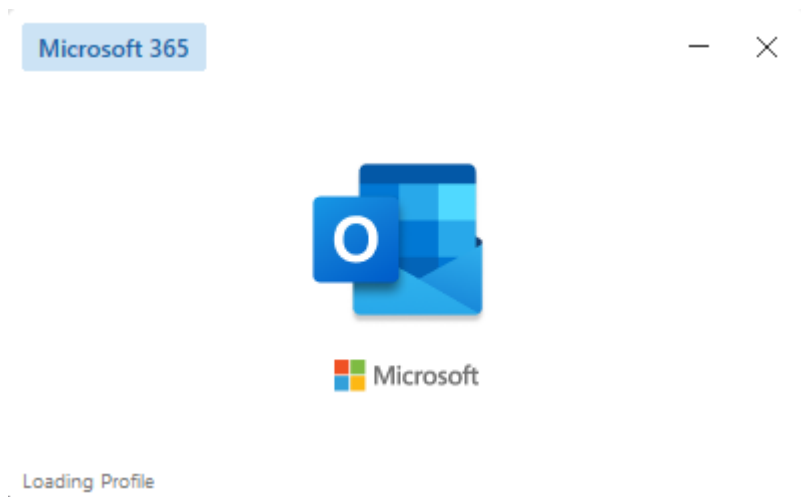


# Microsoft 365 in Outlook

- [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:



Email address

Advanced options ▾


Connect

No account? [Create an Outlook.com email address to get started.](#)


