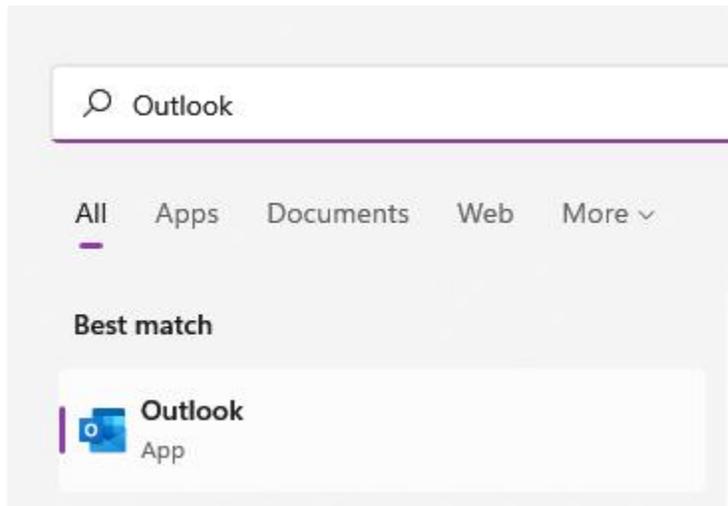
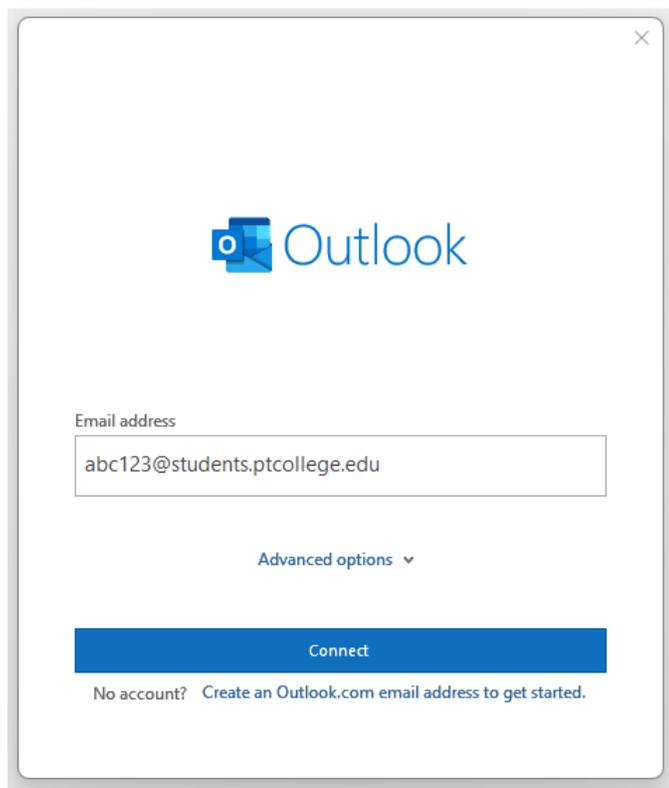


This article assumes Outlook has already been installed.
See the **How to Install Office** article first.

