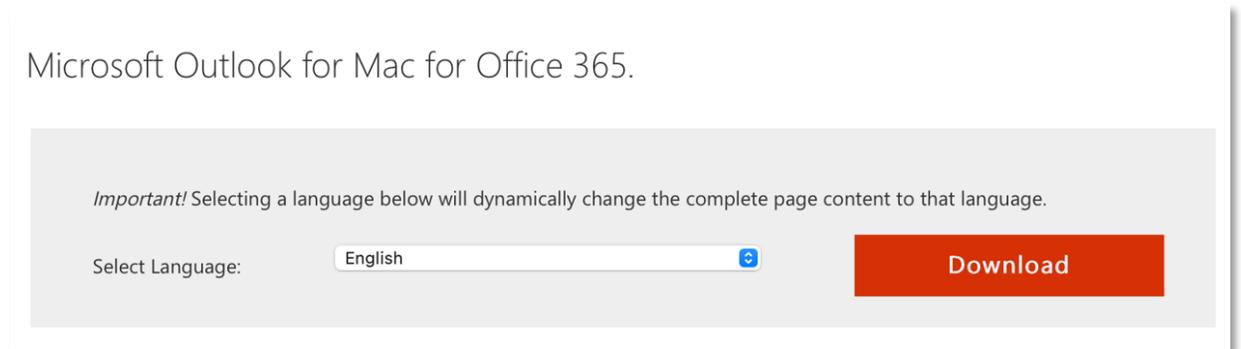


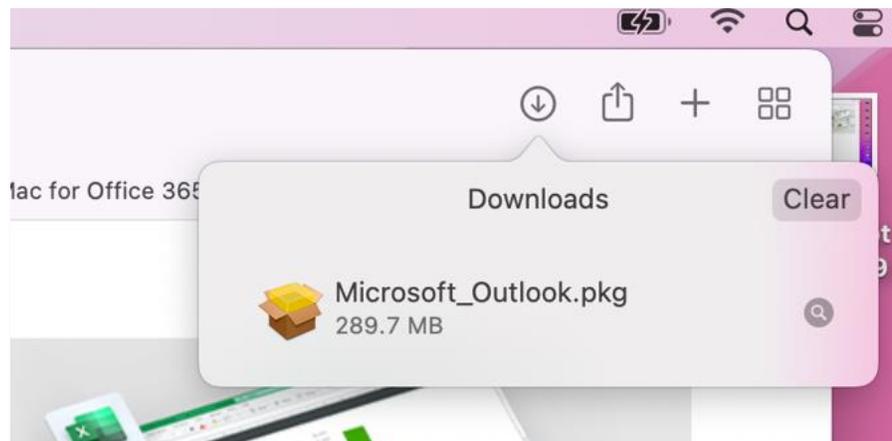
How to Install Outlook

1. Navigate to <https://www.microsoft.com/en-us/download/details.aspx?id=45492>

Click **Download** in the middle of the page.

