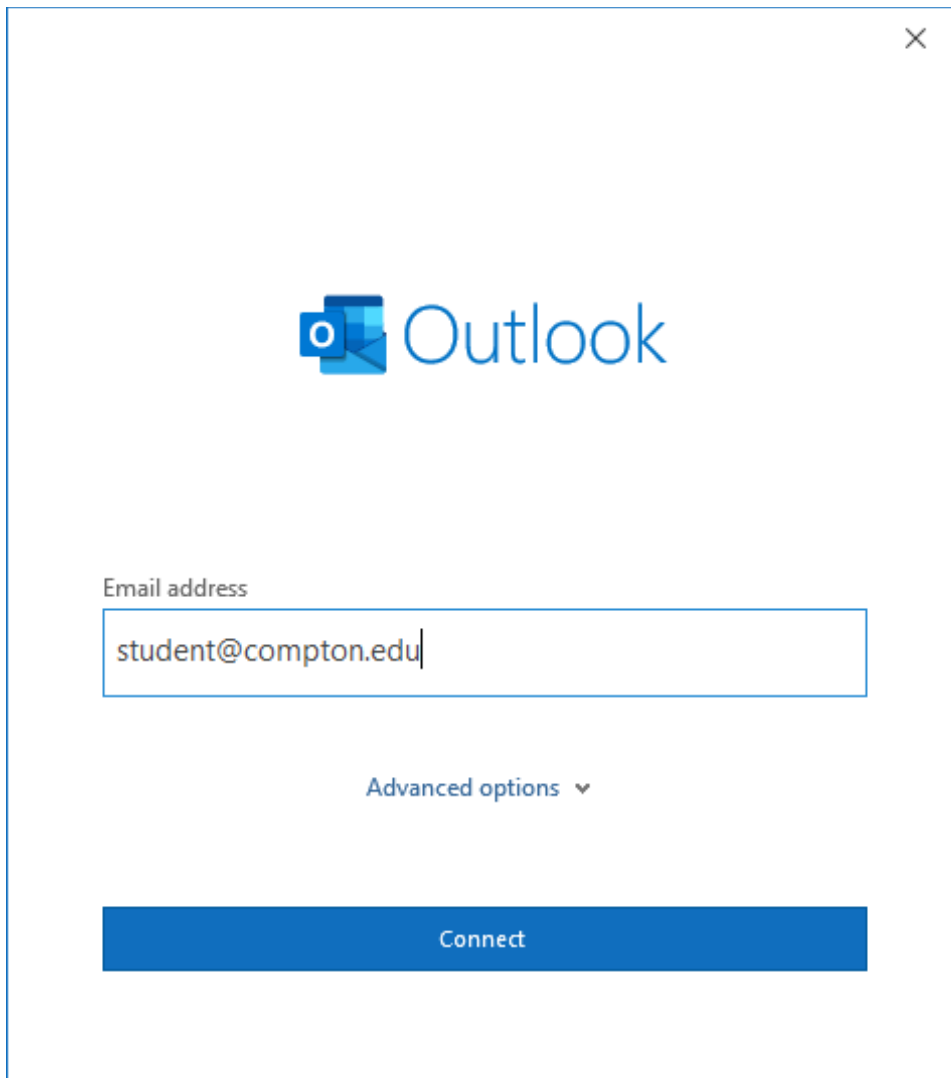Outlook account setup

After installing Microsoft Office suite, open Outlook, enter your student email account.

