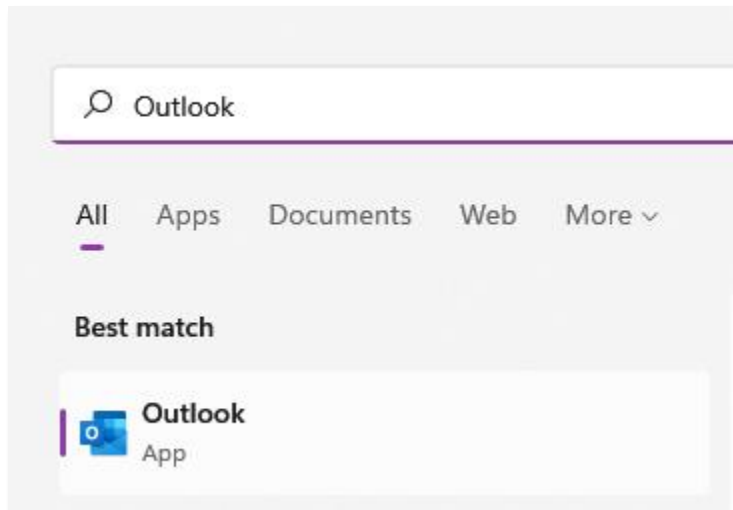
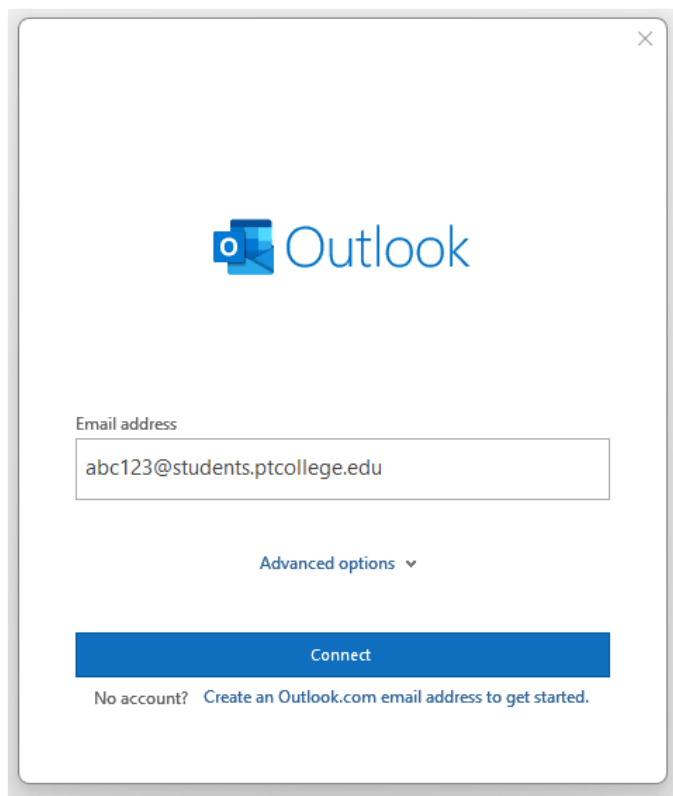


This article assumes Outlook has already been installed.
See the **How to Install Office** article first.

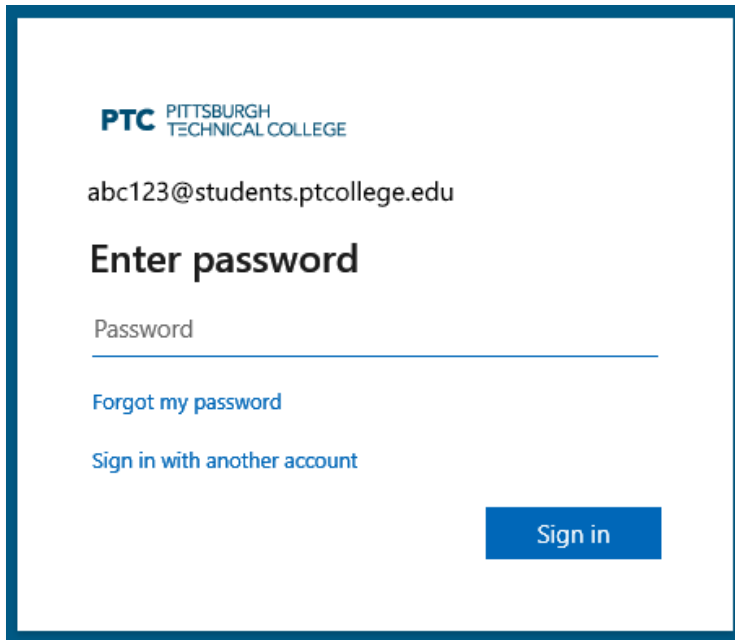
1. Search for and open **Outlook** from the Start Menu.



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

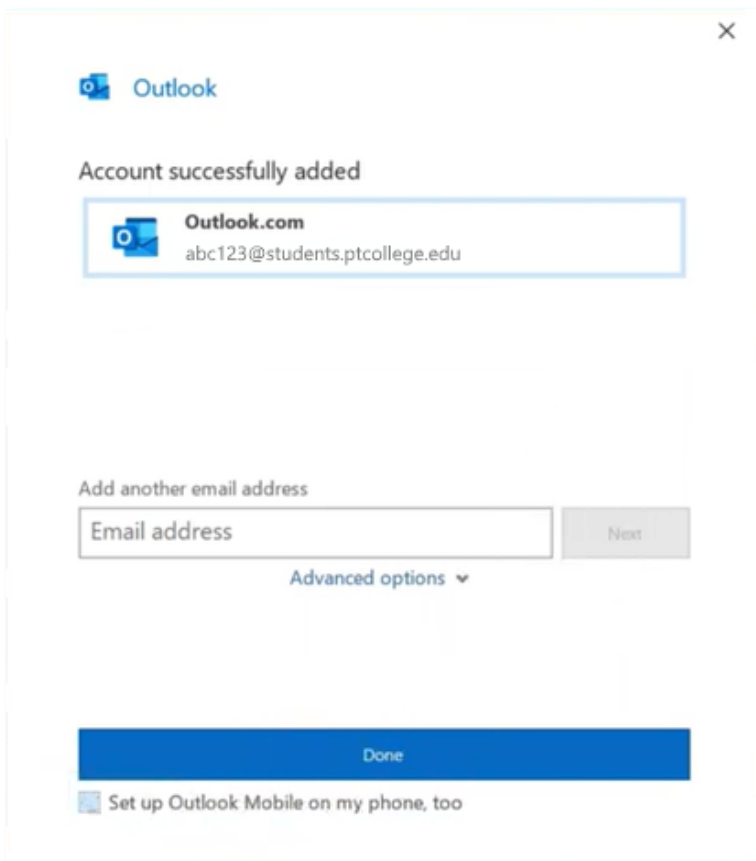


3. If prompted, enter your account password, and select **Sign in**.



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'. Below this is a password input field with the placeholder text 'Password'. There 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 window titled 'Outlook'. The main message is 'Account successfully added'. Below this, a box displays 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'.