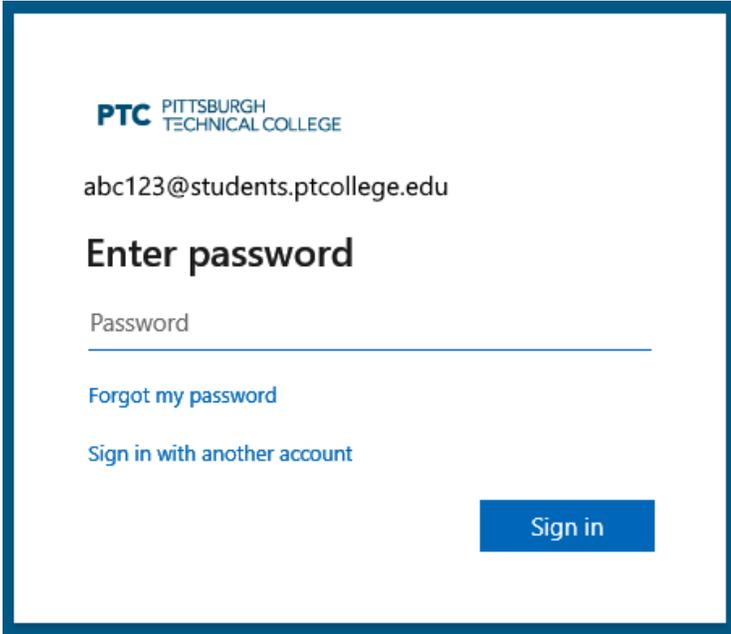
1. Search for and open **Outlook** from the Start Menu.



2. Enter your student email address and click **Connect**.

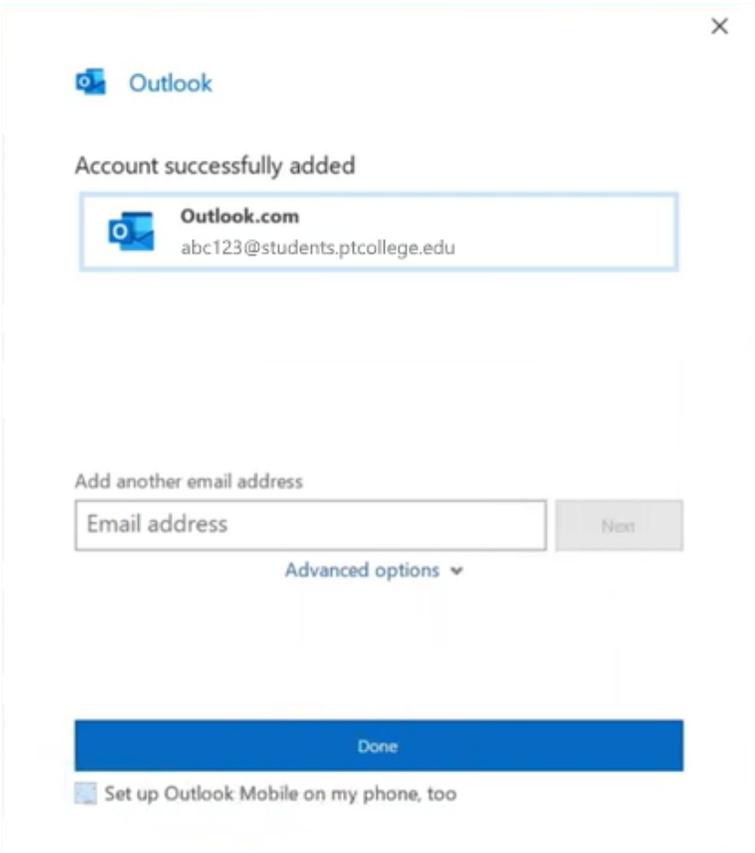


3. If prompted, enter your account password, and select **Sign in**.



The screenshot shows a web page for PTC Pittsburgh Technical College. At the top left is the PTC logo. Below it, the email address 'abc123@students.ptcollege.edu' is displayed. The main heading is 'Enter password'. There is a password input field with a blue underline. Below the field are two links: 'Forgot my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right of the form area.

4. Select **Done** to finish. It may take several minutes for Outlook to download your email and other data.



The screenshot shows an Outlook dialog box titled 'Outlook'. The main message is 'Account successfully added'. Below this, a box contains the Outlook.com logo and the email address 'abc123@students.ptcollege.edu'. There is a section for 'Add another email address' with an input field labeled 'Email address' and a 'Next' button. Below this is a link for 'Advanced options' with a dropdown arrow. At the bottom, there is a large blue 'Done' button and a link that says 'Set up Outlook Mobile on my phone, too'.