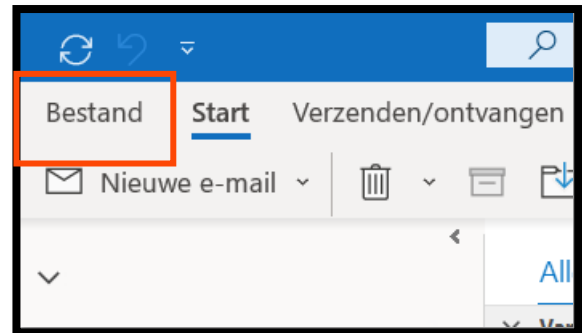


Adding an email account

Outlook on Windows (Microsoft 365 / Office 365)

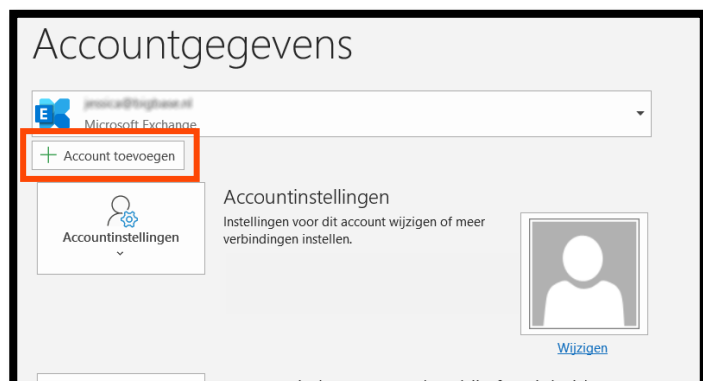
STEP 1

Click on “File” in the top left.



STEP 2

Click on “Add account”.



STEP 3

Enter the new email address and click “Connect”.

Then enter the password you received from us.



STEP 4

You will see a confirmation that the account has been added.

Click "Done".

Make sure the checkbox "Also set up Outlook Mobile on my phone" is unchecked.

