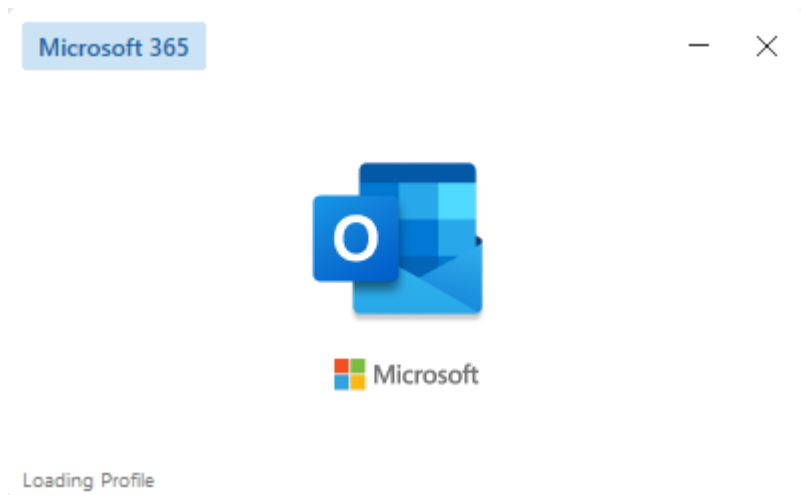


# Microsoft 365 (Windows OS)

## 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

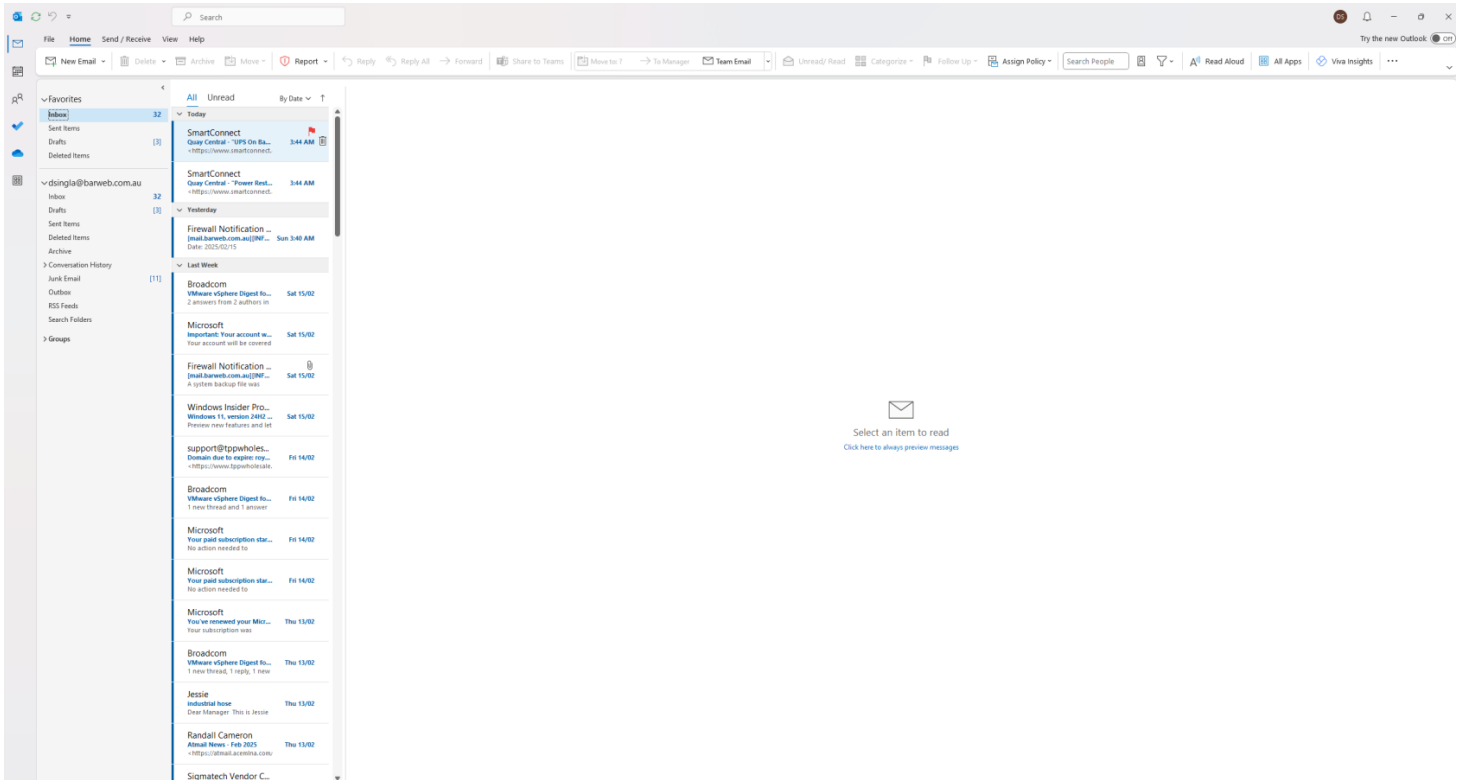
Done

- 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.