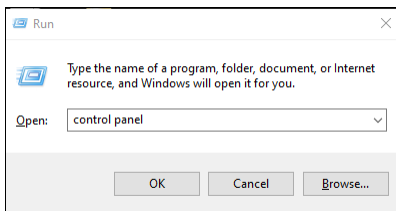


Setup of Office 365 Email in Outlook 365

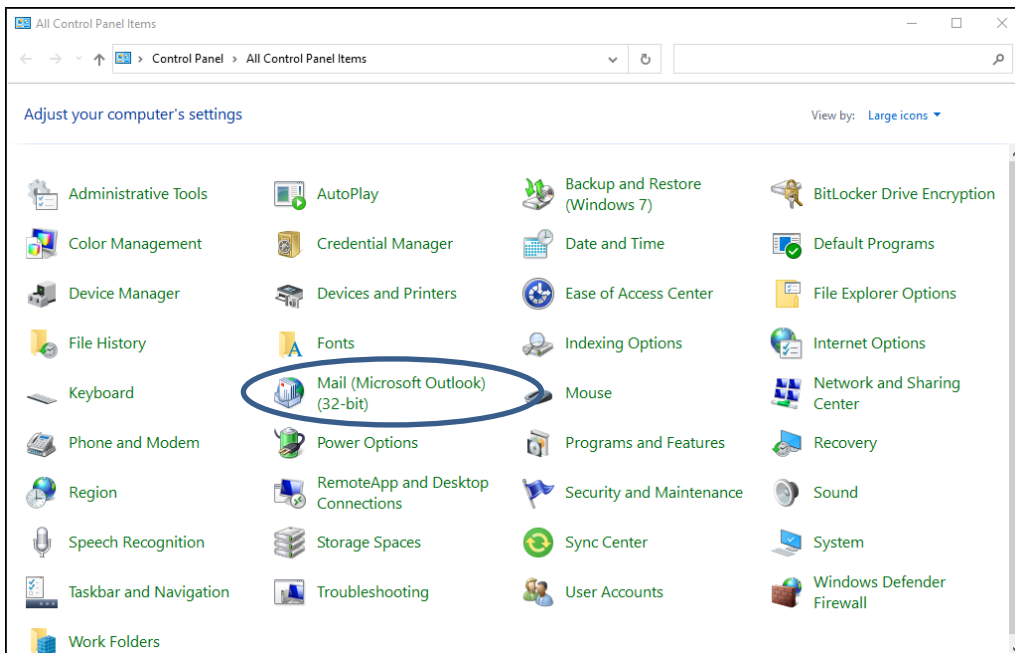
Firstly, we need to create a new Outlook Profile.

Right click the Windows Start button, then select Run OR press the Windows key and tap the R key.

Type "control panel" in the Open: field and click OK.



Go to Control Panel, and locate "Mail"



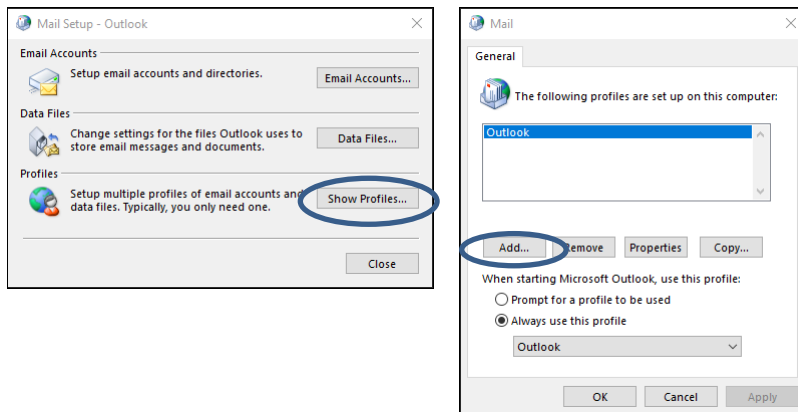
Click on "Show Profiles", Then on the Next Screen Click "Add"

