
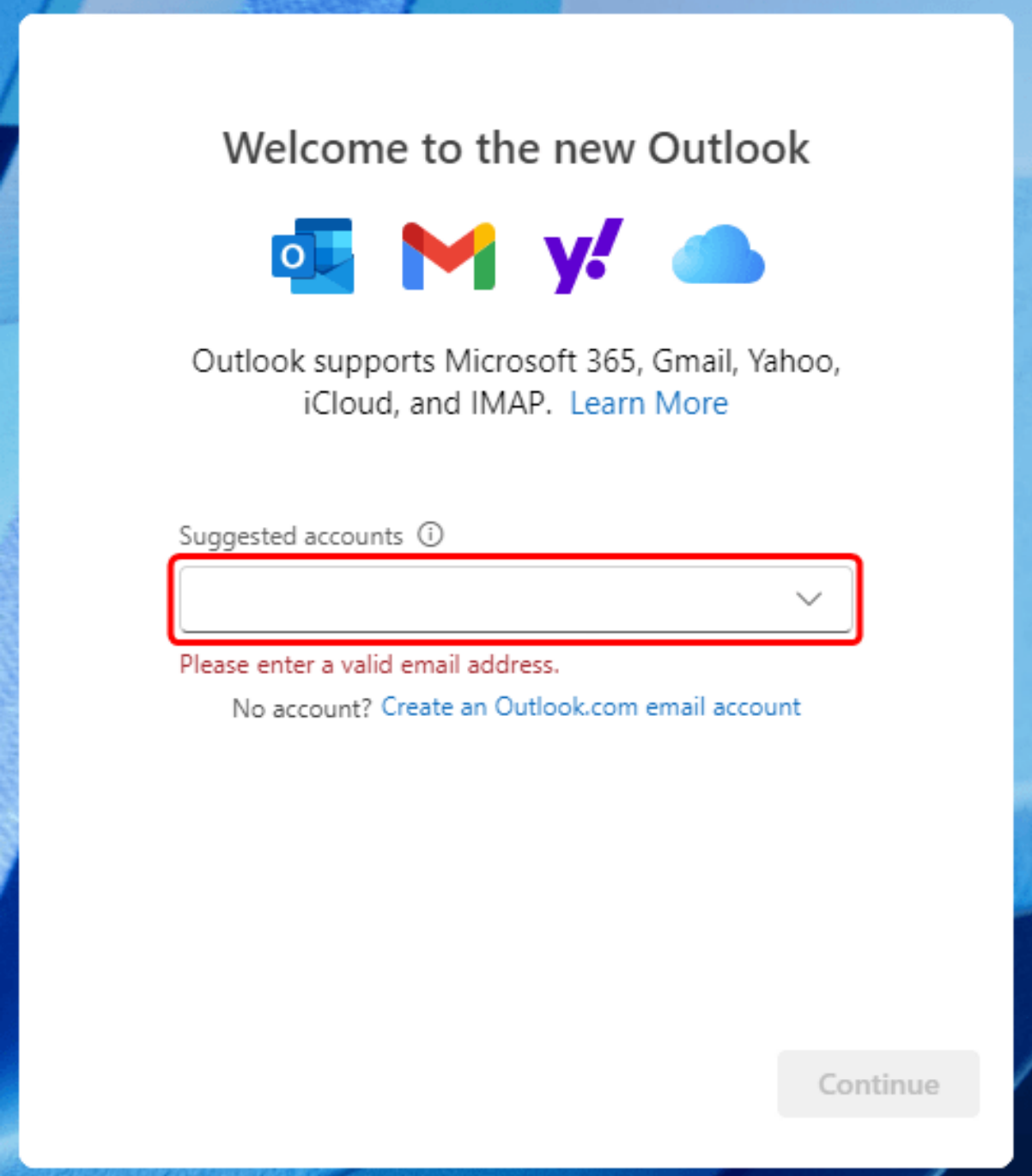






Email Setup with Outlook (New)

1. Open the **Outlook (New)**  app.
2. Enter your **@schools email address** when presented with the “Welcome to new Outlook” screen.



Welcome to the new Outlook

Outlook supports Microsoft 365, Gmail, Yahoo, iCloud, and IMAP. [Learn More](#)

Suggested accounts ⓘ

Please enter a valid email address.

