## 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)

Windows Securit	×
Microsof, Outlook	
Connecting to Marc.Tennier@d	confederationcollege.ca
Password	
Remember my credentials	

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

Accoun	t successfully ac	lded		
96	Exchange Marc.Tennier@cc	onfederationcolleg	e.ca	
Add anot	her email address			
9			•	Next
	Adv	anced options 👻	$\diamond$	