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

## Enter Account Information:

✕



Account successfully added



Microsoft 365  
dsingla@barweb.com.au

Add another email address

helpdesk@barweb.com.au

▼

Next

Advanced options ▼

☒ Set up Outlook Mobile on my phone, too

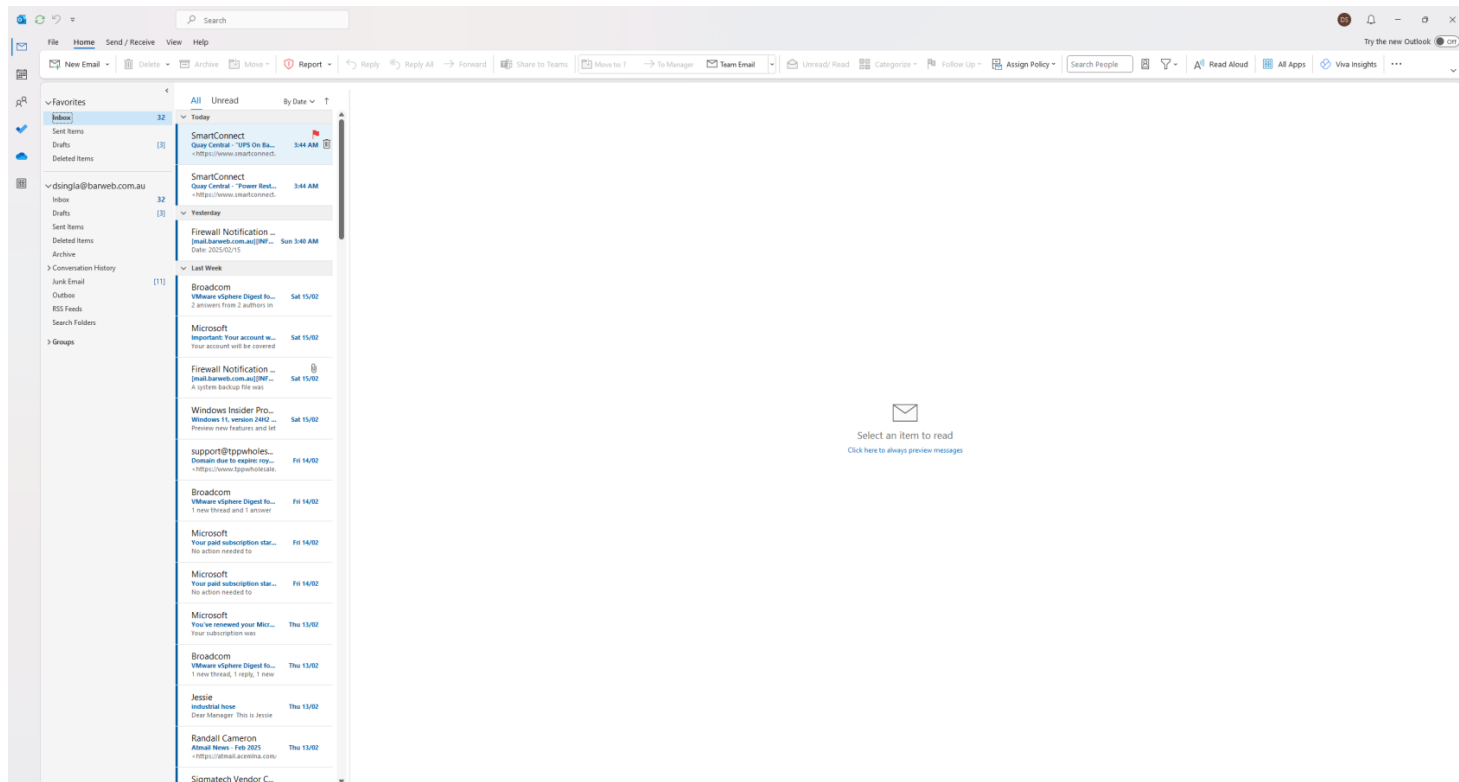
Done

- 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:



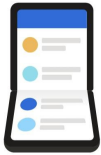
- Once Outlook has successfully configured your account, click **Finish**.

## 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:



### Welcome to Outlook

Designed to work with your favourite Samsung devices.

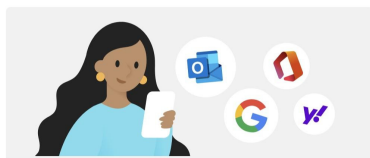
ADD ACCOUNT

[CREATE NEW ACCOUNT](#)

### Sign In:

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

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




Enter your email

 [ADD GOOGLE ACCOUNT](#)

[PRIVACY AND TERMS](#)


CONTINUE

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

 BarWeb

dsingla@barweb.com.au

**Approve sign in request**

 Are you trying to sign in?

Barweb Pty Ltd  
dsingla@barweb.com.au

Enter the number shown to sign in.

Enter number here

YES

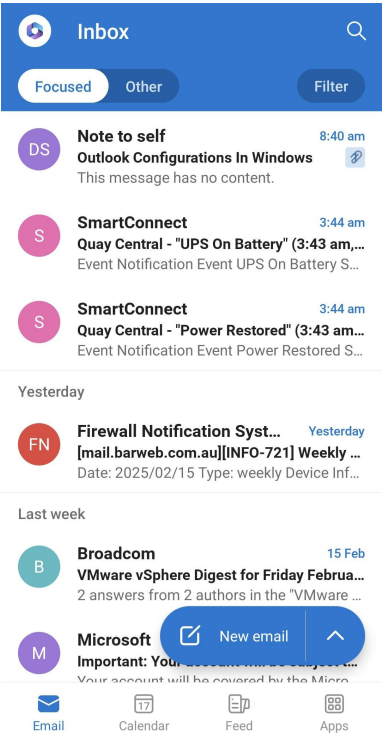
NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

[Terms of use](#) [Privacy & cookies](#) ...

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**

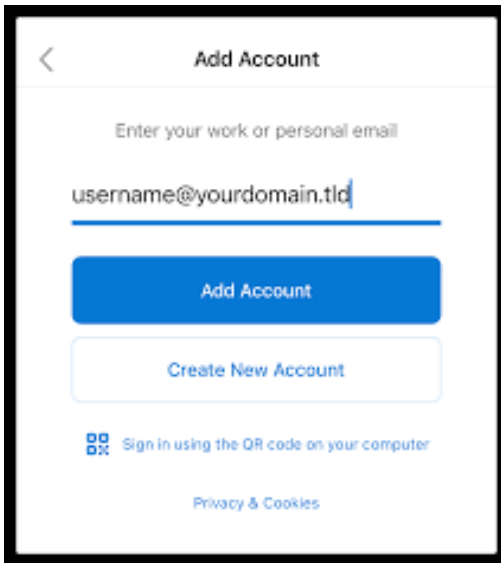


Outlook

A better way to manage your email.