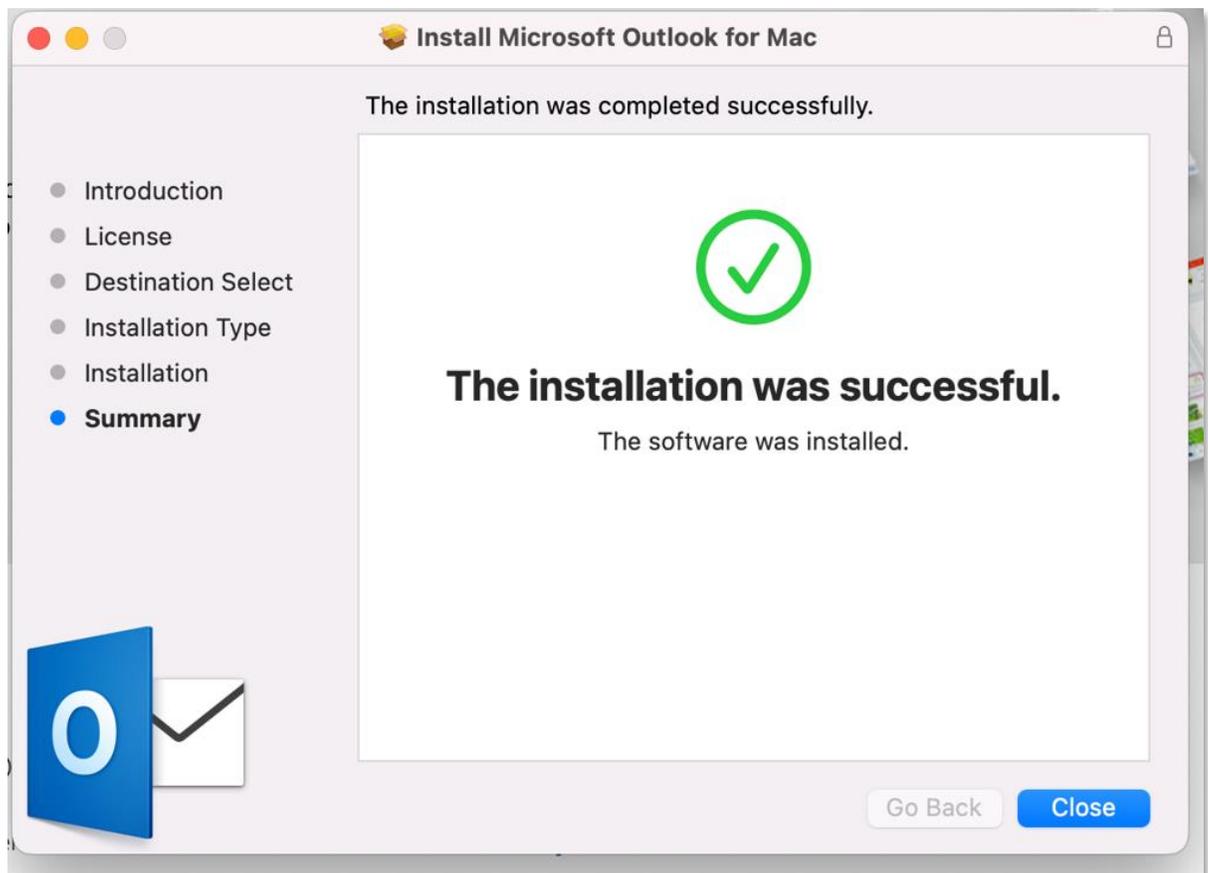


2. Double click to open the downloaded file.



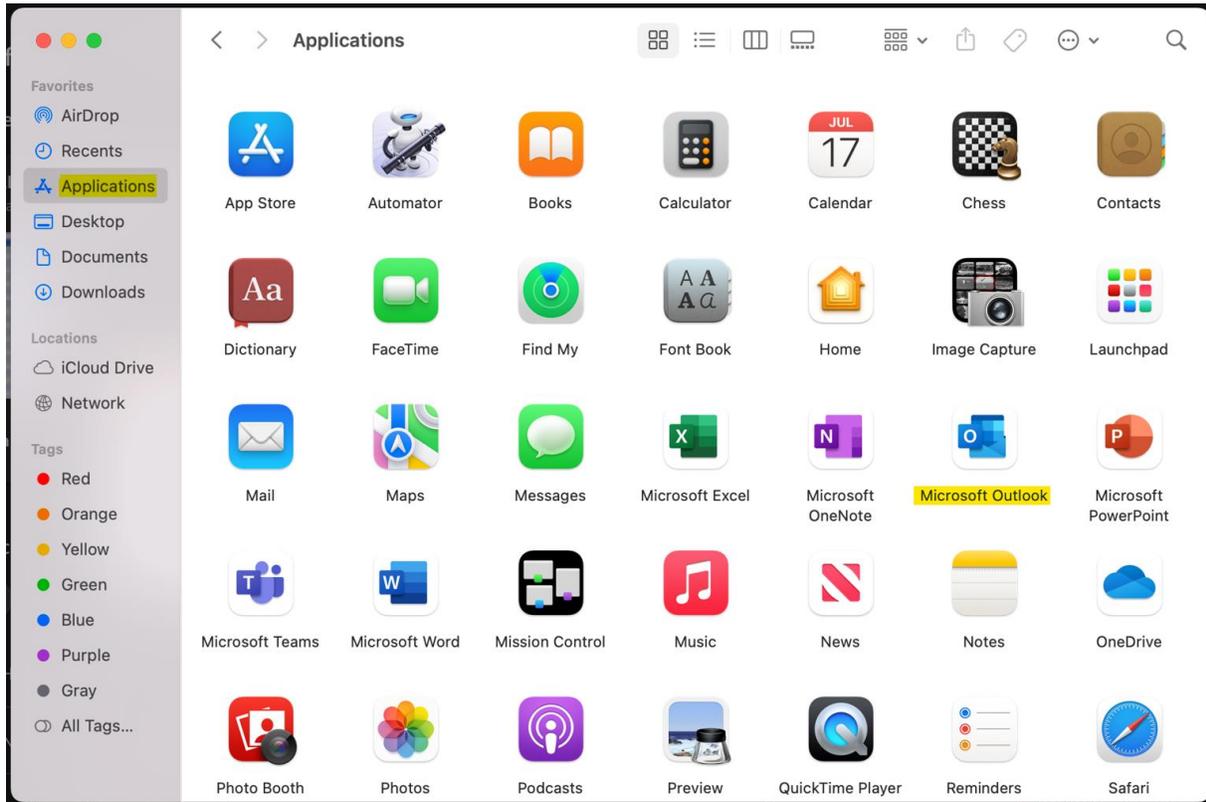
3. Click through the installer to complete the installation.

