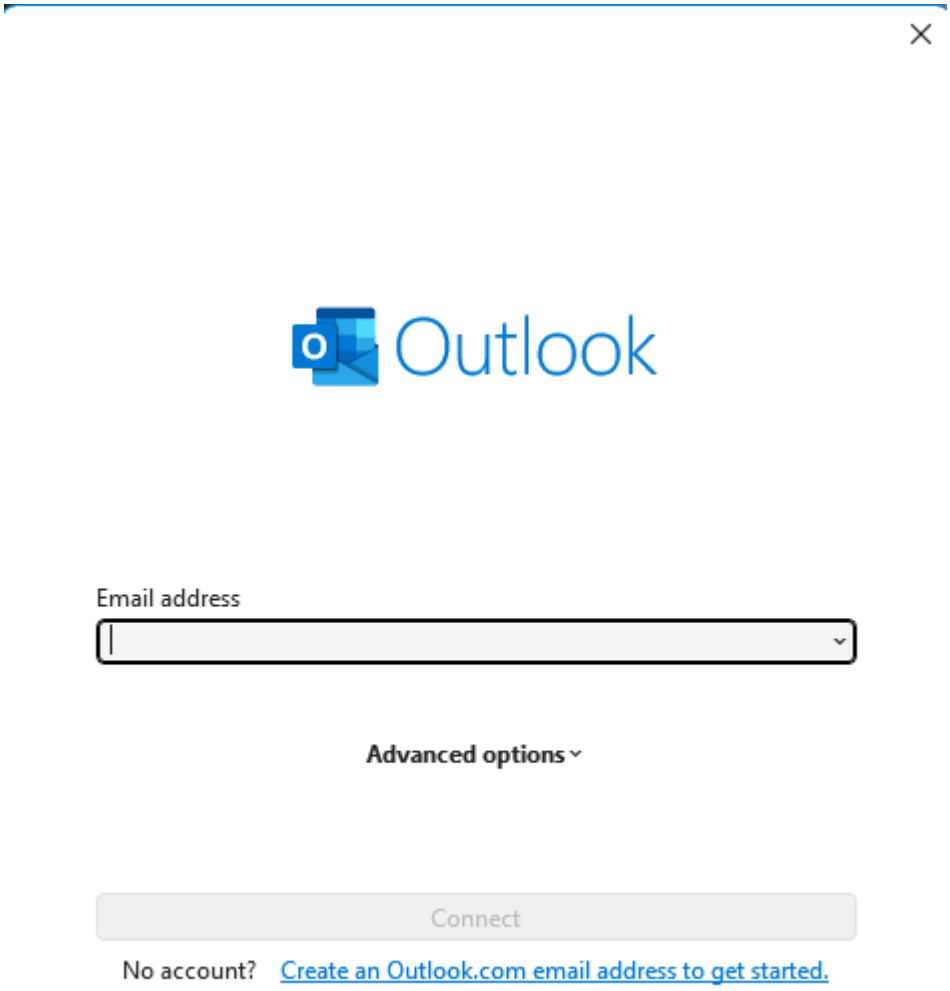
Microsoft 365 (Windows OS)

Open Outlook:



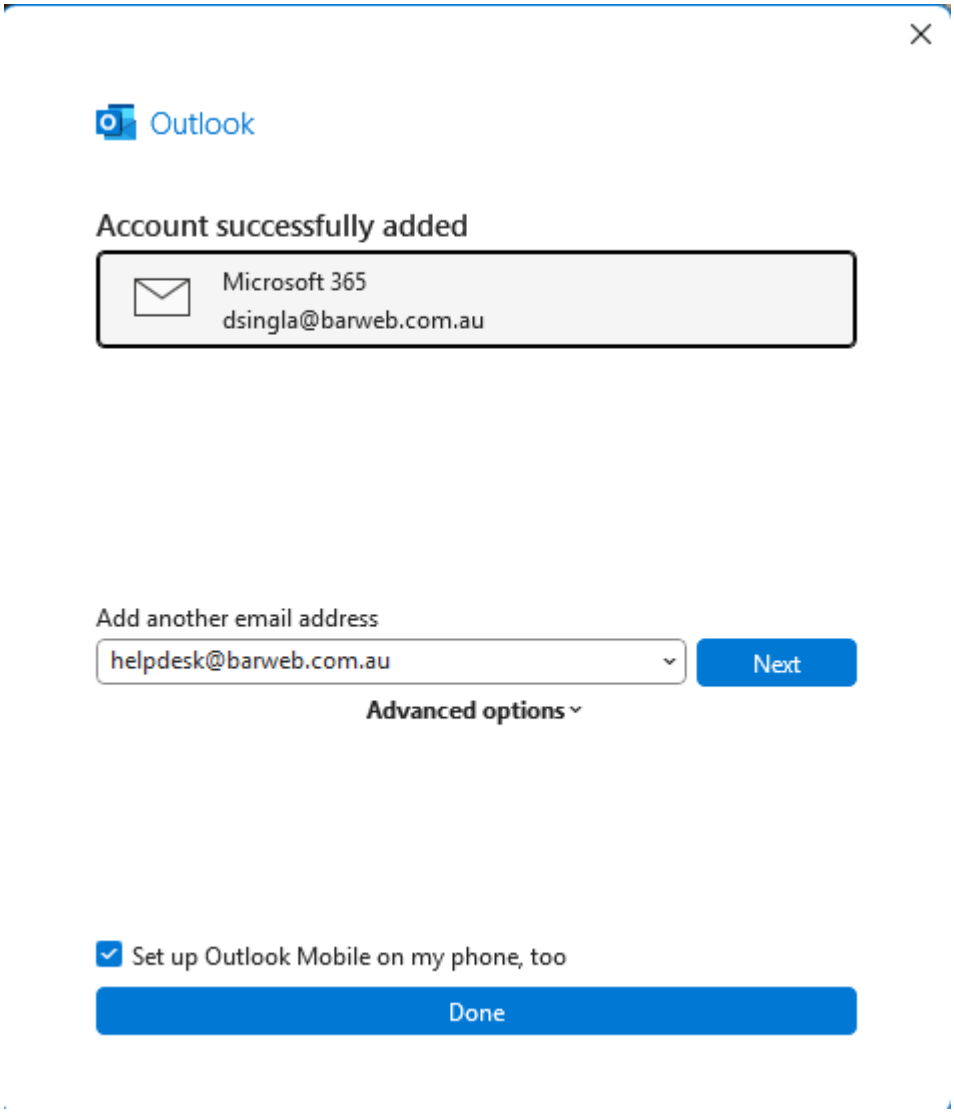
- Launch the **Outlook application** on your computer.

