

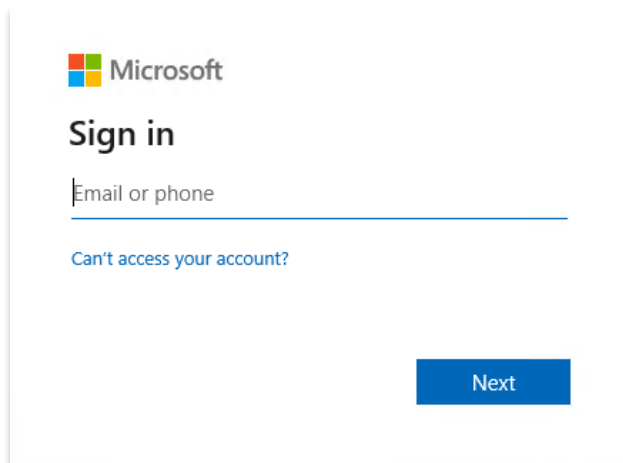
## Configuring Microsoft 365 Email in Outlook

If you have a Microsoft 365 email account, you can use Outlook to configure your email profile.

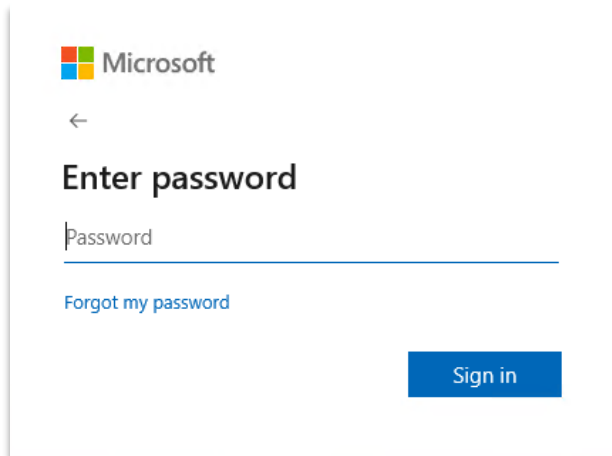
1. Start by double clicking the Outlook Icon on your hosting desktop



2. **Important:** If Outlook pre-populates your hosting login – **remove the pre-populated address**
3. Enter your work email address and hit Next

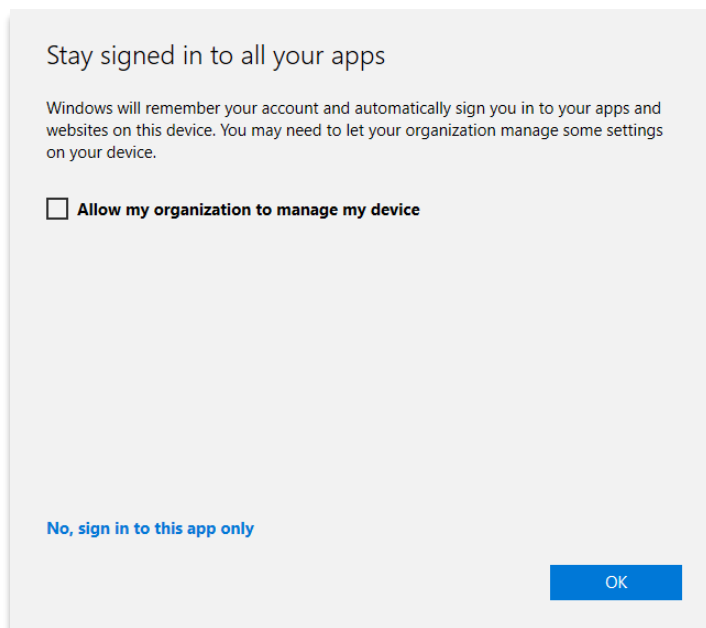
The image shows the Microsoft Sign in screen. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field with the placeholder text 'Email or phone'. Underneath the input field is a link that says 'Can't access your account?'. At the bottom right of the screen is a blue button labeled 'Next'.

4. Enter password when prompted
  - If you do not know your email password, you will need to have it reset by your email management company



The image shows a Microsoft login window. At the top left is the Microsoft logo. Below it is a back arrow. The main heading is 'Enter password'. Underneath is a password input field with the placeholder text 'Password'. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue button labeled 'Sign in'.

5. Uncheck the box and select OK



The image shows a Windows dialog box titled 'Stay signed in to all your apps'. The text inside says: 'Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.' Below this text is a checkbox with the label 'Allow my organization to manage my device'. At the bottom left is a link that says 'No, sign in to this app only'. At the bottom right is a blue button labeled 'OK'.

6. Outlook will open and begin to sync your Microsoft 365 email account.