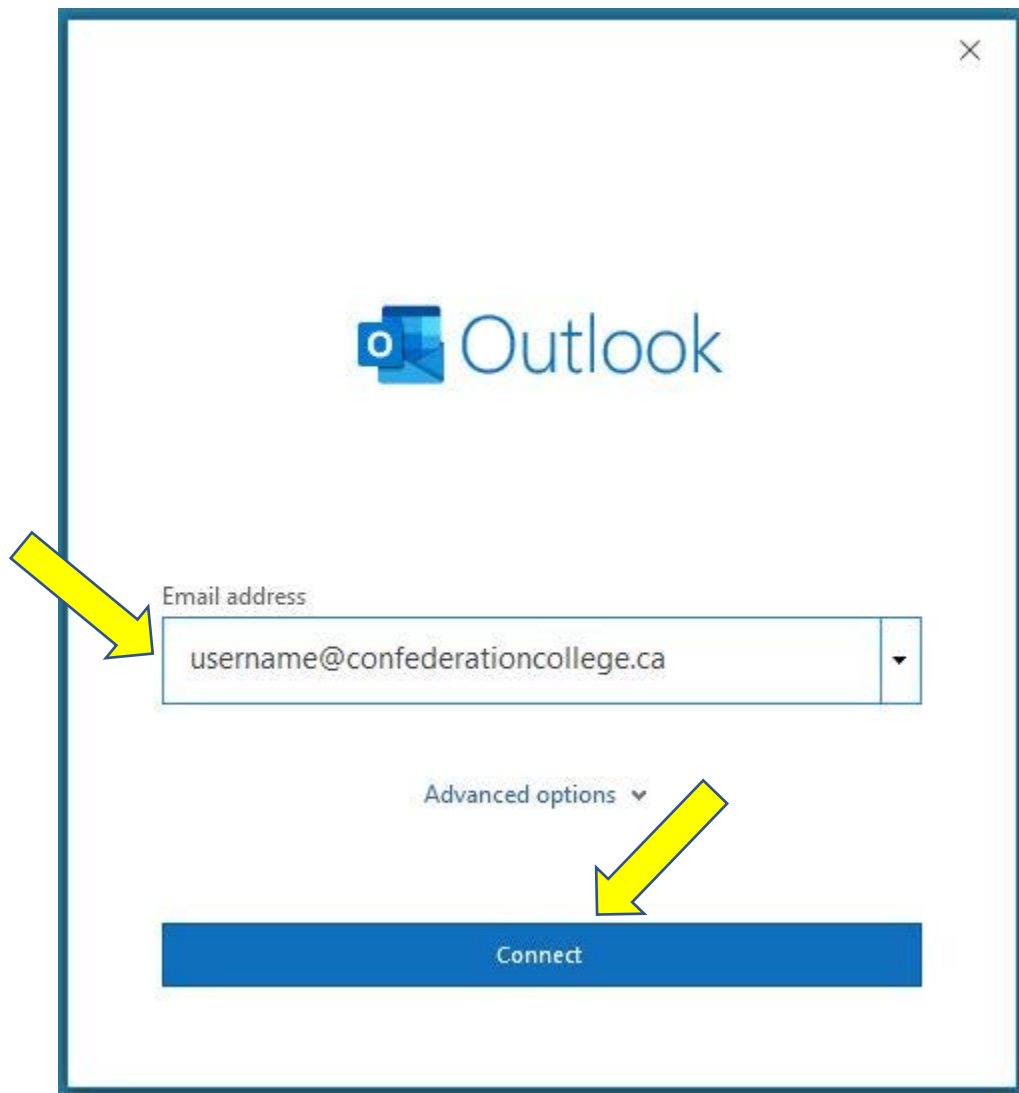


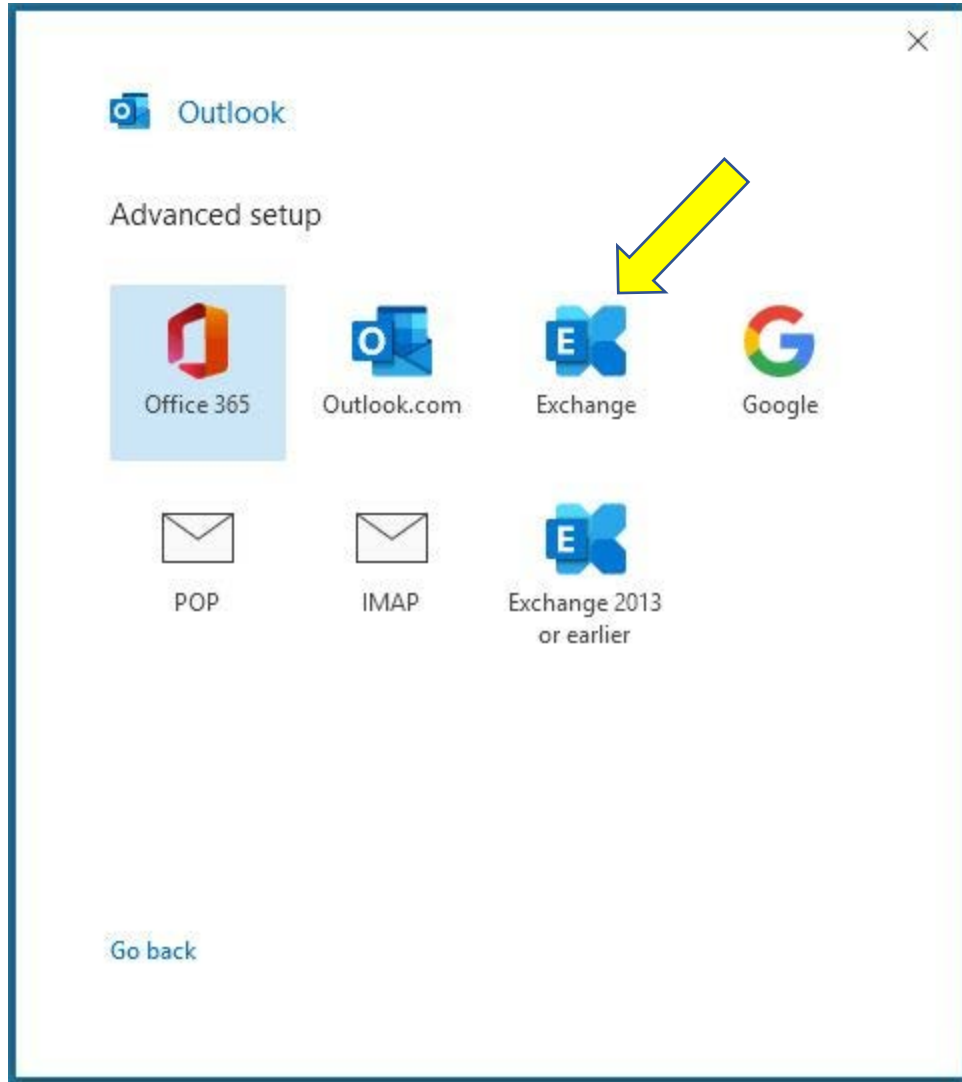
Setting up Outlook 365 at home

To set up Outlook with your College account follow these steps:

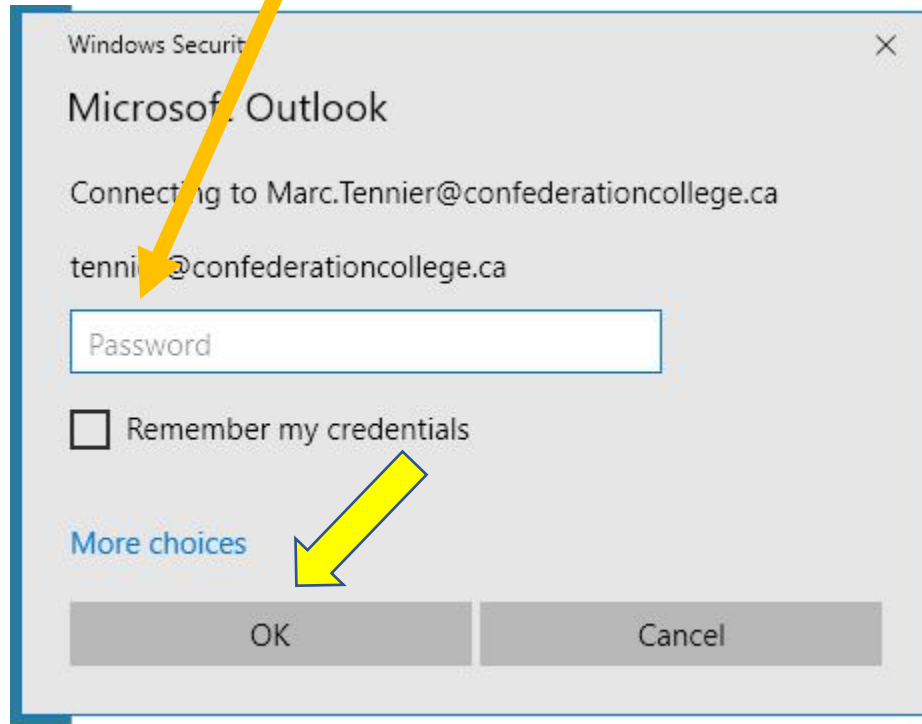
1. Double click on the Outlook Icon. If it's not on the desktop, you can find it in the start menu.
2. In the first box, enter your username as **first name.last name@confederationcollege.ca**
(example: John.Smith@confederationcollege.ca)
3. Click "Connect" (see picture below)



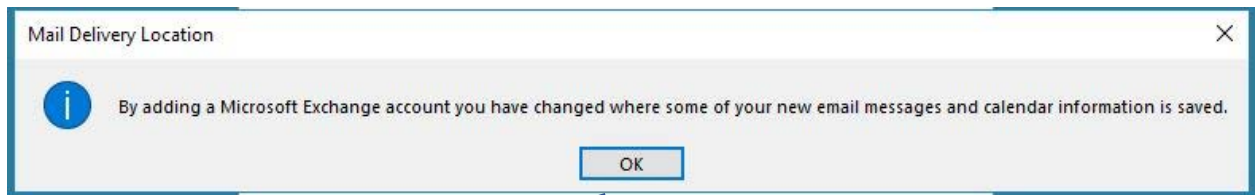
4. When the next dialog box opens, choose **“Exchange”** (see picture below)



5. You will be asked for your College password.
6. Click OK (see picture below)



7. You may see a dialog box like the one below. If you do, click OK



8. If the setup is successful, you will see the dialog box below.
9. Uncheck "Set up Outlook Mobile on my phone, too"
10. Click Done and Outlook will open