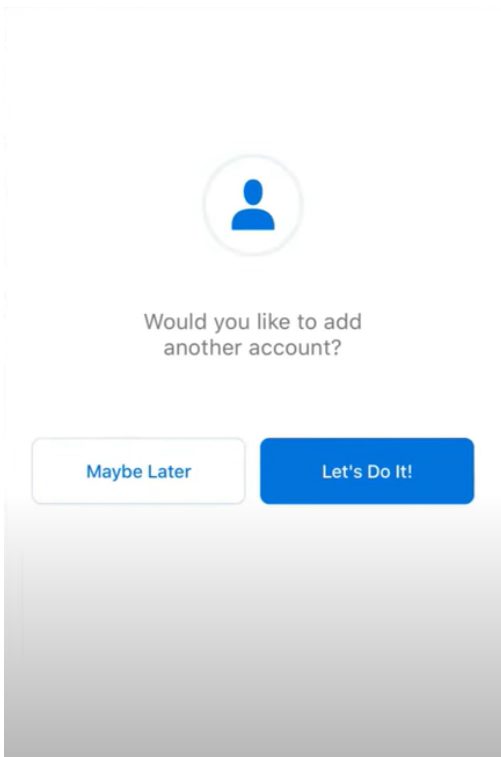
Get Started

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



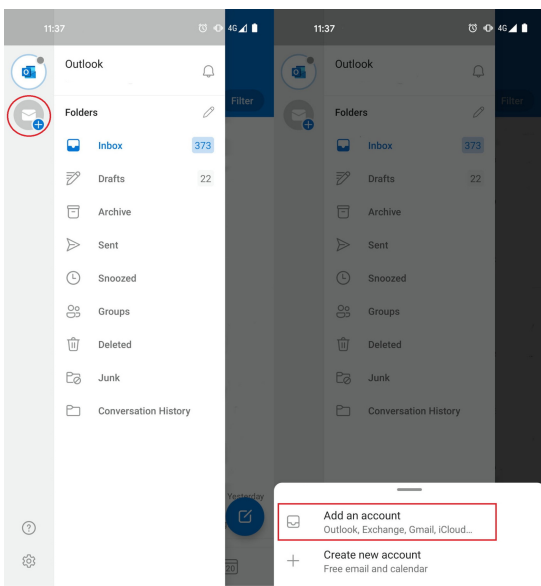
### Allow Permissions:

- 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.