P 1300 723 857
E info@protechpartners.com.au

1/182-186 Rooks Road, Vermont VIC 3133
PO Box 96, Ringwood VIC 3134

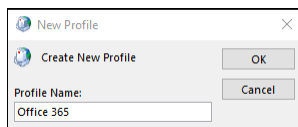
ABN 40 154 622 401

proactivetechnologypartners.com.au

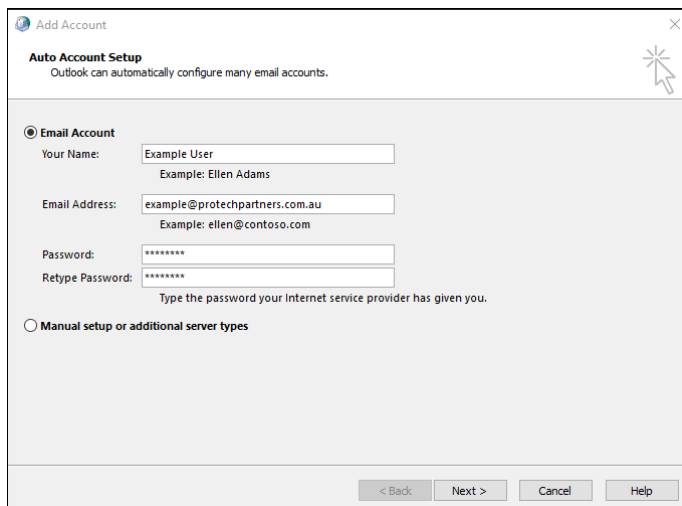


Give the new Profile a name, this can be anything such as "Office 365"

Then click ok, this will bring up the "Add Account" Window.



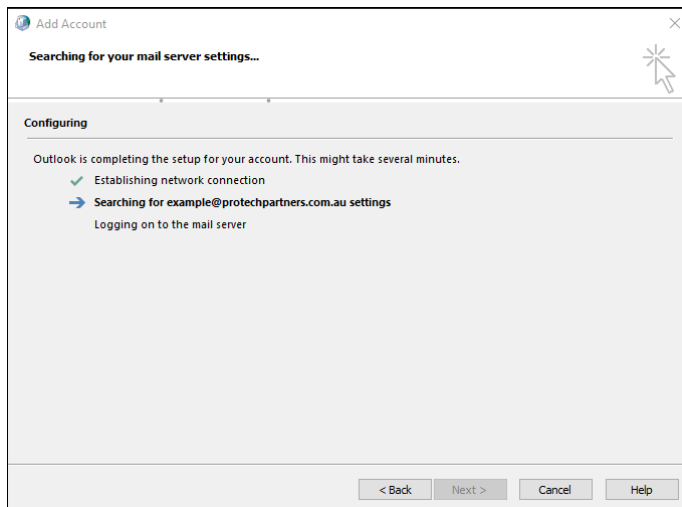
Enter your full name, Email address and password as requested, then press next.



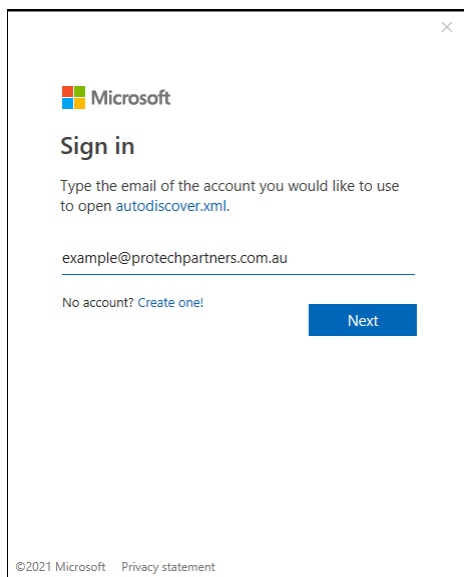
P 1300 723 857
E info@protechpartners.com.au

1/182-186 Rooks Road, Vermont VIC 3133
PO Box 96, Ringwood VIC 3134

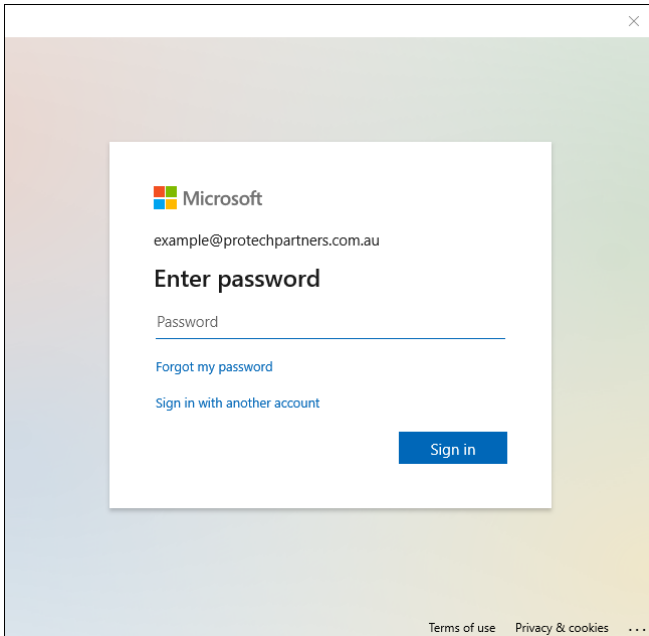
ABN 40 154 622 401



Check your email address is correct and click "Next".



