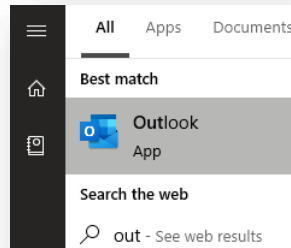
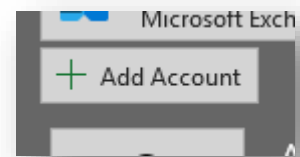
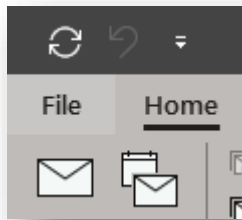


# ADDING OFFICE365 ACCOUNT TO OUTLOOK WINDOWS

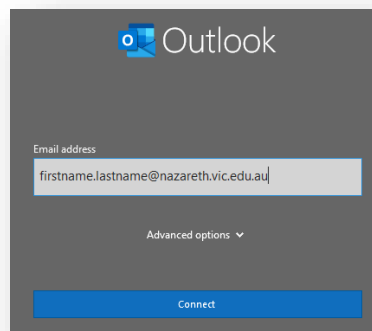
Press the **Windows Key**  
and type and open  
**Outlook**



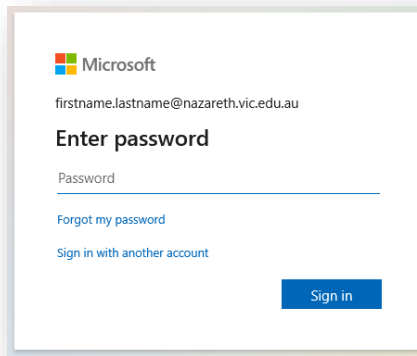
Click **File**, then **Add Account**



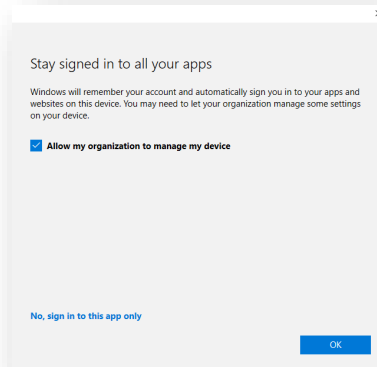
Enter your Nazareth  
College email address and  
click **Connect**



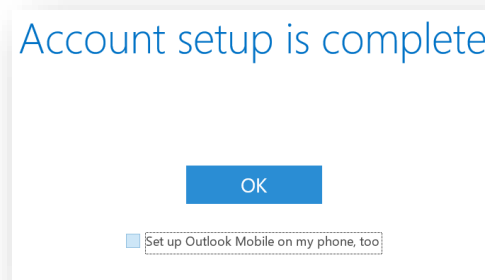
Sign in using your Nazareth College email credentials



Click **OK**



Once you have signed in successfully, **uncheck the box** and click **OK**



**Please allow a few moments for your mailbox to sync**