4. The install is finished when you see the phrase, **The installation was successful!** and you will be able to find the application listed in **Finder**. Select **Close**.

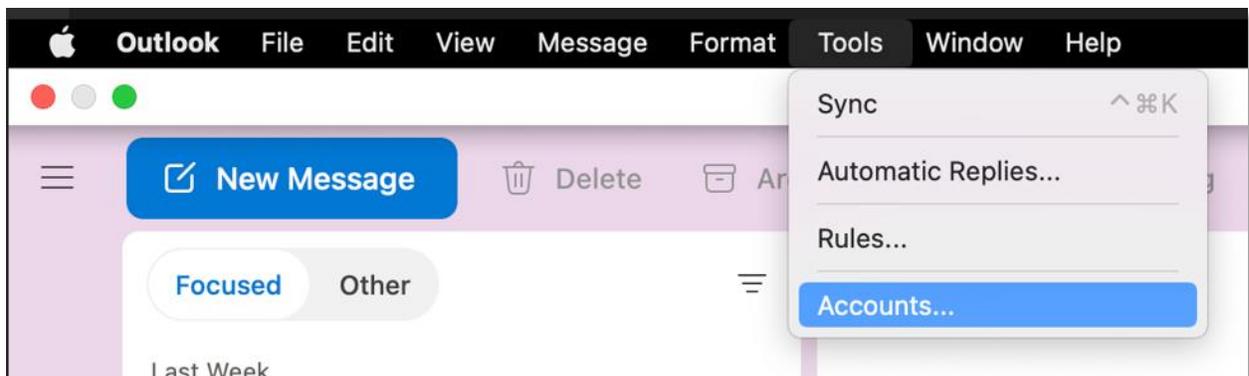


How to Setup Outlook

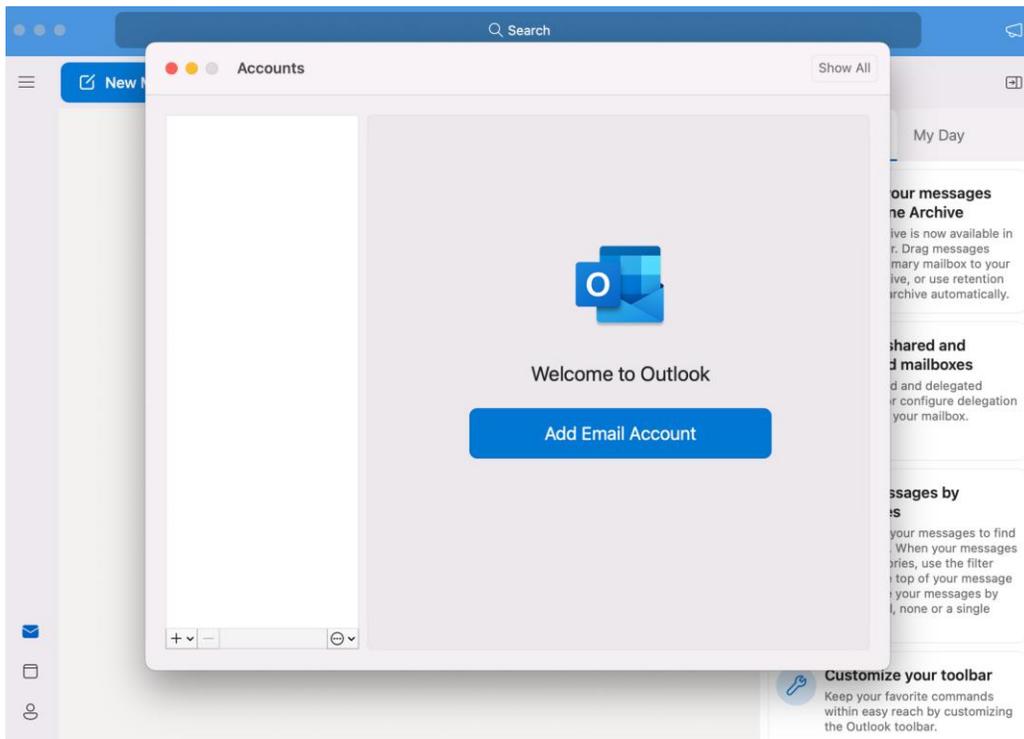
1. Look for and open **Outlook** in **Finder** in the **Applications** section.



2. Go to the **Tools** menu at the top and click **Accounts**.



3. Click **Add Email Account**.



3. When prompted, enter your account email address and password, then select **Sign in**.

4. It may take several minutes for Outlook to download your email and other data. When the process is finished, you will see **Office 365 account has been added**.

