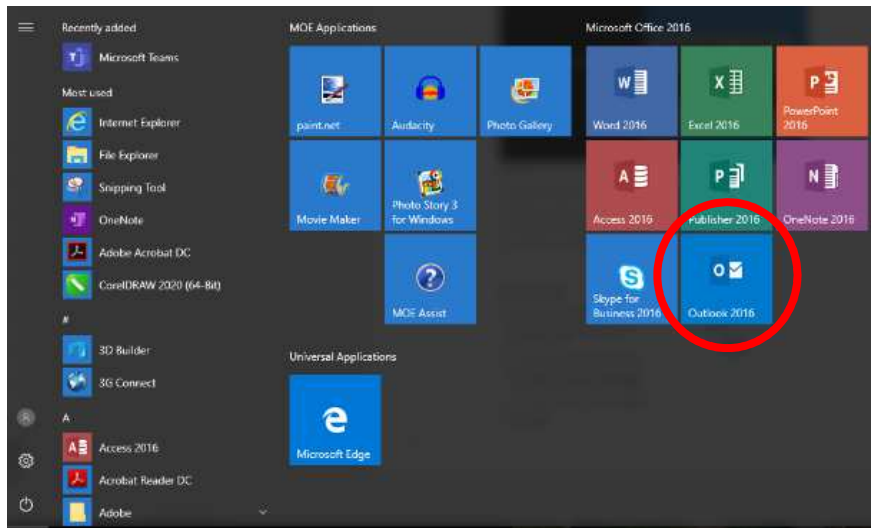


Accessing Microsoft Outlook Program/App

Students can access their school email accounts from the Microsoft Outlook Program/App, follow this quick guide to set up Microsoft Outlook on your computer:

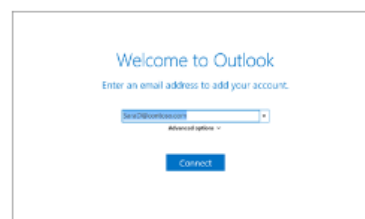
1. Open up Microsoft Outlook from your Start Menu or App Launcher:



2. Add your school email account:

Add an email account

1. Open Outlook and select **File > Add Account**.
If you haven't launched Outlook before, you'll see a welcome screen.
2. Enter your email address and select **Connect**.
If your screen looks different, enter your name, email address, and password, and select **Next**.
3. If prompted, enter your password and select **OK**.
4. Select **Finish**.



3. For further assistance or FAQ's go to the link below:

<https://support.office.com/en-us/article/outlook-training-8a5b816d-9052-4190-a5eb-494512343cca>