Add Account:



- In the new window, select **Email Account** and click Connect.

Enter Account Information:

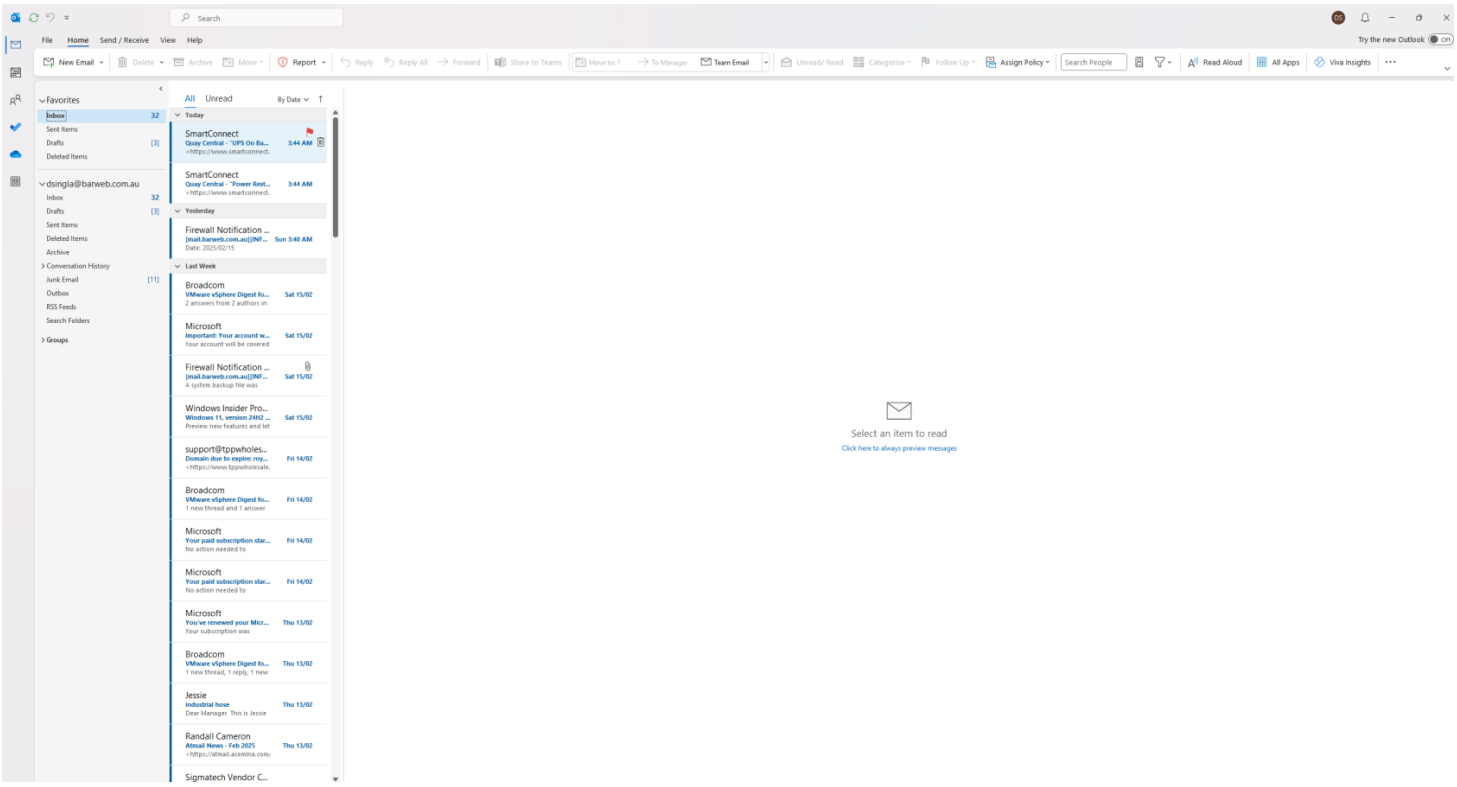


- Enter your **Name**, **Email Address** (your Microsoft 365 email address), and **Password**.
- Click **Next**. Outlook will automatically try to configure the account.

Authenticate

- If prompted, enter your **Microsoft 365 password** and click **OK**.
- In some cases, you might be redirected to a Microsoft login page. Enter your **email address** and **password** there.

Finish Setup:



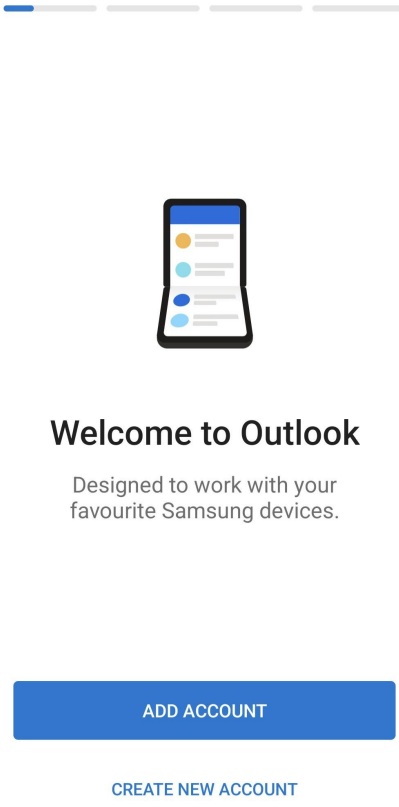
- Once Outlook has successfully configured your account, click **Finish**.

Restart Outlook (if necessary):

- If you don't see your emails immediately, restart Outlook. It should now sync with your Microsoft 365 account.