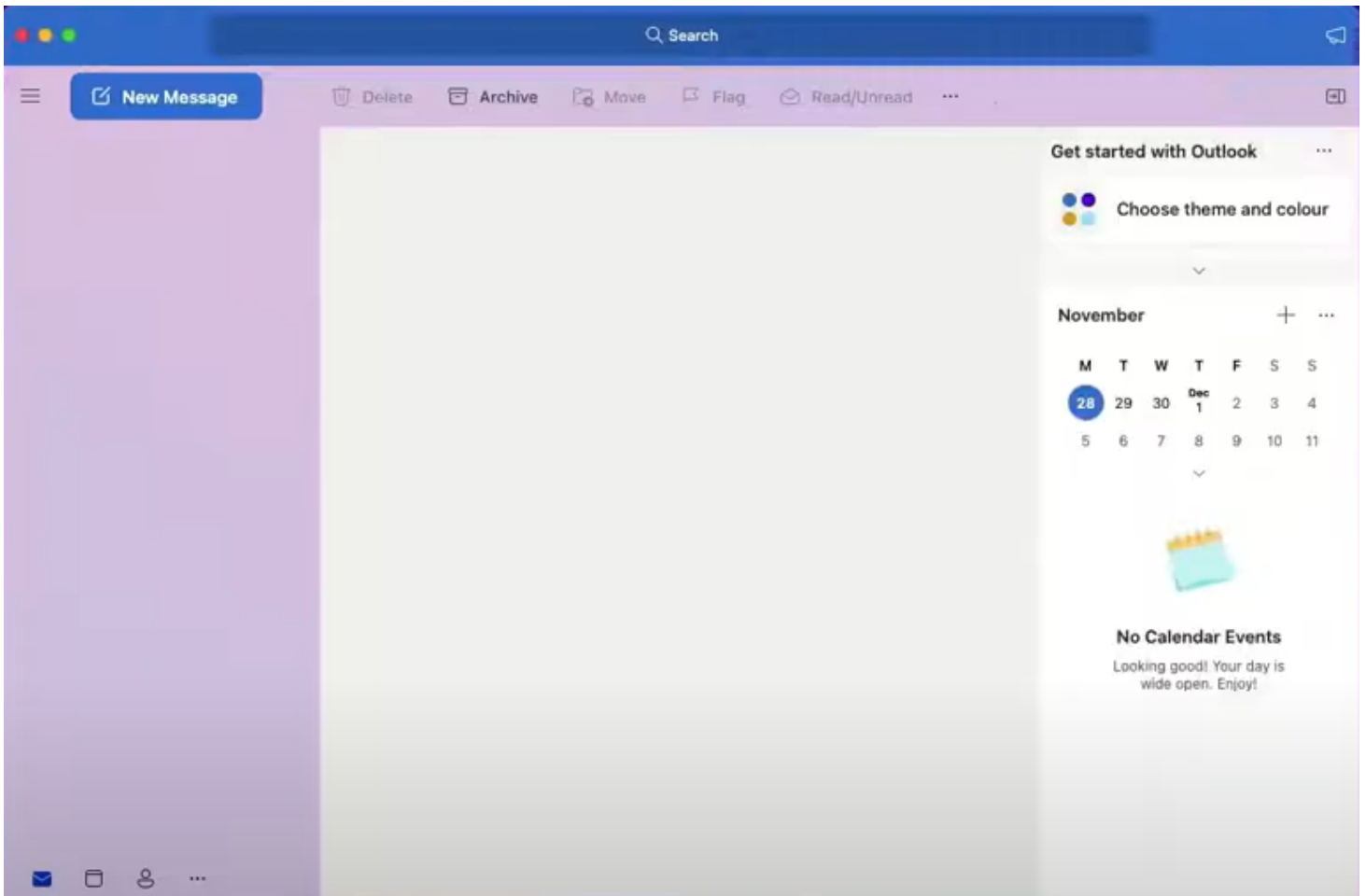




# Microsoft 365 (macOS)

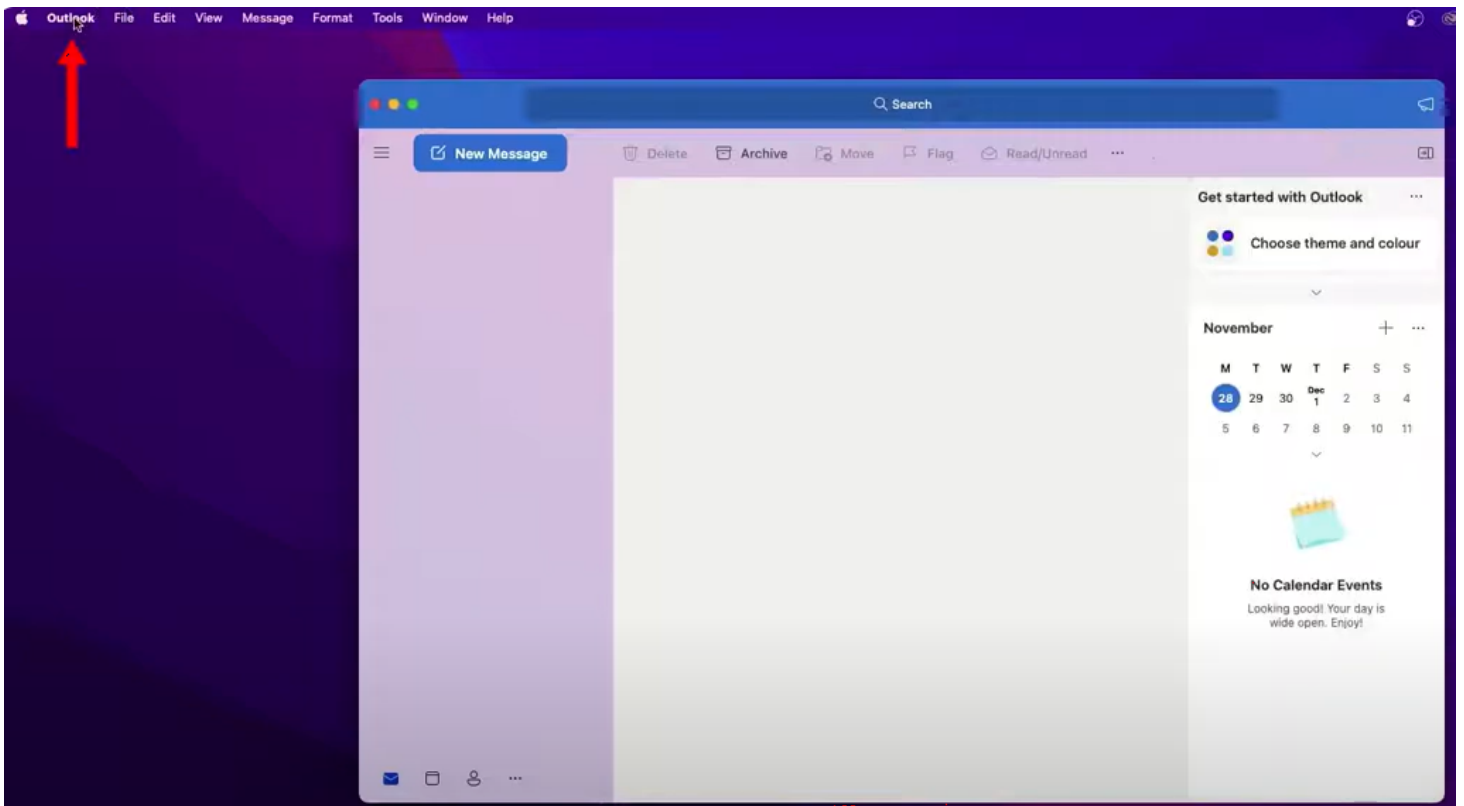
## Open Outlook:

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



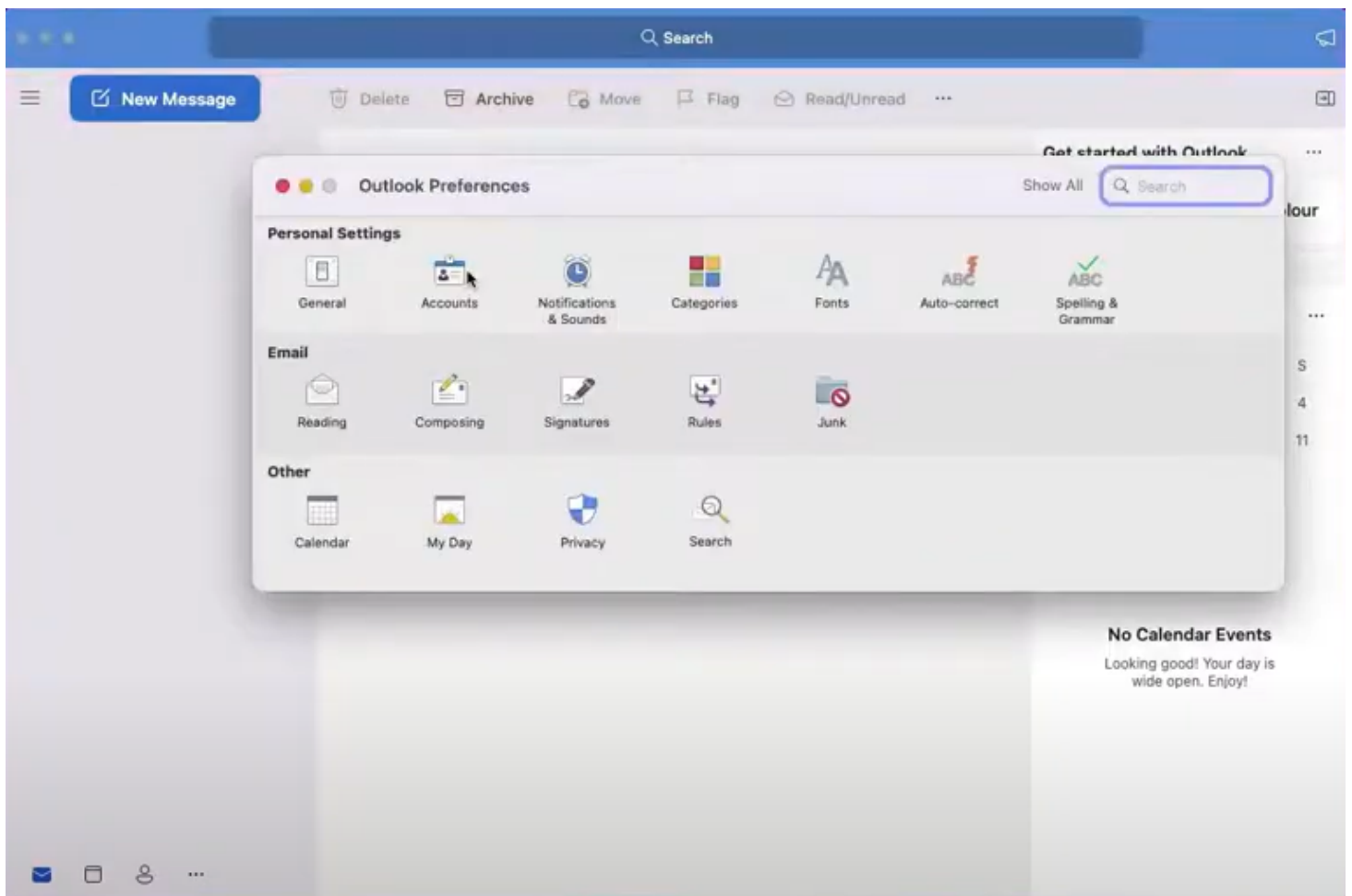
## Open System Preferences:

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

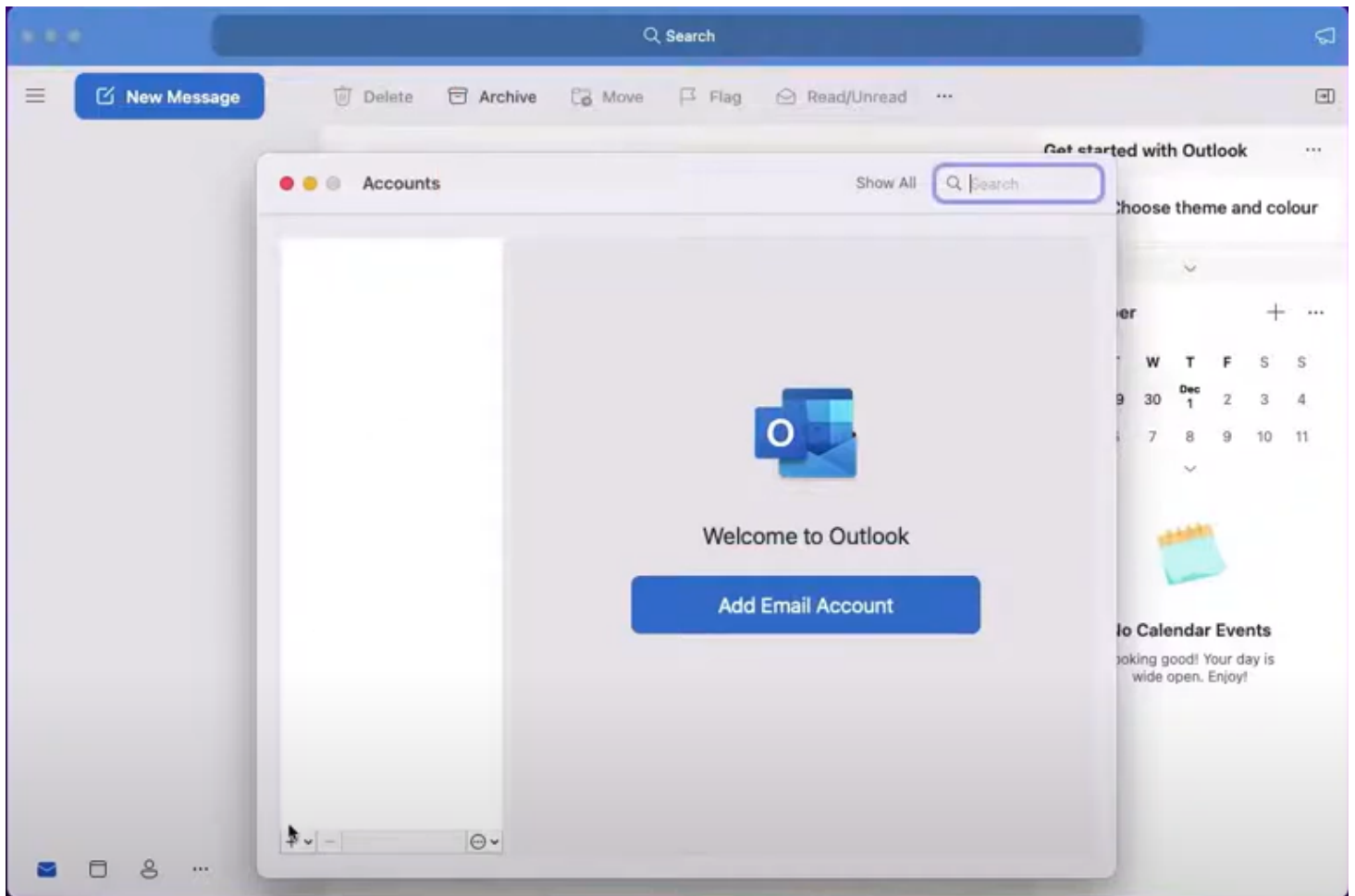


## Go to Internet Accounts:

- 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.

