Setup Outlook for 365 for Outlook

1. Go to Control Panel by typing control panel in the search bar
2. In Control Panel change the view by: to either large icon or small icon

Graphical user interface

Description automatically generated with medium confidence

1. From that list select Mail (Microsoft Outlook)

Logo

Description automatically generated

1. From the box that opens up select Show Profiles

Graphical user interface, text, application, email

Description automatically generated

1. Click the Add button and name the profile “Office 365” and click ok

Graphical user interface, text, application

Description automatically generated

1. What you see next depends on your Version of Outlook

Graphical user interface, application

Description automatically generated

1. Fill in the fields with your in I.E. [Users@nt.nhsc.edu](mailto:Users@nt.nhsc.edu) and your password

Graphical user interface, application, Teams

Description automatically generated

1. After the account is setup remember to choose the office 365 account from the drop down menu labeled “always use this profile” on the mail tab. If you don’t do this the old profile will open when you open outlook.

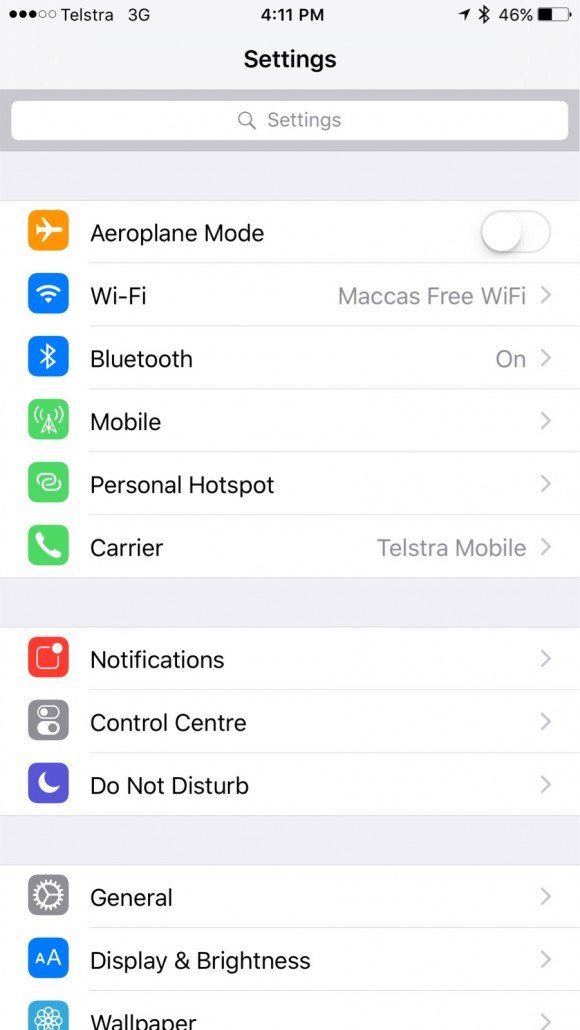
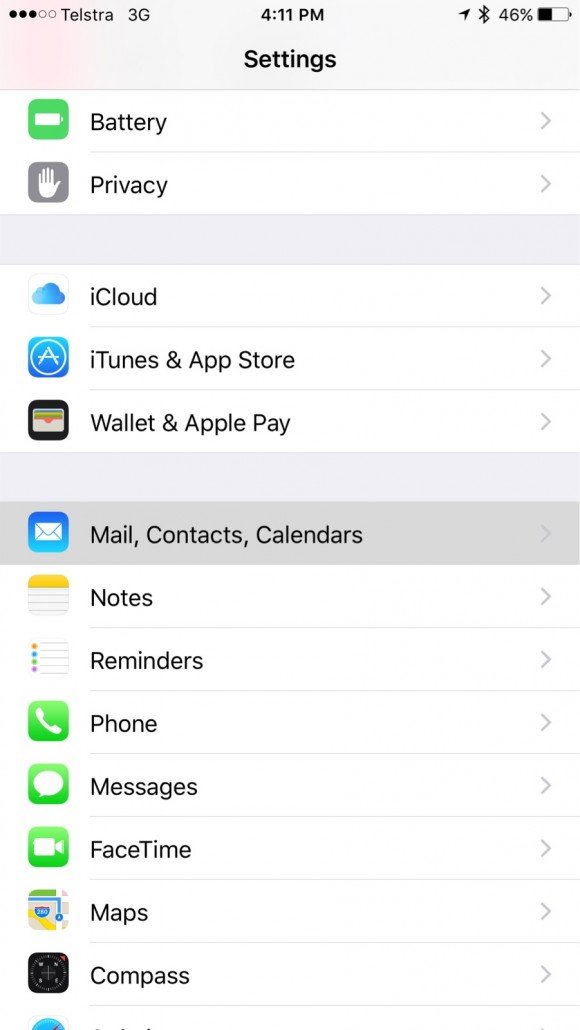
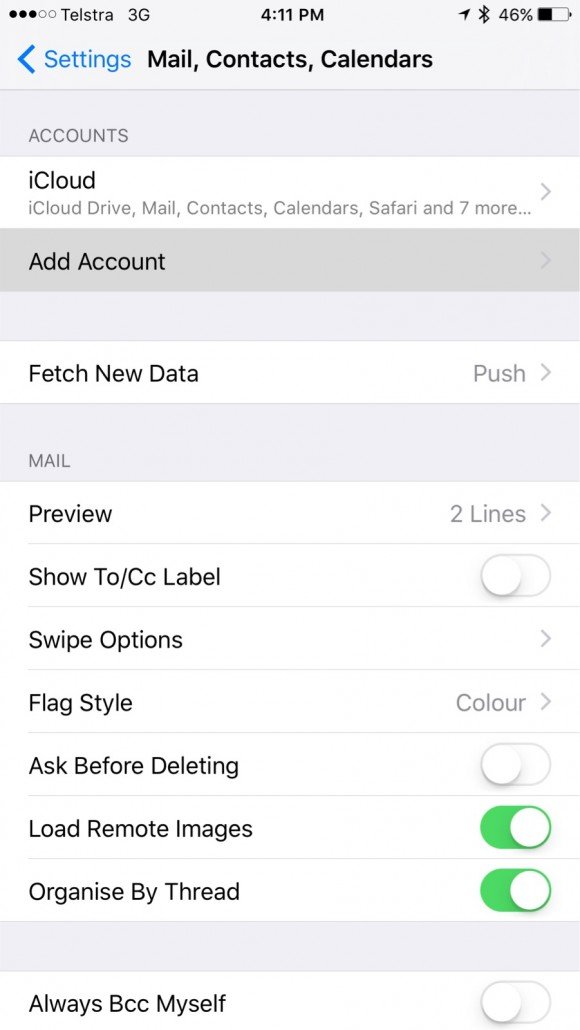
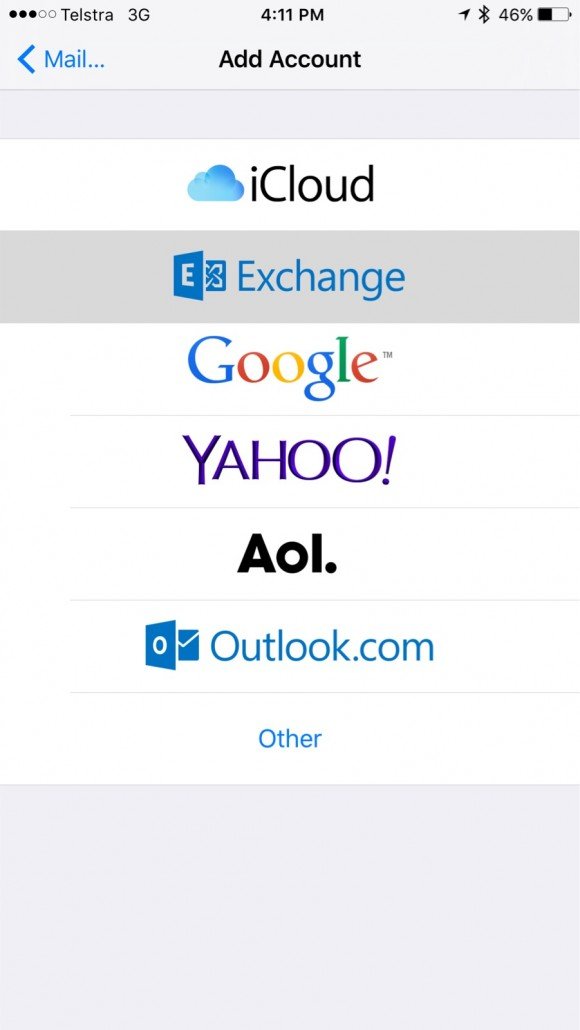
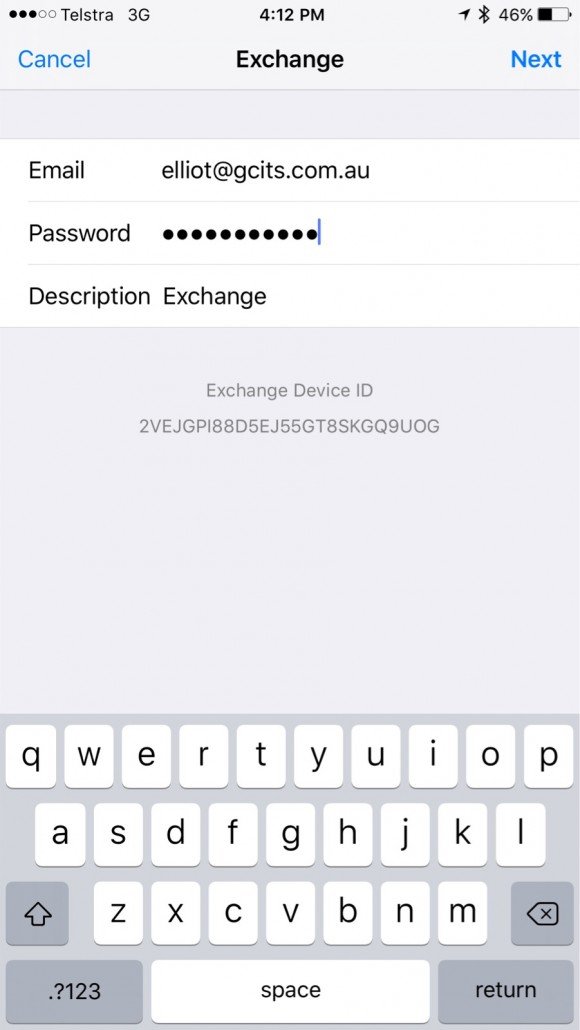
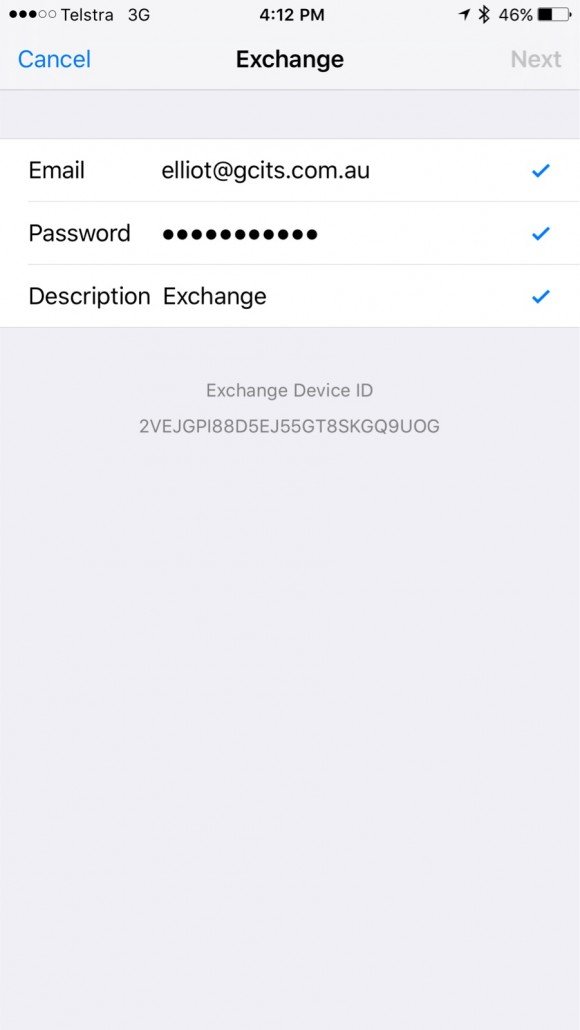
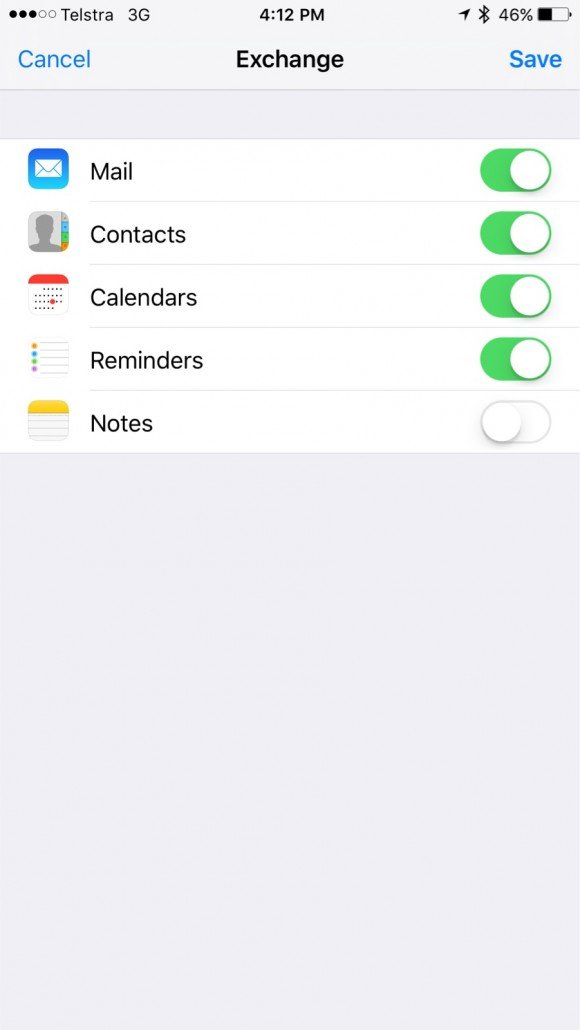
Graphical user interface, text, application

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Setup for Android Samsung

1. Navigate to Settings - > Accounts and Backup -> Manage Accounts -> Add account (If you have a non-Samsung phone you may need to look for the accounts section in a different area, also look for users and accounts)
2. Choose the mail app you use (Outlook, Email)
3. Enter you credentials.

Setup for Iphone

1. Tap Settings
2. Tap Mail, Contacts, Calendars
3. Tap **Add Account**
4. Tap **Exchange**
5. Enter your Office 365 email address and password and tap **Next**.
6. Wait for it to show verified
7. Select the services you want to sync to your iPhone or iPad
8. Open the mail app on your phone to view your new mail account. Your Calendar will appear under the Calendar App, Contacts will appear under the Contacts app.