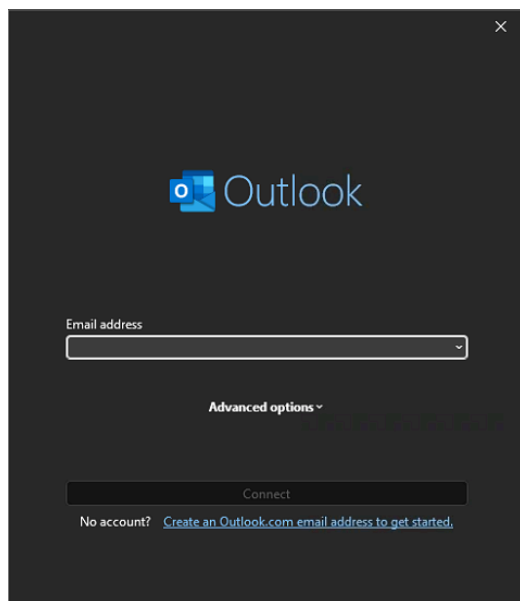


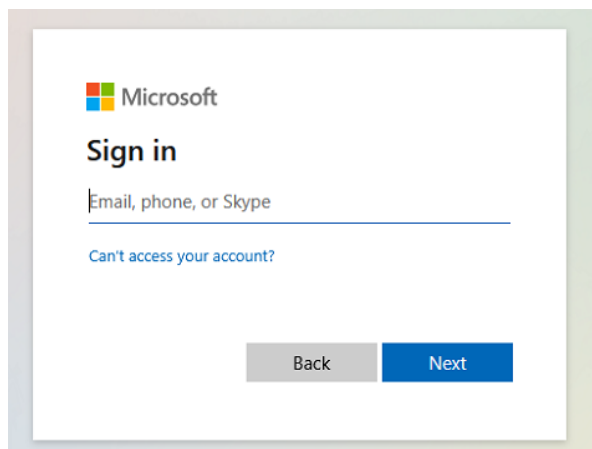
How to Set Up the Microsoft Outlook Desktop Application for PC Users

You may or may not have the Outlook shortcut on your computer's desktop. If you do, double-click the icon to open it. If you don't, open the Start Menu and Outlook should be in the list of applications. If you don't have the Outlook app in the Start Menu, contact IT to inquire about installing the app.

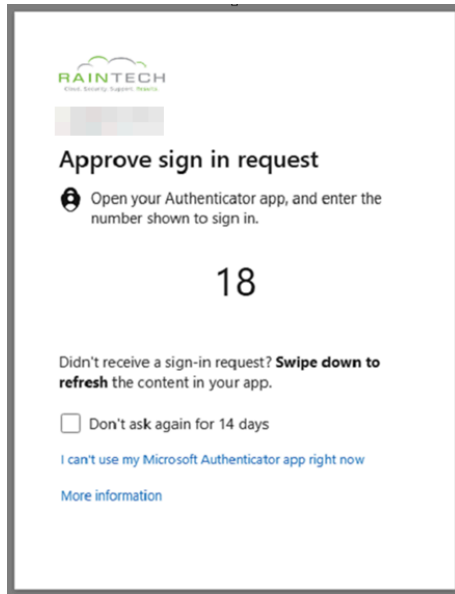
When you open Outlook, the first screen you will see is a screen asking you to enter your email address.



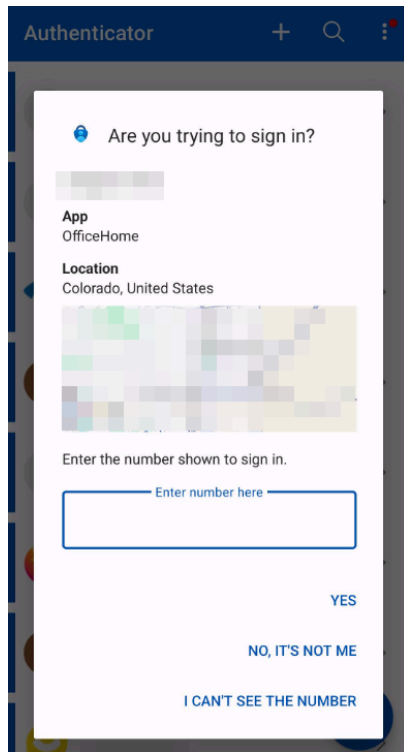
Enter your email, then click the 'Connect' button. Outlook will bring up another window to enter your email address a second time. The screen will look like this. Enter your email and click the 'Next' button



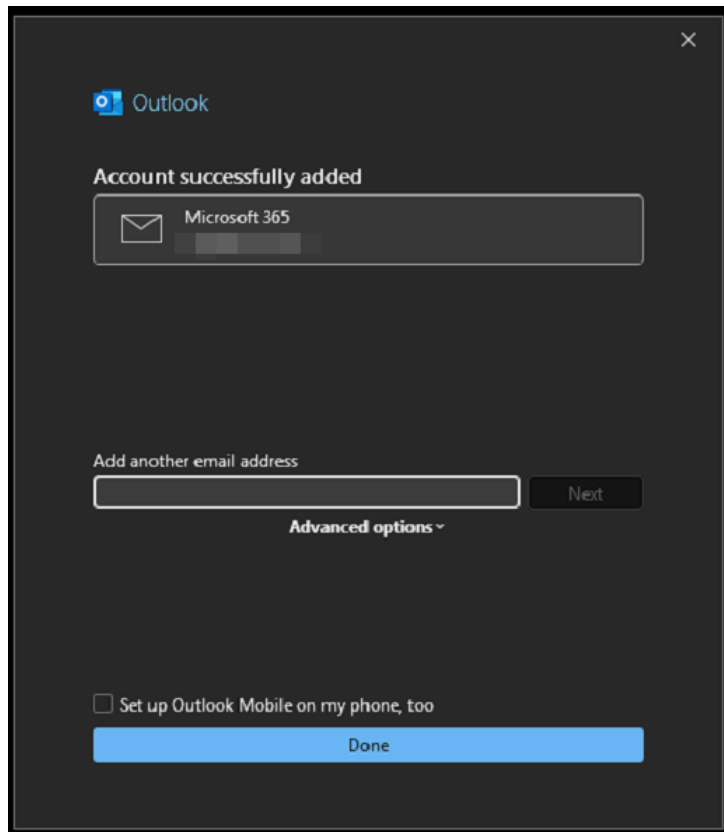
The next screen will prompt for your password. Enter that in and click the 'Sign In' button. The next screen you see should prompt you for an MFA code. The screen will look like this:



On your phone, where you have the Microsoft Authenticator app installed, you should get a notification. Or if you don't see the notification, open the Microsoft Authenticator app and swipe down to refresh. Enter the number from the sign-in page on the computer and click Yes / Approve.



After entering that number and approving the sign-in, you should not see this screen in Outlook:



Uncheck the box at the bottom to 'Setup Outlook Mobile on my phone, too', then click 'Done.' Outlook will open your email, and then the setup is complete!