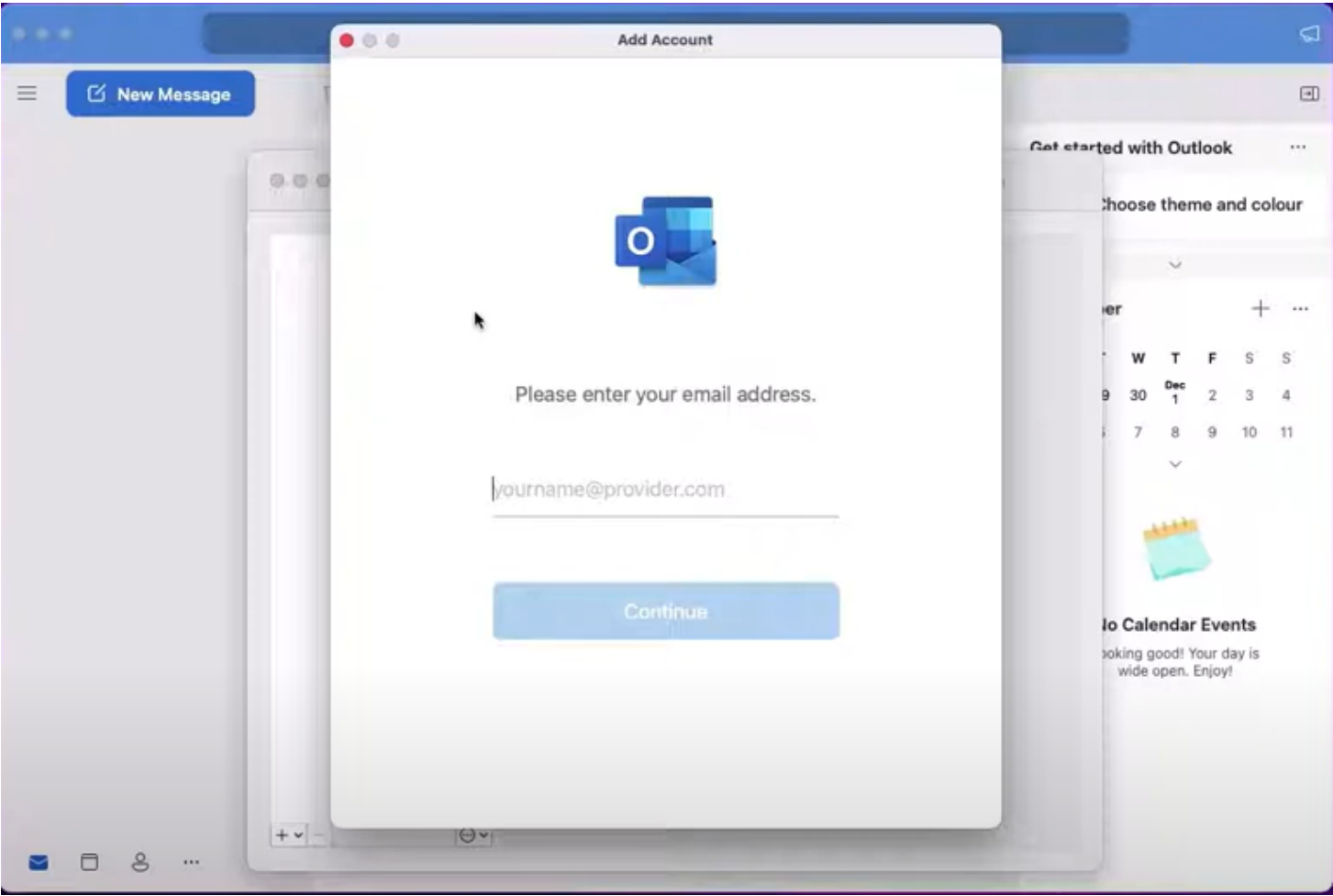


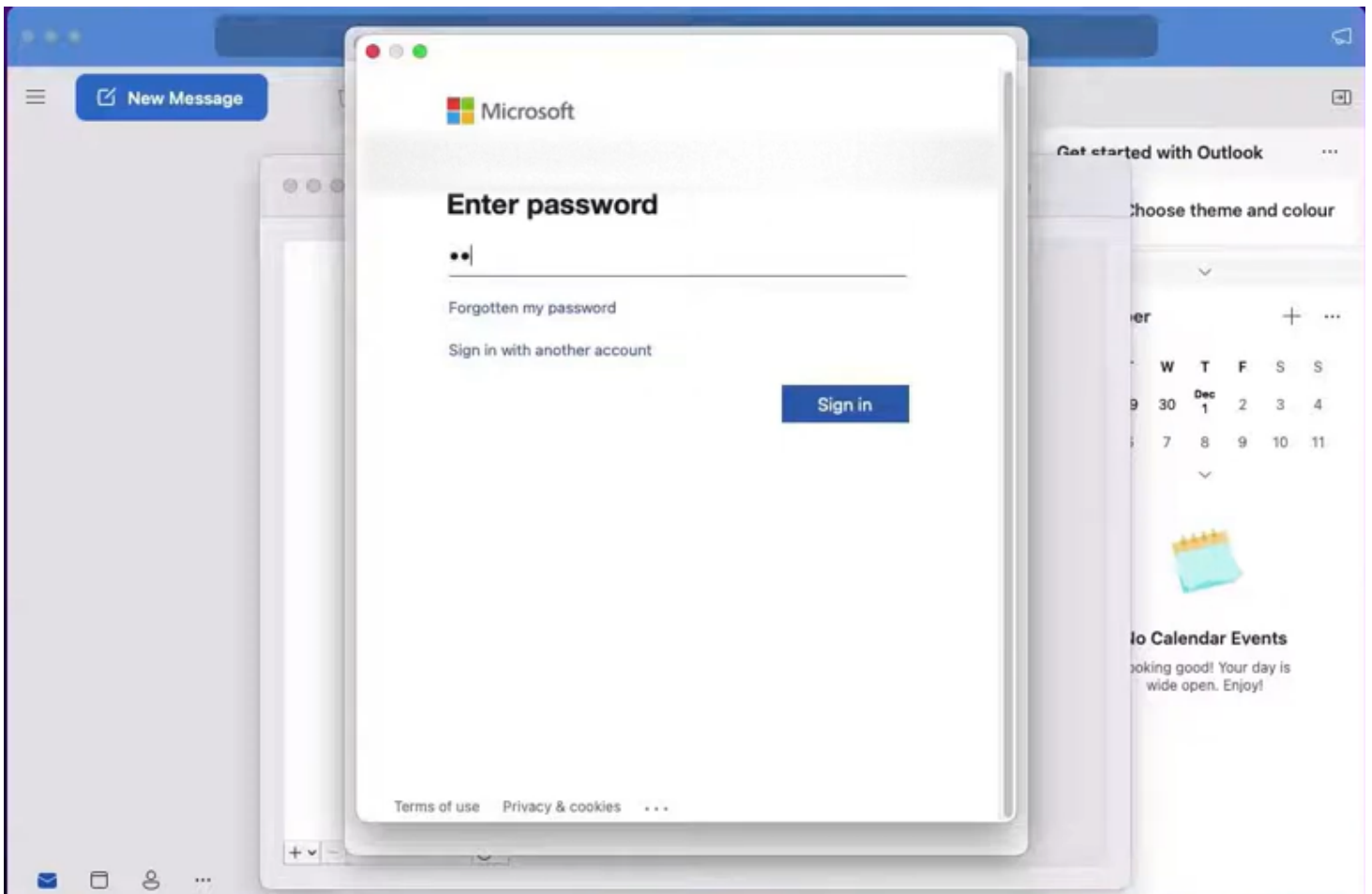
**Add a New Account > Select Outlook or Exchange:**



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







## 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.

New Message

DeleteArchiveMove toFlagMark as UnreadSync

Favorites

Inbox12

Projects0

Robin Counts

Lucerne Marketing

All Accounts

Sent

Drafts2

Sent

Groups

Design

Marketing

Deleted

FocusedOther

Mona Kane

Virtual Planning

Hey Katri, Would you mind reading the draft...

10:21 AM

Lydia Bauer

Ready for Review

Hi @Katri, @Henry, Take a look when you have...

9:10 AM

Robert Tolbert

Leads Planning Sync

Setting up time to meet and go over planning...

8:31 AM

Yesterday

Henry Brill

Book Cover Ideas

Found these layouts to be very compelling...

Sunday

Charlotte Waltson

Research Report - Sept 2020

Hallo! 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 AhokasHenry 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!

01 / Chapter

About us.

Sent from Outlook

September

Today+...

S	M	T	W	T	F	S
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10						

All day

Isaac Fielder - Out of Office

All day

Shia's Birthday

10:00 AM

30m

Intern Meet & Greet

Microsoft Teams Meeting

Join

In 41 mins

12:00 AM

Th

Team Lunch

Microsoft Teams Meeting

3:00 PM

Th

Review with North Win...

Microsoft Teams Meeting

5:00 PM

Th

Virtual Happy Hour

Microsoft Teams Meeting

Tuesday • September 15, 2020

12:00 PM

Th

1:1 Robin / Katri

Microsoft Teams Meeting

1:30 PM

Th 30m

All Hands

Microsoft Teams Meeting

1:30 PM

1:1 Henry / Katri