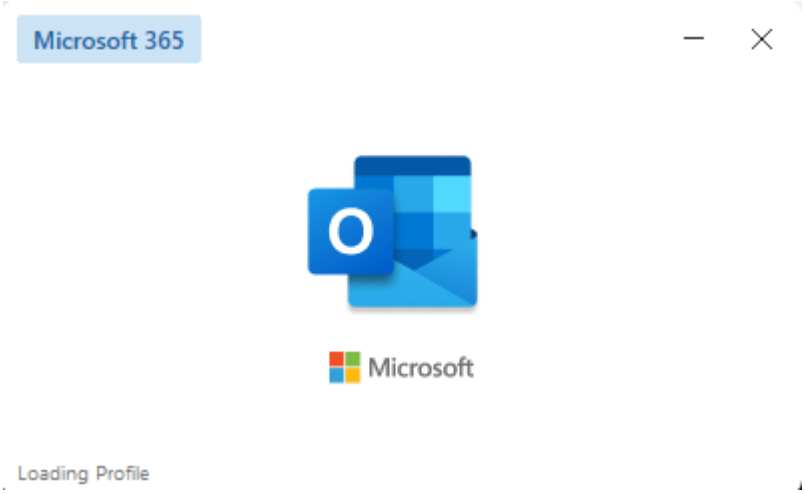
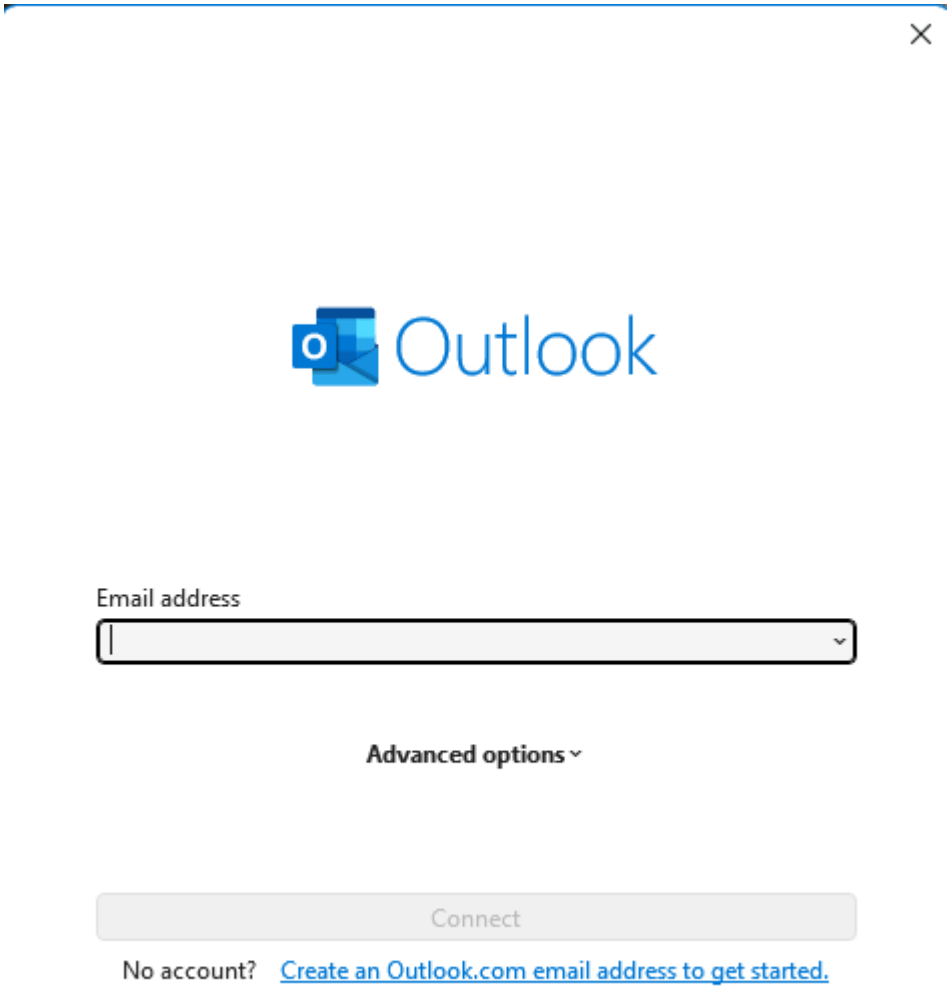
Microsoft 365 (Windows OS)

