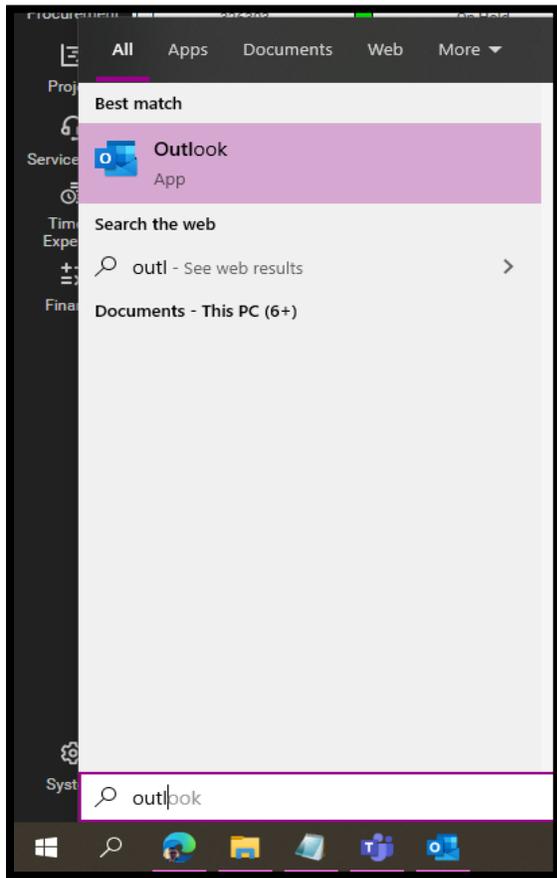


Setting up Outlook for the first time (Microsoft 365)

Before using Outlook for the first time, you will need to add your Outlook profile.

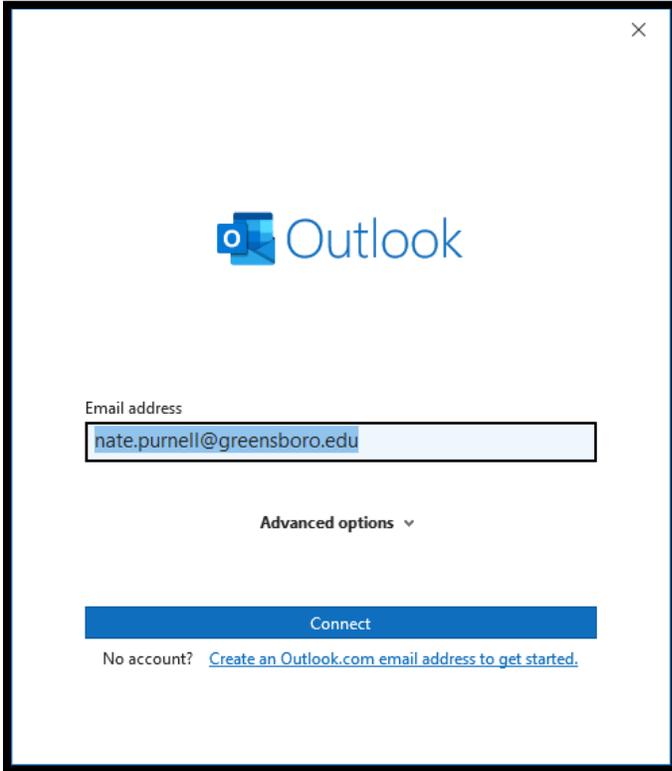
1. Open the Outlook application.

Select the **Outlook icon** in the Start menu or double-click the Outlook icon on the Desktop/taskbar.

