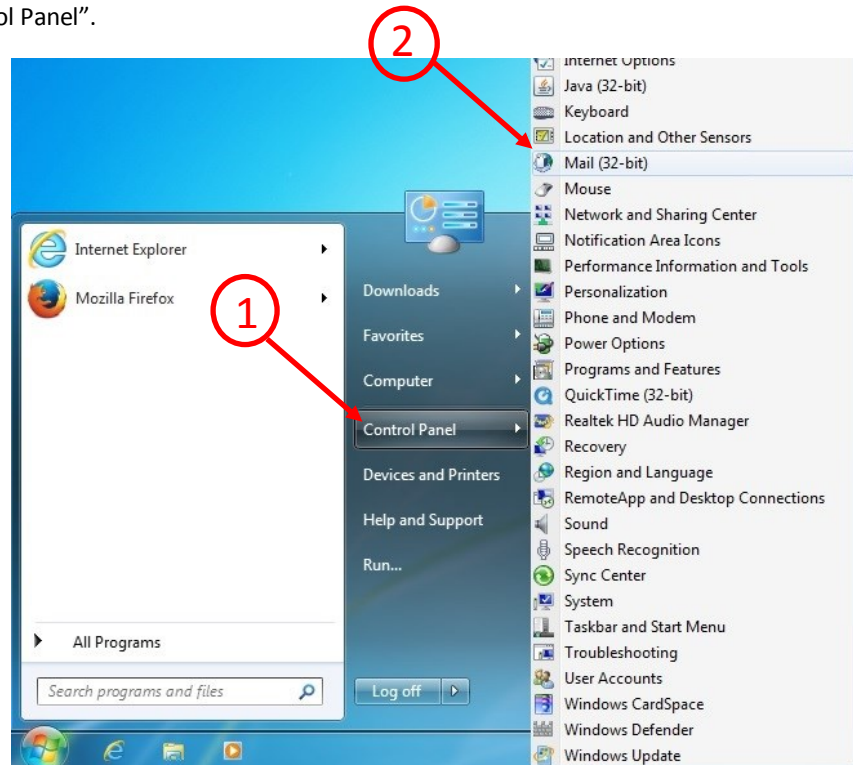


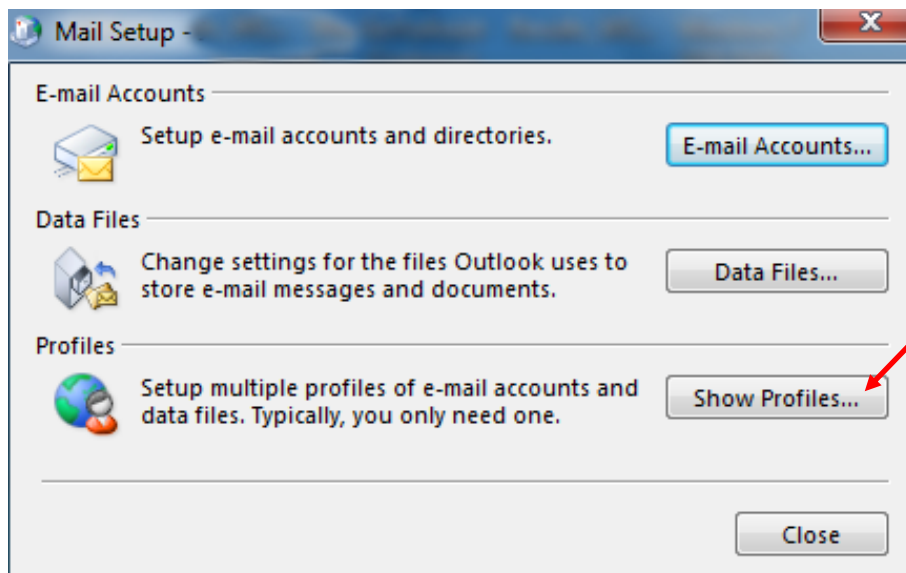
Desktop Outlook & Office 365

1. Open Start Menu, hover over "Control Panel".

2. Select "Mail (32-bit)."

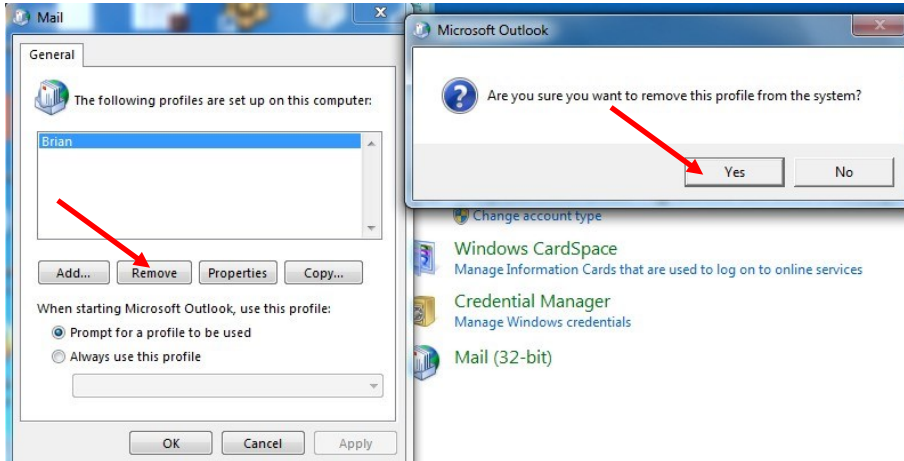