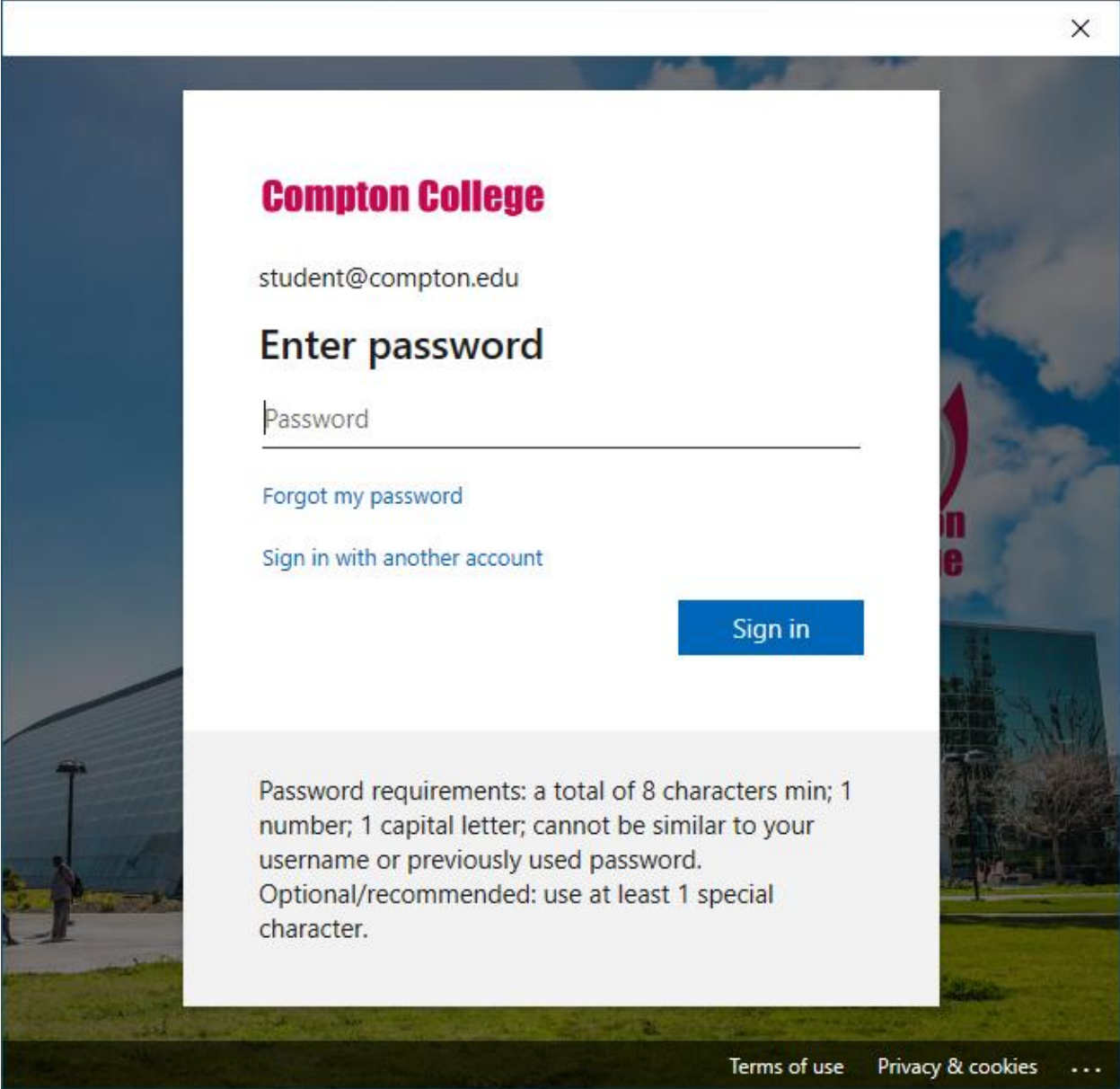Enter your password.

Click "Done".