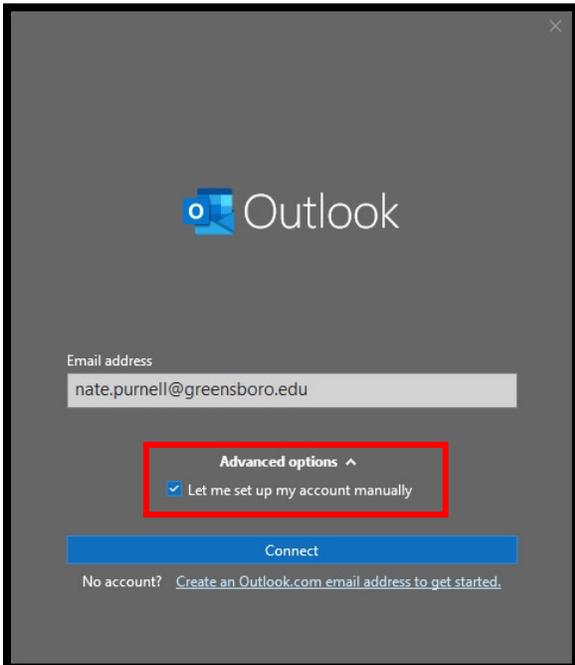


2. Enter your Microsoft 365 account details.

Enter your email address, click the “Advanced Options” drop down, and check the box for manual account setup and then click Connect.

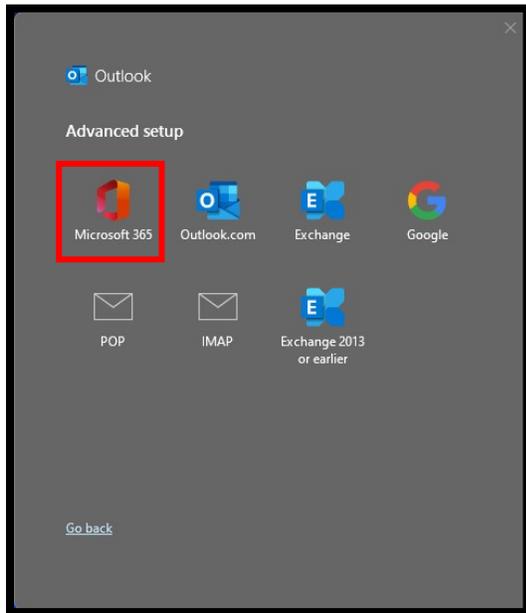


This screenshot shows the Outlook account setup interface. At the top center is the Outlook logo. Below it is an input field labeled "Email address" containing the text "nate.purnell@greensboro.edu". Underneath the input field is a dropdown menu labeled "Advanced options" with a downward-pointing arrow. At the bottom of the form is a blue "Connect" button. Below the button is a link that says "No account? [Create an Outlook.com email address to get started.](#)".