Open Outlook:



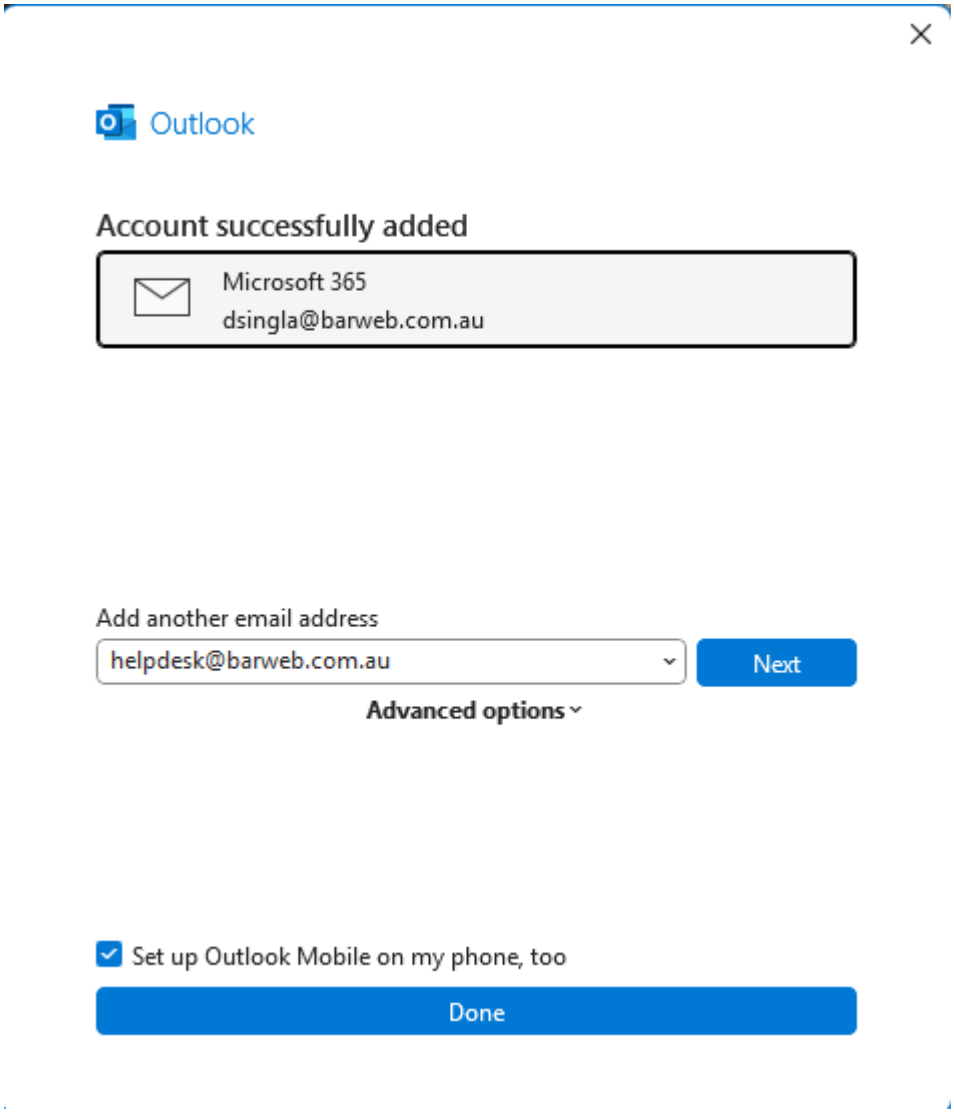
- Launch the **Outlook application** on your computer.