Outlook

Account successfully added

✉ **Microsoft 365**
student@compton.edu

Add another email address

Email address | Next

Advanced options ⌄

☐ Set up Outlook Mobile on my phone, too

Done

Click "Done" again when your email account has been successfully added.
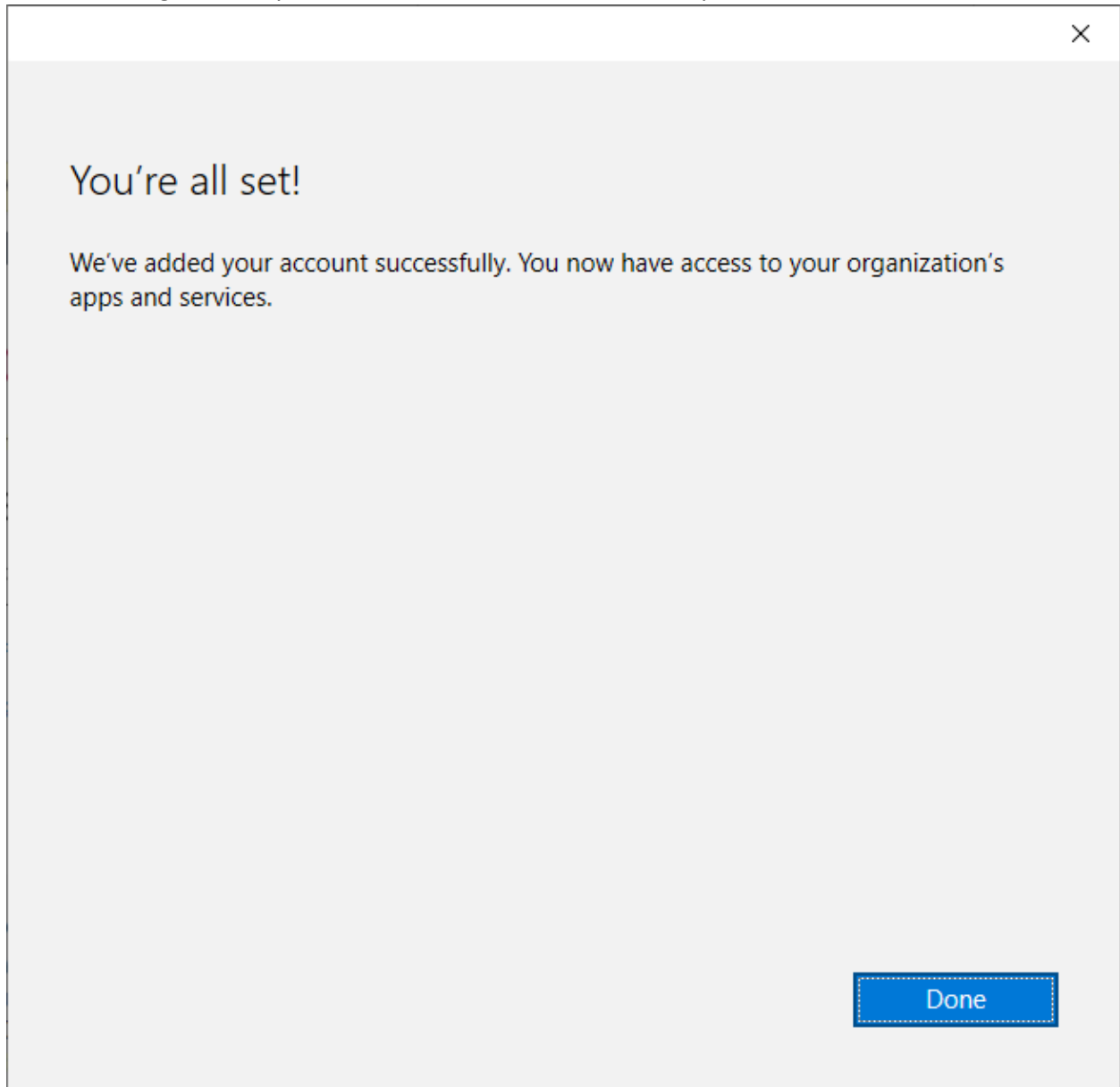
When Outlook opens please wait until all folders are up to date before exporting.