Enter your email password and click "Sign in"

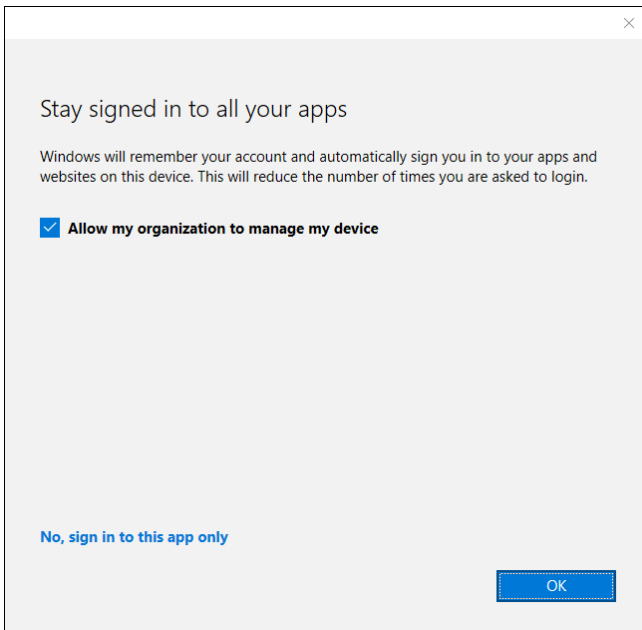


A screenshot of a Microsoft sign-in dialog box. The dialog is white with a blue border and is centered on a blurred background. It features the Microsoft logo at the top left, followed by the email address "example@protechpartners.com.au". Below this is the heading "Enter password" and a password input field. There are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is at the bottom right. At the bottom of the dialog, there are links for "Terms of use", "Privacy & cookies", and a three-dot menu.

Uncheck "Allow my organization to manage my device".

Click "No, sign in to this app only".

Click "OK".



A screenshot of a Windows sign-in dialog box. The dialog is light gray with a white border and is centered on a blurred background. It features the heading "Stay signed in to all your apps" and a paragraph of text: "Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login." Below this is a checked checkbox labeled "Allow my organization to manage my device". At the bottom left, there is a link "No, sign in to this app only". A blue "OK" button is at the bottom right.

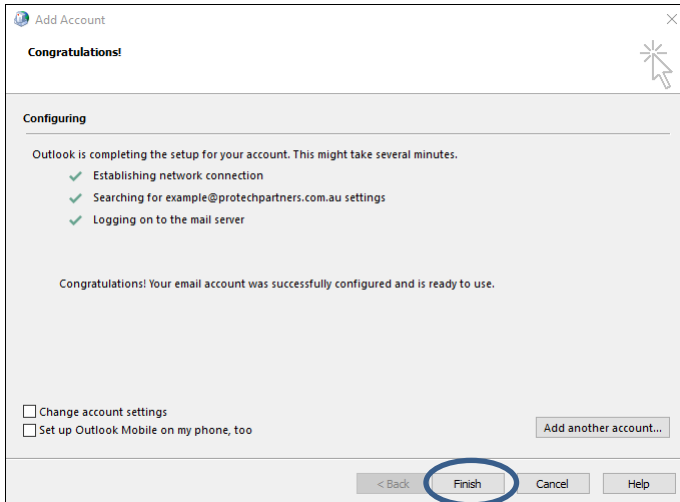
P 1300 723 857

E info@protechpartners.com.au

1/182-186 Rooks Road, Vermont VIC 3133
PO Box 96, Ringwood VIC 3134

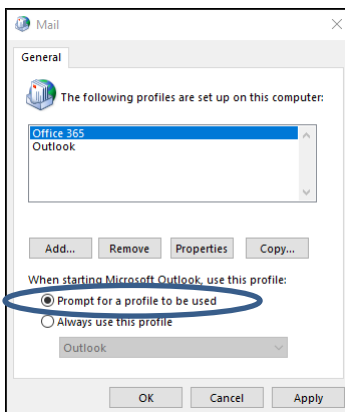
ABN 40 154 622 401

Click "Finish" on this screen.

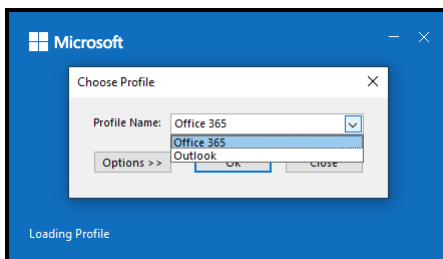


This window will close leaving the "Mail" Window.

Select "Prompt for a profile to be used" then click ok.



Launch Outlook, Select your new profile from the drop down list and click "Ok"



P 1300 723 857

E info@protechpartners.com.au

1/182-186 Rooks Road, Vermont VIC 3133
PO Box 96, Ringwood VIC 3134

ABN 40 154 622 401

You should now be presented with your new Outlook Mailbox.