Add Account:



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

Enter Account Information:

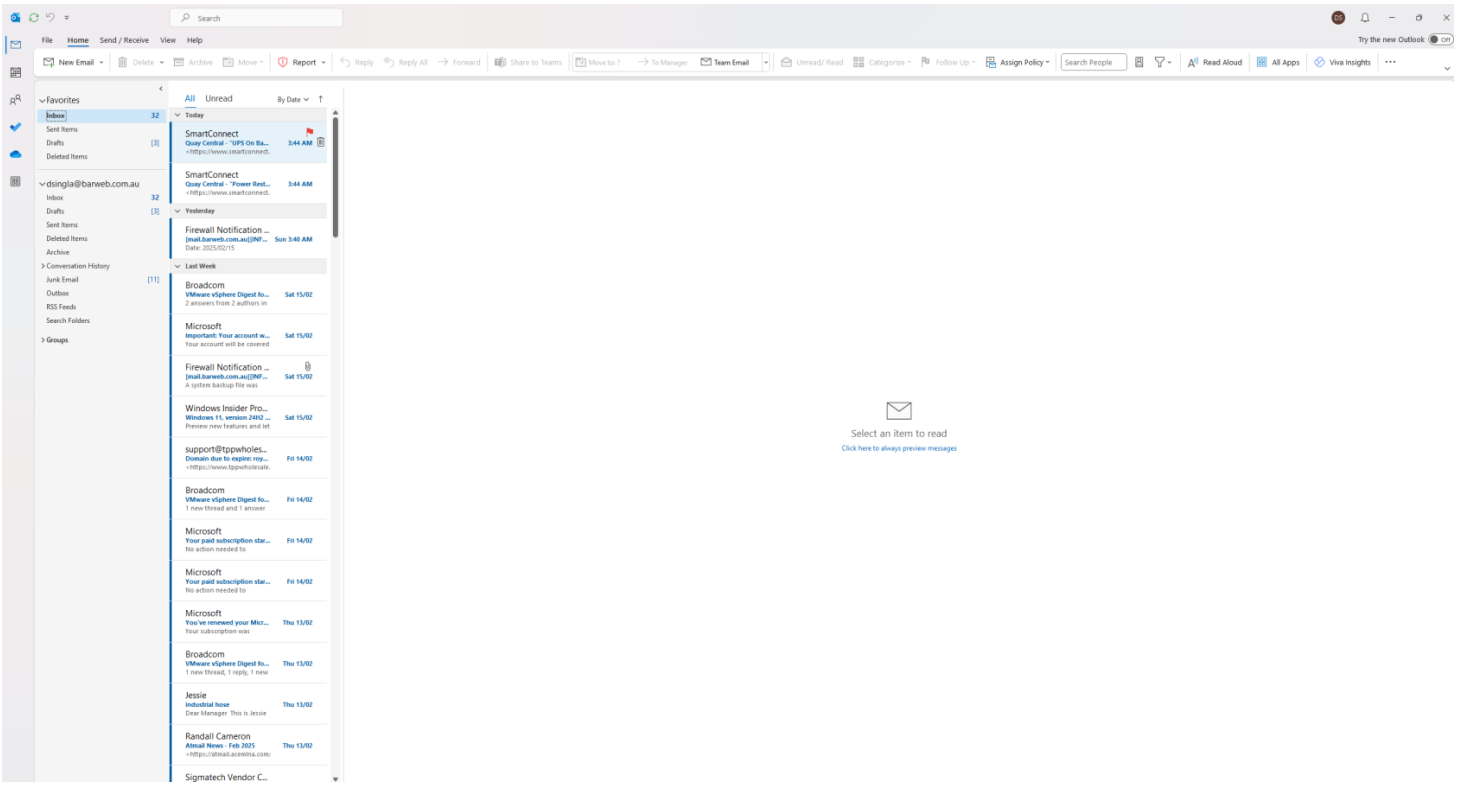


- Enter your **Name**, **Email Address** (your Microsoft 365 email address), and **Password**.
- Click **Next**. Outlook will automatically try to configure the account.

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.

Revision #15

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