Microsoft 365 (Android)

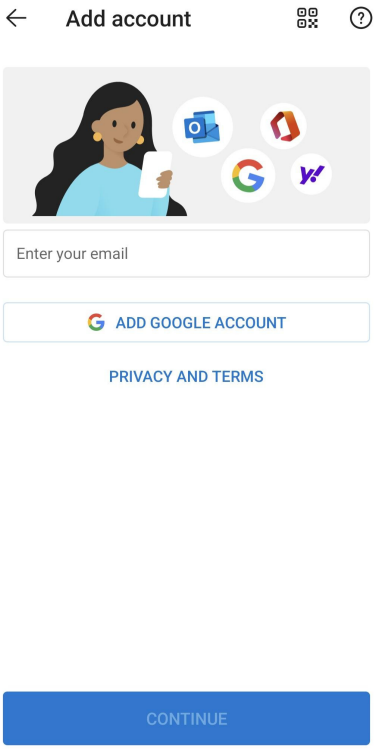
Install Outlook App:



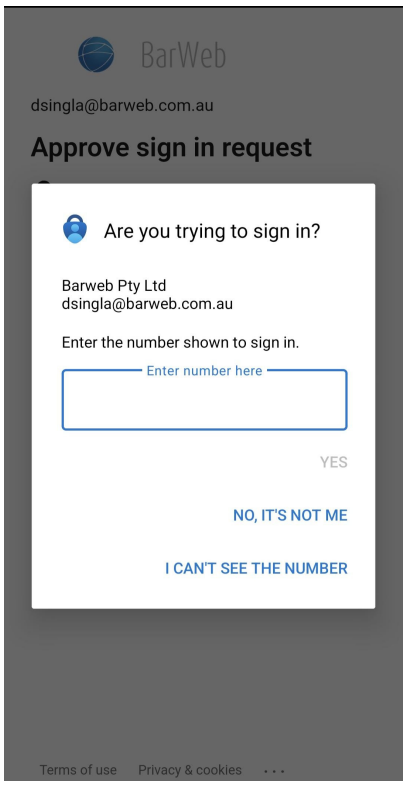
Sign In:

Tap on **Add Account > Sign in with Microsoft 365 Account**

- Enter your **email address** and tap **Next**.
- If prompted, enter your **password**

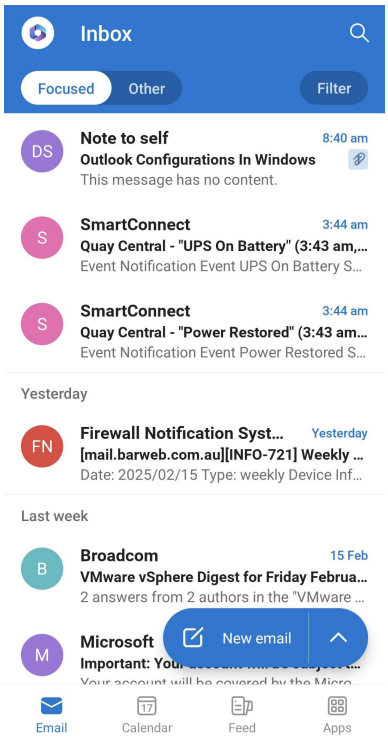


- **Follow any additional verification steps (such as two-factor authentication if enabled).**



Complete Setup:

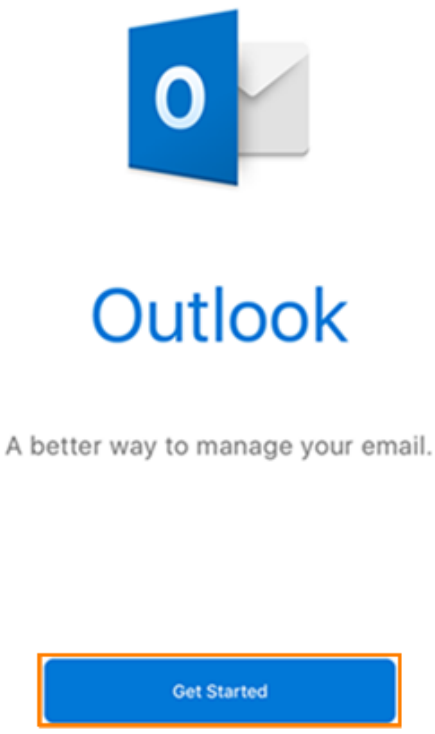
- **Once signed in, Outlook will automatically sync your emails, contacts, and calendar from the added account.**



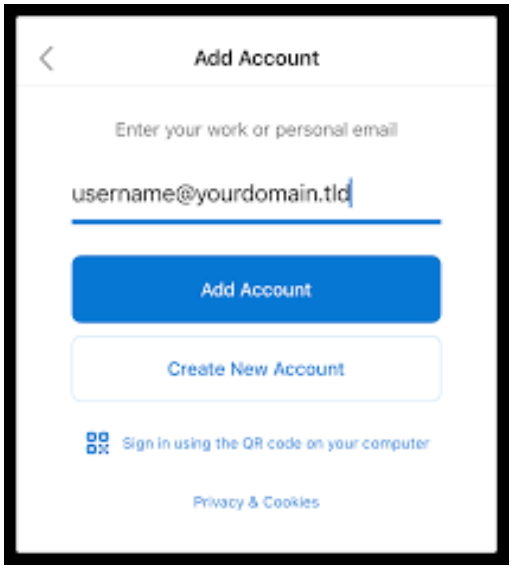
Microsoft 365 (iOS)

Open the Outlook App:

Sign In to Microsoft 365 > Get Started > Enter your **Microsoft 365 email address**

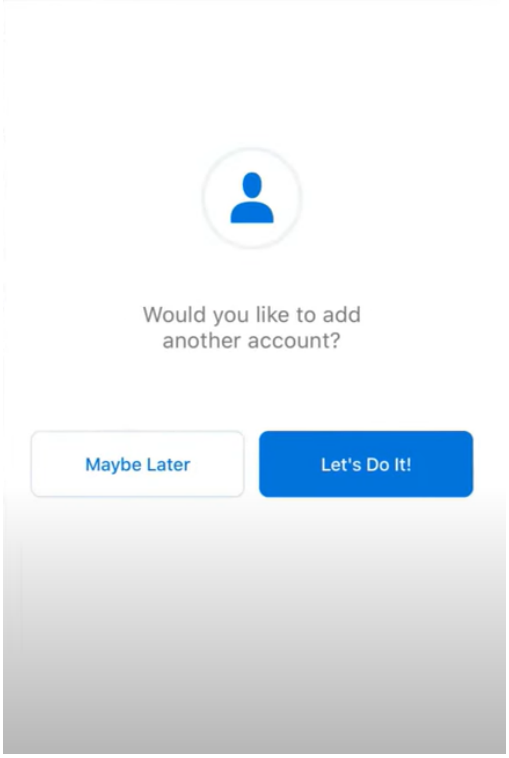


- Tap **Add Account**.
- Enter your **password** and tap **Sign In**.