3. Select "Show Profiles."

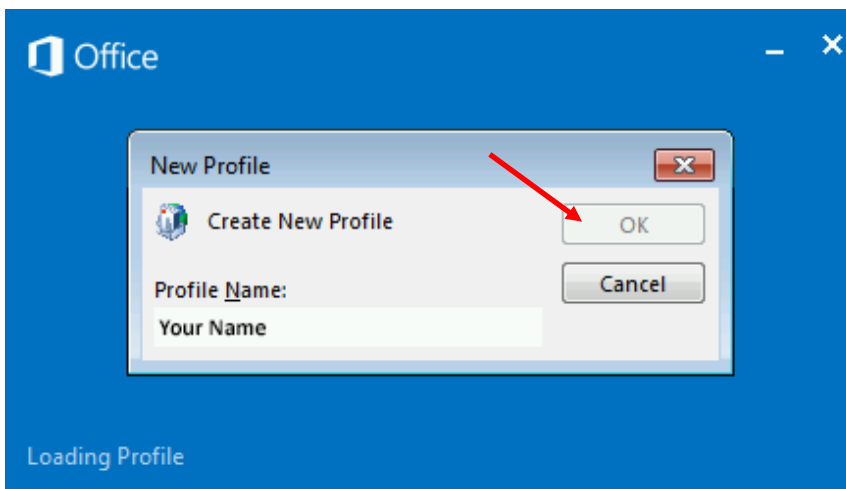


Desktop Outlook & Office 365

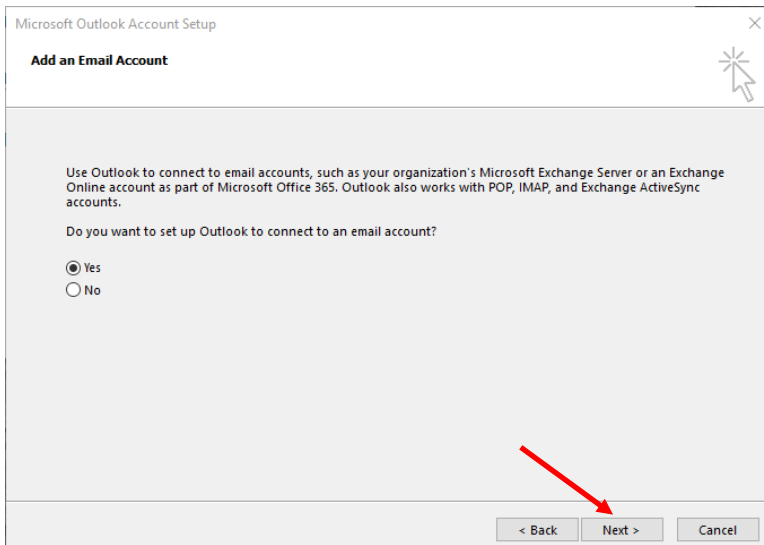
4. Click "Remove." Click "Yes" in the popup box. Close the Mail window.