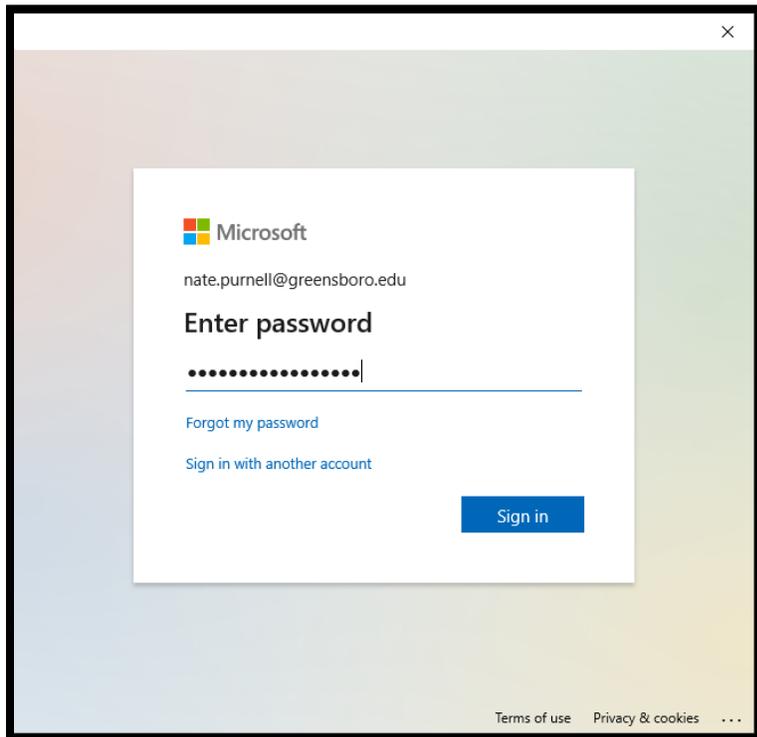


This screenshot shows the Outlook account setup interface with the "Advanced options" dropdown menu open. The dropdown menu is highlighted with a red box and contains the option "Let me set up my account manually" which is checked with a blue checkmark. The "Connect" button and the "No account? [Create an Outlook.com email address to get started.](#)" link are also visible at the bottom of the screen.

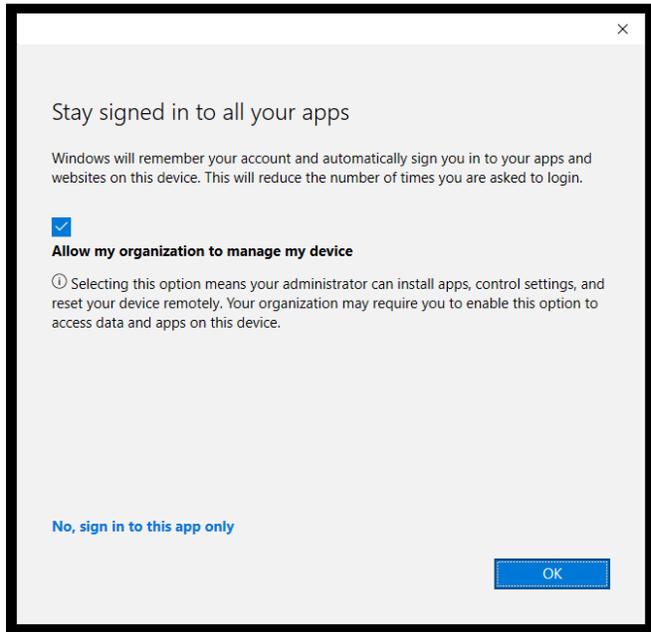
On the next screen, click on Microsoft 365 to continue



Enter your **Microsoft 365 password** when prompted in the box provided.

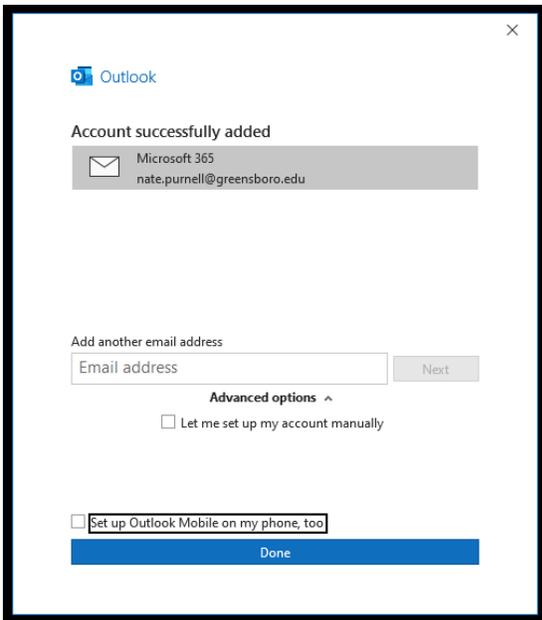


Click **“OK”** on the **“Stay signed in..”** prompt.



3. Wait for Outlook to configure your profile

This may take a few minutes to complete. Once Outlook has finished you will see the following screen. You can now **click Finish**. Outlook will then setup your mailbox and open.



If you have access to any shared mailboxes, these will be added to Outlook automatically, however this may take up to 30 minutes to complete. If you are expecting to see a shared mailbox and do not see it after this time, please contact the IT Department.