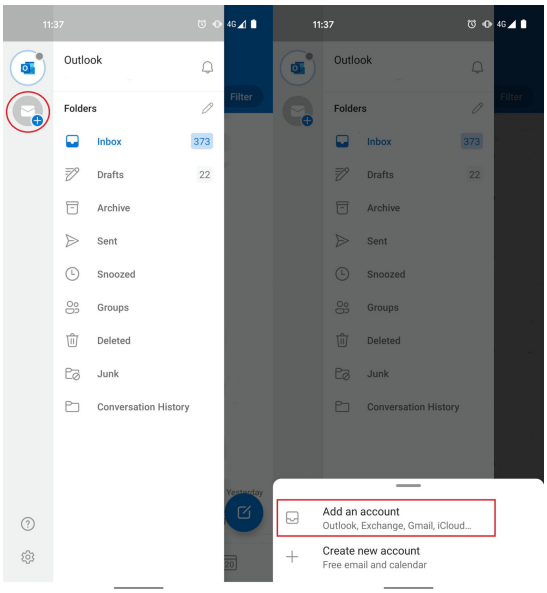
Allow Permissions:

- You may be prompted to allow Outlook to access your contacts, calendar, and notifications. Tap **Allow** to grant these permissions.
- If you have **Multi-Factor Authentication (MFA)** enabled, you will be prompted to verify your identity through your preferred MFA method (e.g., Microsoft Authenticator app, SMS, or phone call).



Access Your Microsoft 365 Data:

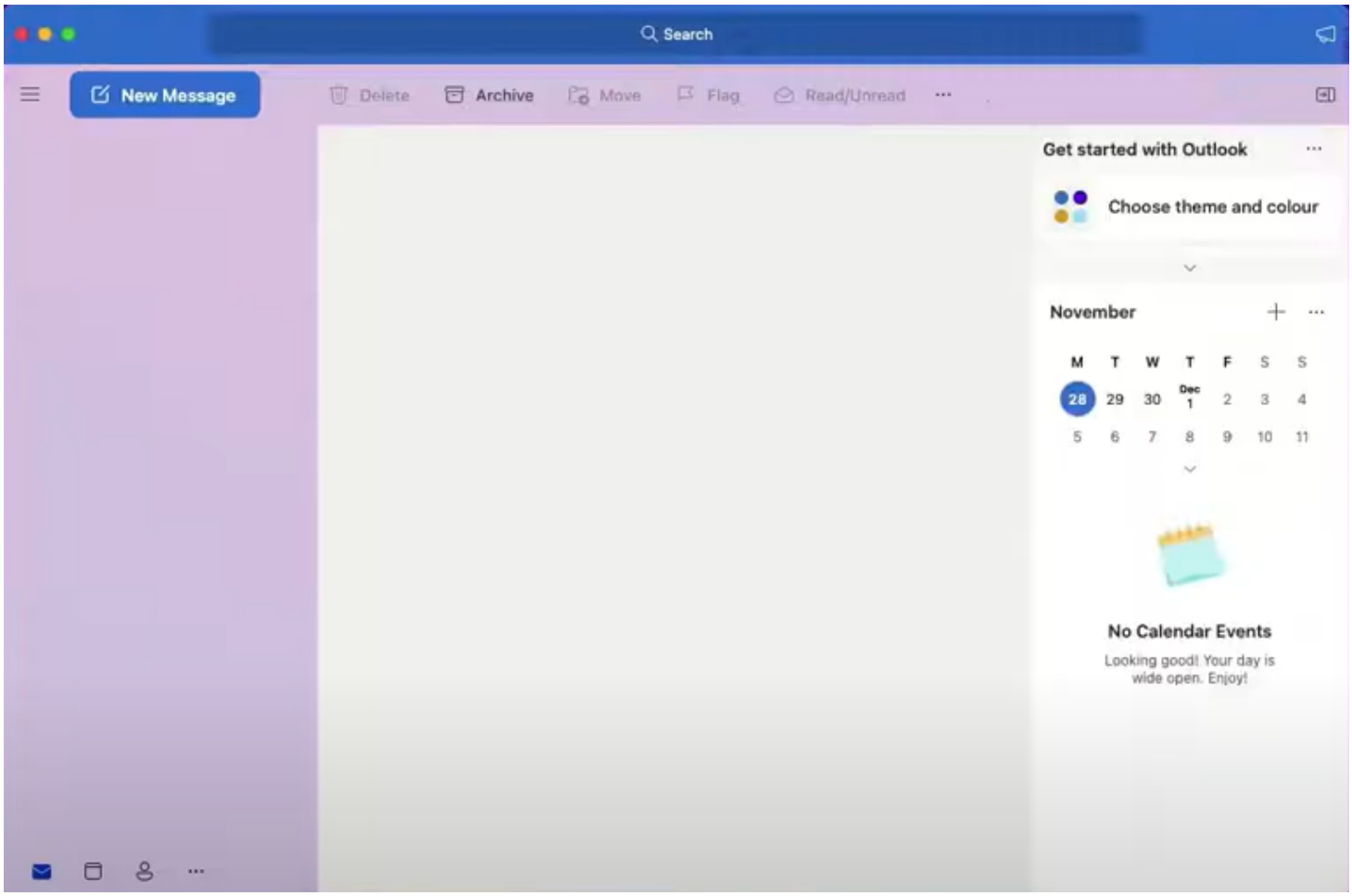
- Once setup is complete, you'll see your **Microsoft 365 email** inbox and other folders in the Outlook app.
- You can access your **calendar**, **contacts**, and other features integrated into Microsoft 365 directly from the app.