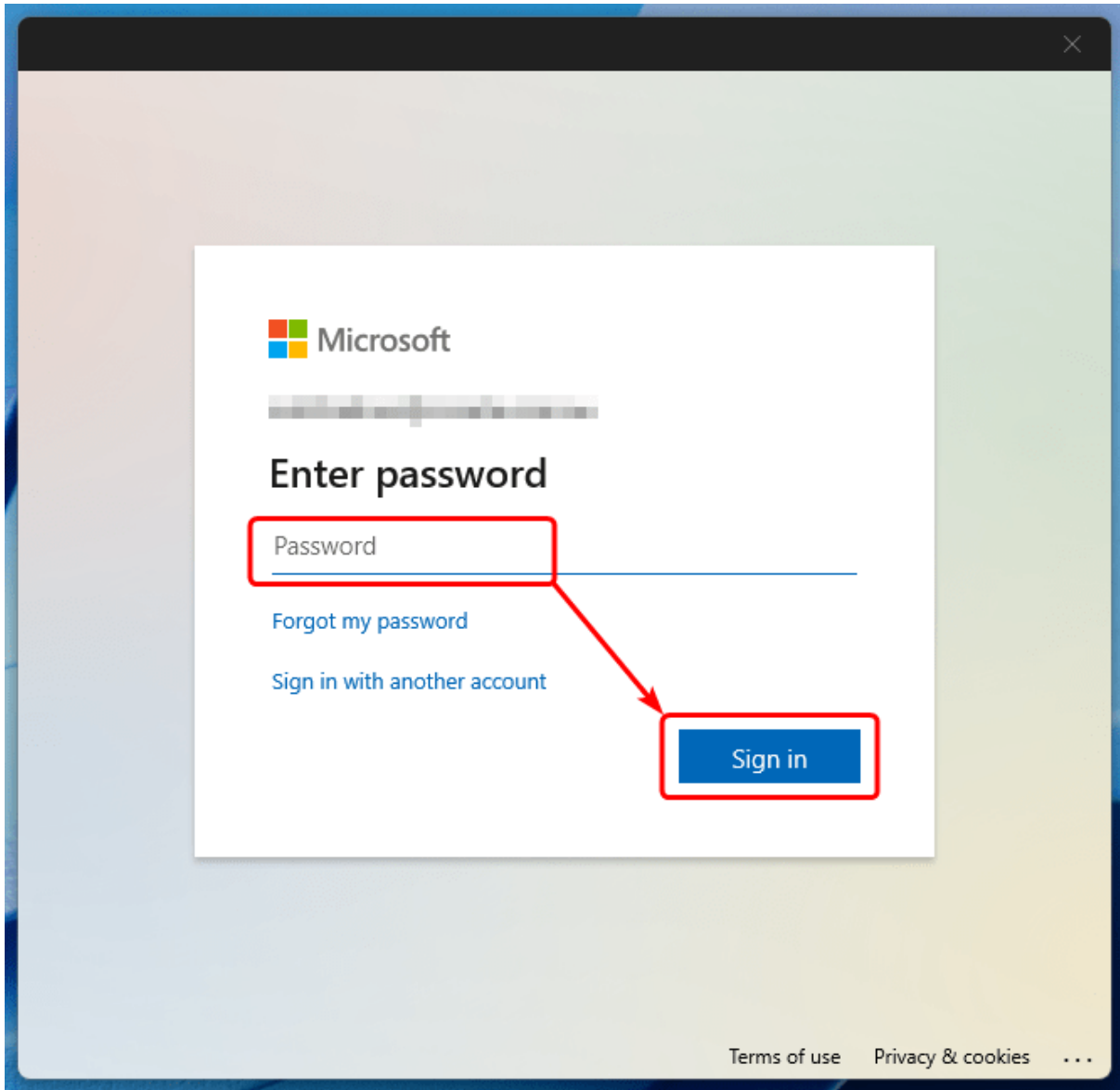
No account? [Create an Outlook.com email account](#)

Continue

3. Click **Continue**.

4. A new window will appear asking for you to enter your account's password.

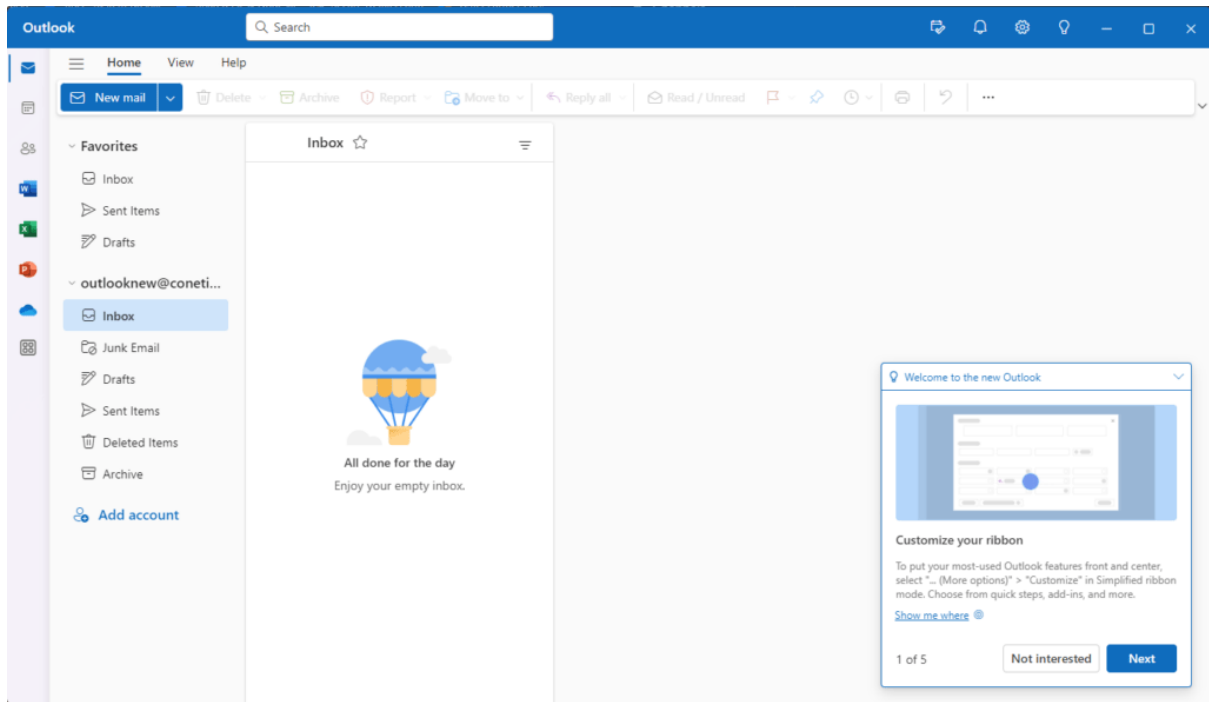
Enter your password, then click **Sign In**;



5. If prompted, enter your Multi-Factor Authentication code.
6. A "Setting things up" screen will show for a short while.

7. Continue through prompts regarding privacy settings and/or importing settings from your other email apps.

8. Once complete, you will be taken to your inbox.



You have now successfully added your email account into Outlook (New).