5. Launch Outlook. You will be asked to specify a profile name. Click "Ok."

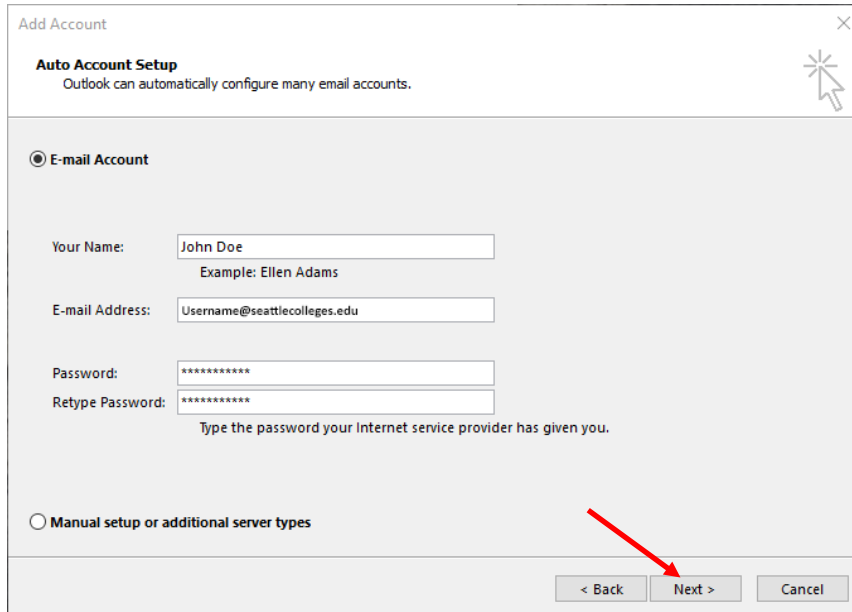


6. Select "Yes." Click "Next."



Desktop Outlook & Office 365

7. Enter your EAD login credentials. Click "Next".



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

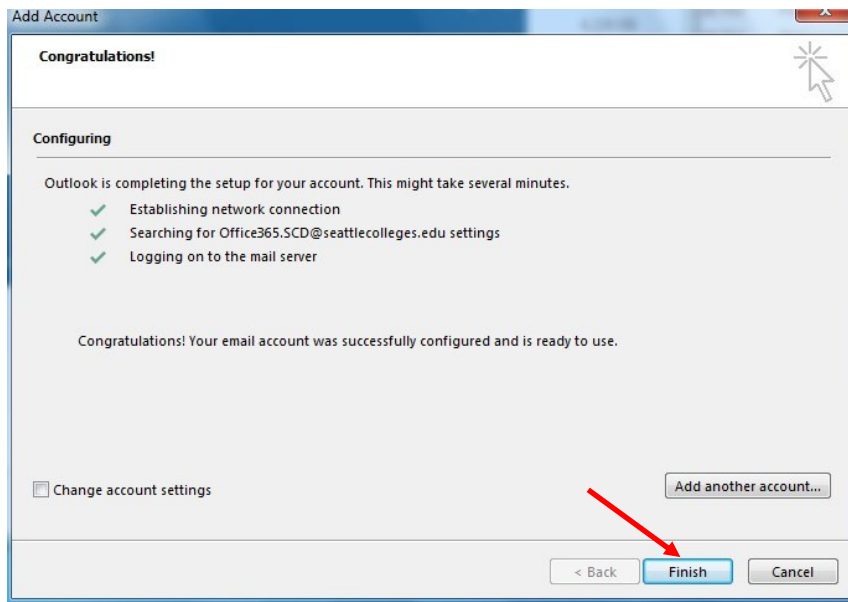
E-mail Address:

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel

8. You will receive confirmation that your account has been set up. Click "Finish."



Add Account

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for Office365.SCD@seattlecolleges.edu settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

< Back **Finish** Cancel

9. Access mail in your desktop Outlook.