Microsoft 365 (macOS)

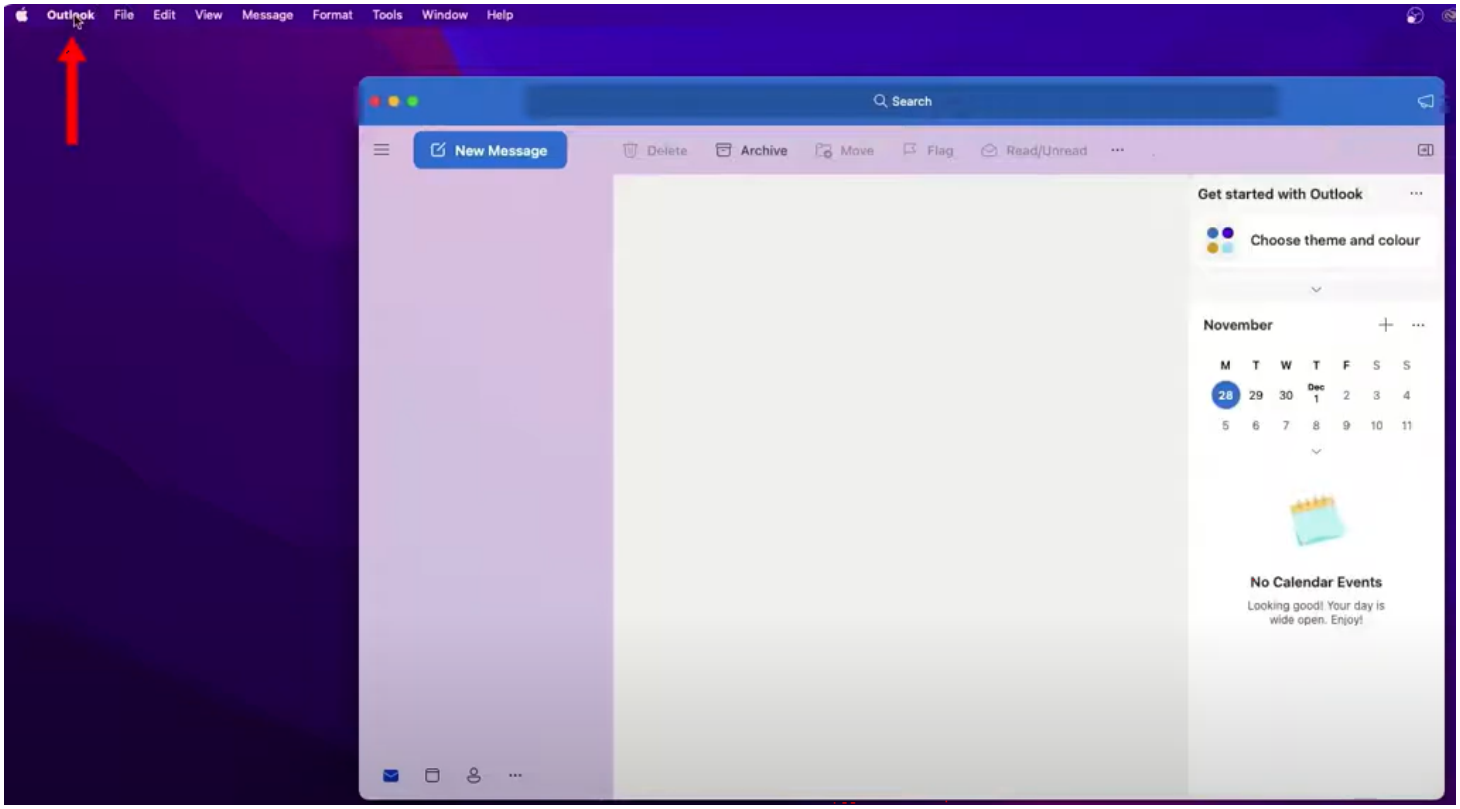
Open Outlook:

- Once the app is installed, open **Outlook** from your Applications folder or Launchpad.



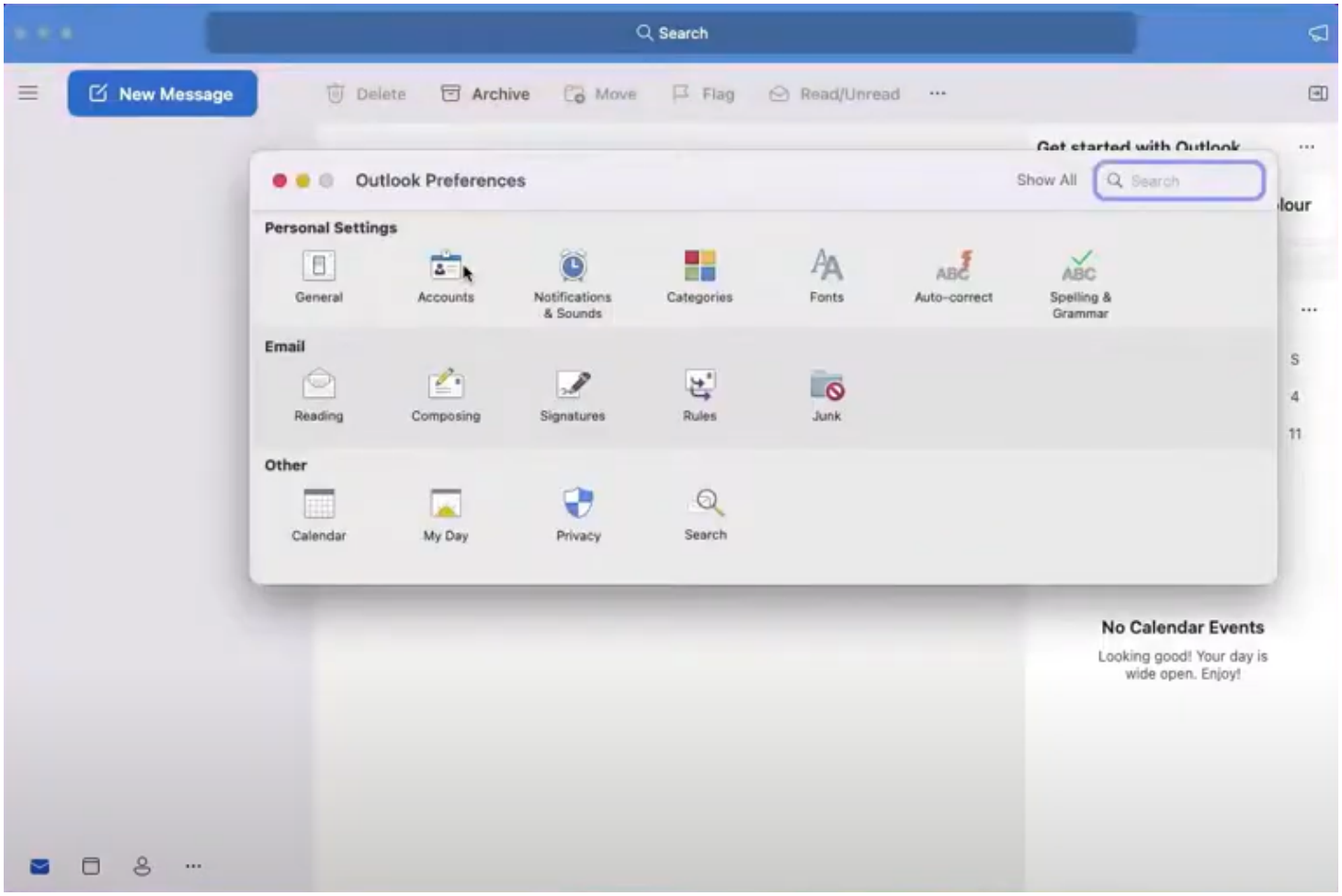
Open System Preferences:

- Click the **Apple icon** in the top-left corner of your screen.
- Select **System Preferences** from the dropdown menu.

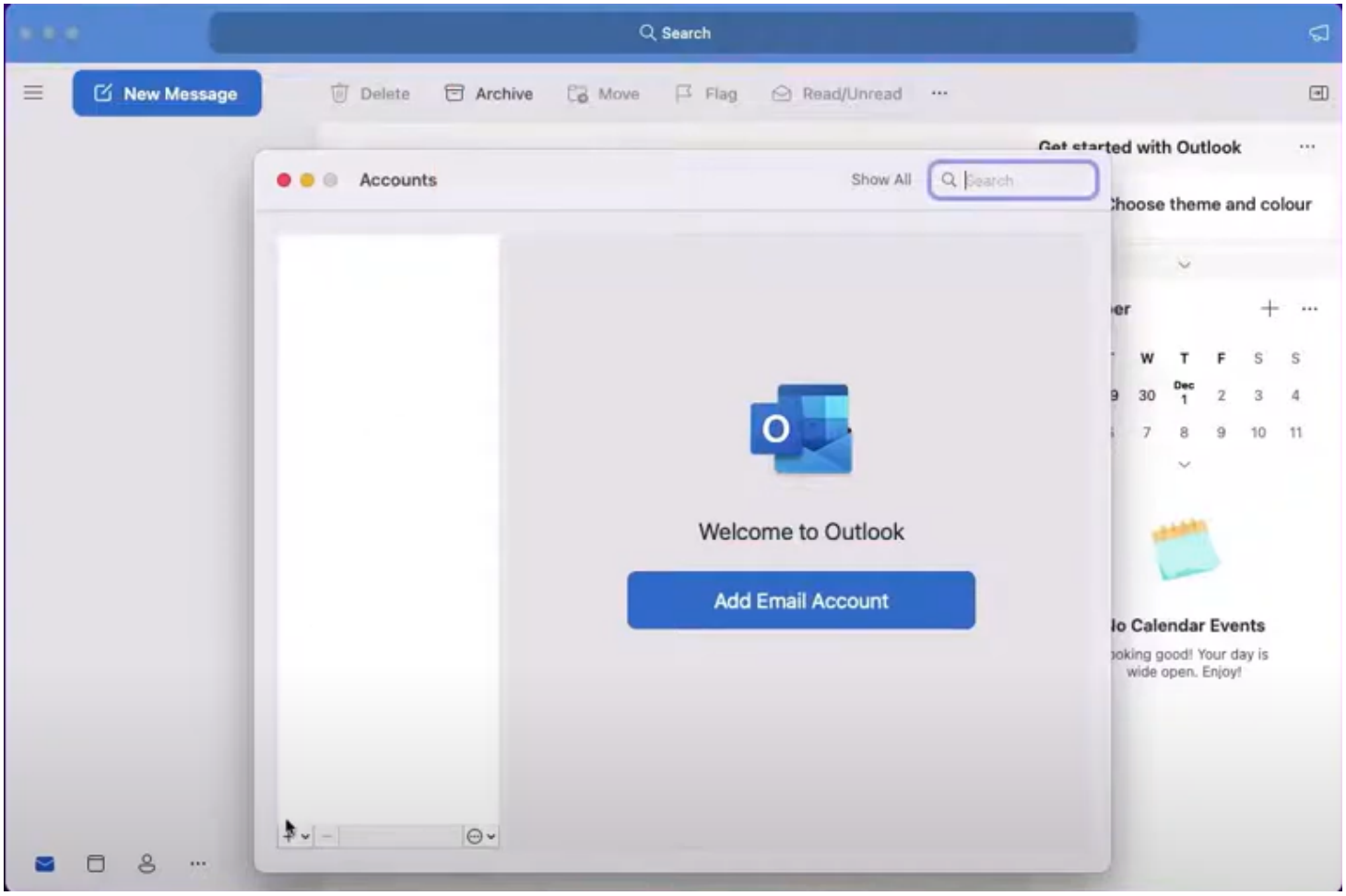


Go to Internet Accounts:

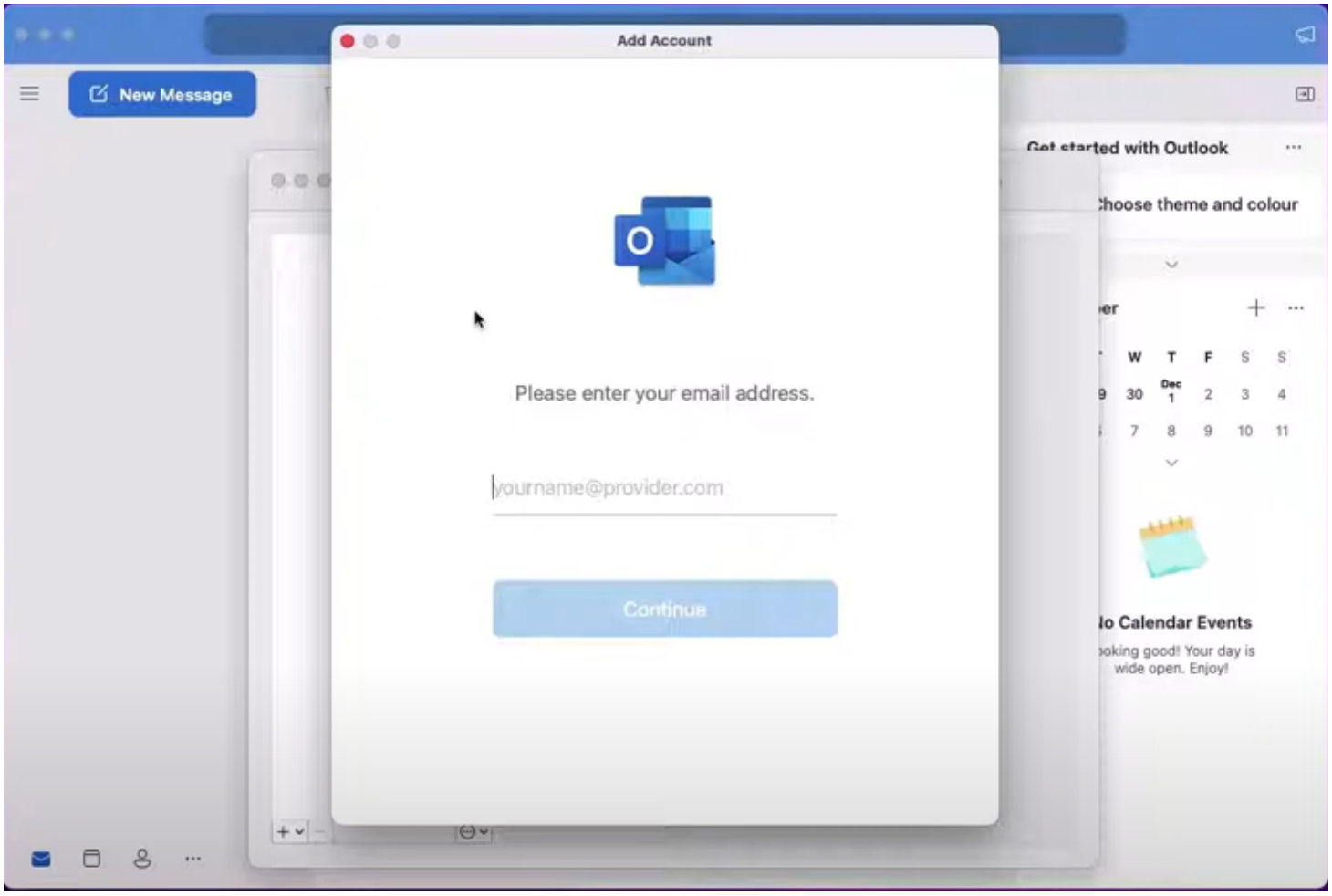
- In the **System Preferences** window, click on **Internet Accounts**. This is where you manage email accounts and services like Google, Yahoo, Microsoft Exchange, and others.

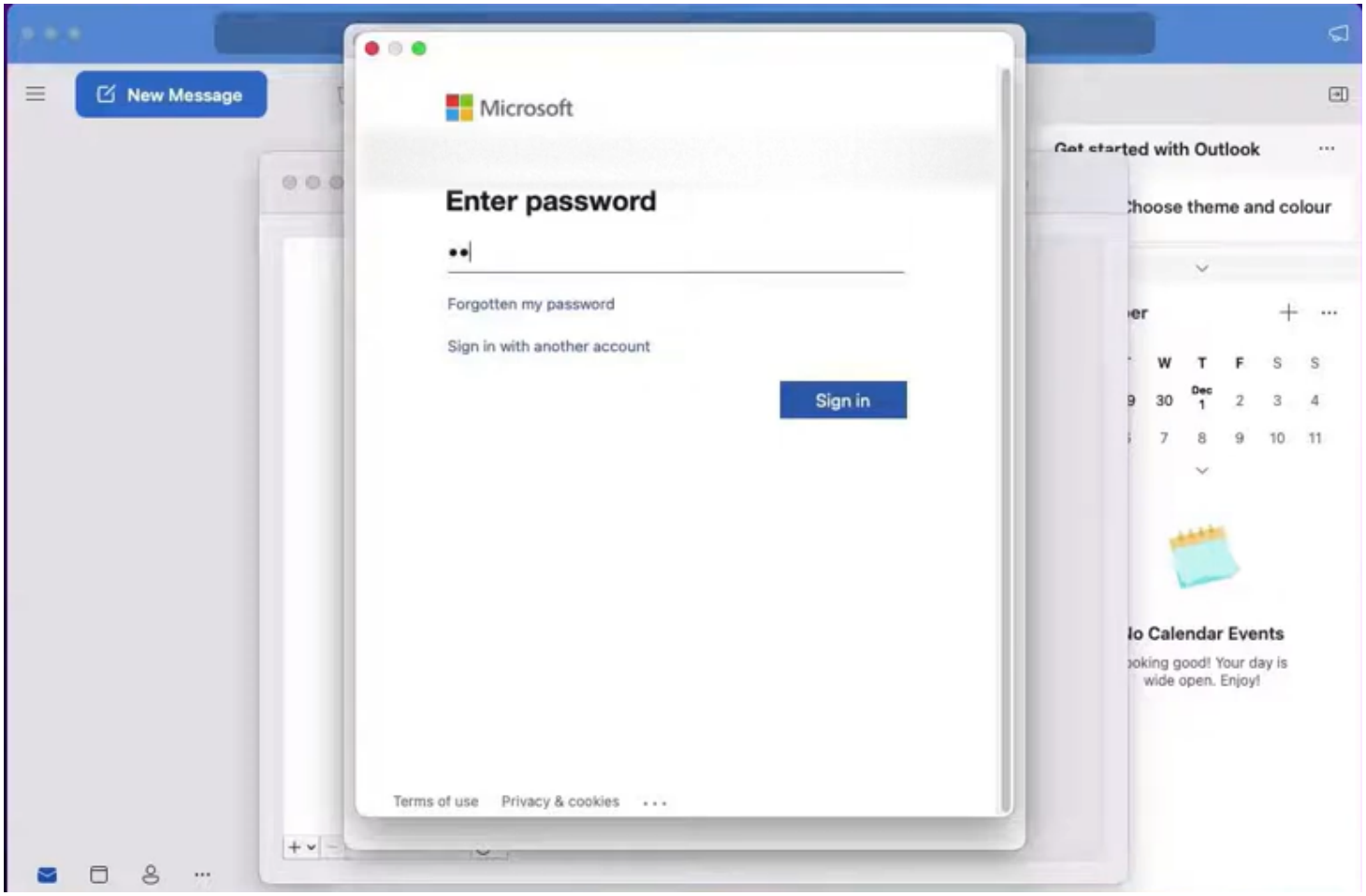


Add a New Account > Select Outlook or Exchange:



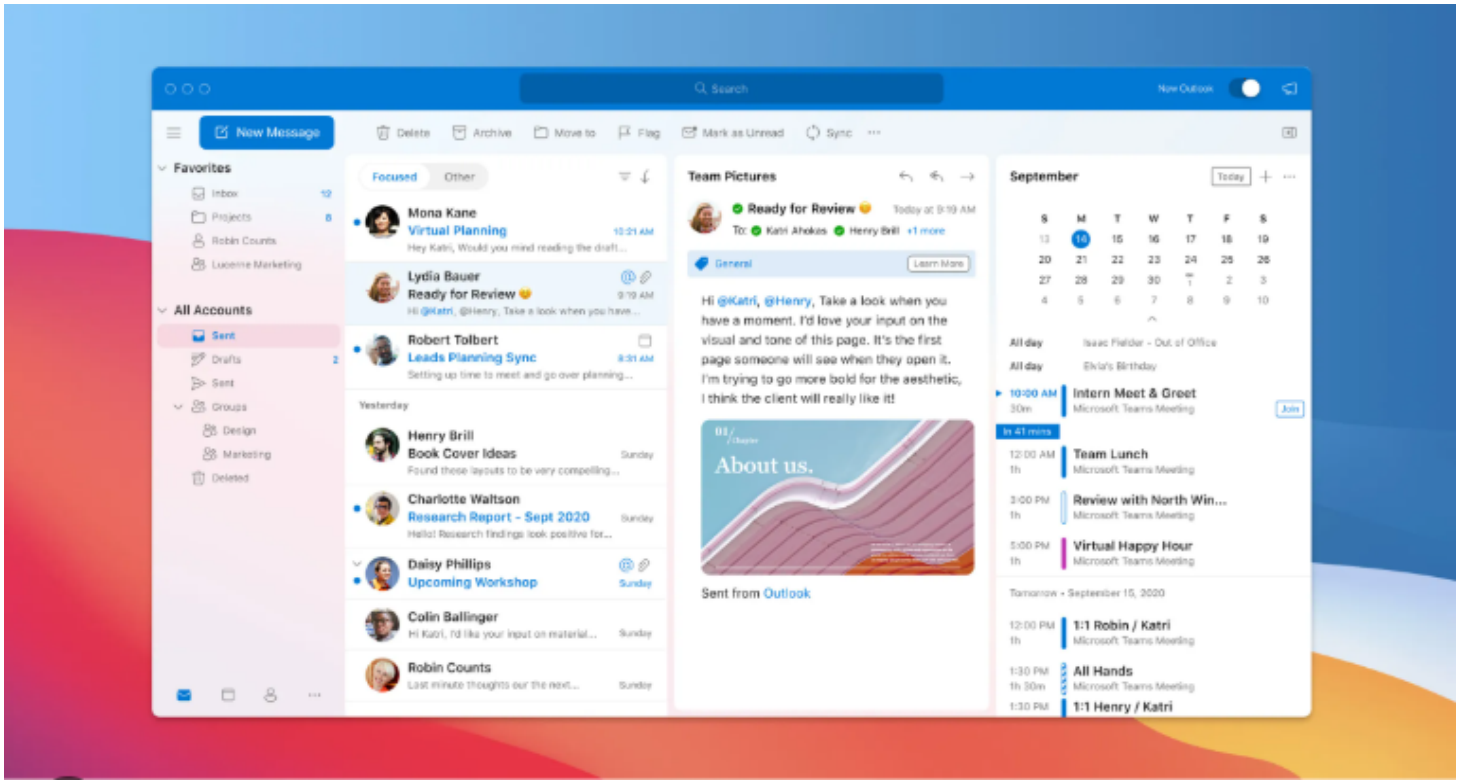
Enter Your Outlook Email > Enter your Microsoft 365 email address > Enter Password


Add Account
New Message
Please enter your email address.
yourname@provider.com
Continue
Get started with Outlook
Choose theme and colour
W T F S S
Dec 1
No Calendar Events
Looking good! Your day is wide open. Enjoy!



Complete Setup:

- After selecting the apps to sync, click **Done**.
- Your Outlook (Microsoft 365) account is now added to macOS and will sync with the Mail, Contacts, and Calendar apps.


Search
New Outlook
New Message
Delete
Archive
Move to
Flag
Mark as Unread
Sync
Favorites
Inbox 12
Projects 8
Robin Counts
Lucerne Marketing
All Accounts
Sent
Drafts 2
Sent
Groups
Design
Marketing
Deleted
Focused
Other
Mona Kane
Virtual Planning
Hey Katri, Would you mind reading the draft...
Lydia Bauer
Ready for Review
Hi @Katri, @Henry, Take a look when you have...
Robert Tolbert
Leads Planning Sync
Setting up time to meet and go over planning...
Yesterday
Henry Brill
Book Cover Ideas
Found these layouts to be very compelling...
Sunday
Charlotte Waltson
Research Report - Sept 2020
Hello! Research findings look positive for...
Sunday
Daisy Phillips
Upcoming Workshop
Sunday
Colin Ballinger
Hi Katri, I'd like your input on material...
Sunday
Robin Counts
Last minute thoughts our the next...
Sunday
Team Pictures
Ready for Review
Today at 9:19 AM
To: Katri Ahokas Henry Brill +1 more
General
Learn More
Hi @Katri, @Henry, Take a look when you have a moment. I'd love your input on the visual and tone of this page. It's the first page someone will see when they open it. I'm trying to go more bold for the aesthetic, I think the client will really like it!
About us.
Sent from Outlook
September
Today
S M T W T F S
All day
All day
10:00 AM
Intern Meet & Greet
30m
Microsoft Teams Meeting
Join
In 41 mins
12:00 AM
Team Lunch
1h
Microsoft Teams Meeting
3:00 PM
Review with North Win...
1h
Microsoft Teams Meeting
5:00 PM
Virtual Happy Hour
1h
Microsoft Teams Meeting
Tomorrow • September 15, 2020
12:00 PM
1:1 Robin / Katri
1h
Microsoft Teams Meeting
1:30 PM
All Hands
1h 30m
Microsoft Teams Meeting
1:1 Henry / Katri