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



Manning Drive, Noble Park North, VIC 3174 | PO Box 1289, Waverley Gardens, VIC 3170 Australia CRICOS Provider No: 01097M



	Enter password
	Password
	Forgot my password
	Sign in with another account
	Sign in
-	
	×
Stay	signed in to all your apps
Window website	s will remember your account and automatically sign you in to your apps and s on this device. You may need to let your organization manage some settings
on you	orevice.
No, sig	n in to this app only
	ОК

Click **OK**

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

Account setup is complete

OK

Please allow a few moments for your mailbox to sync