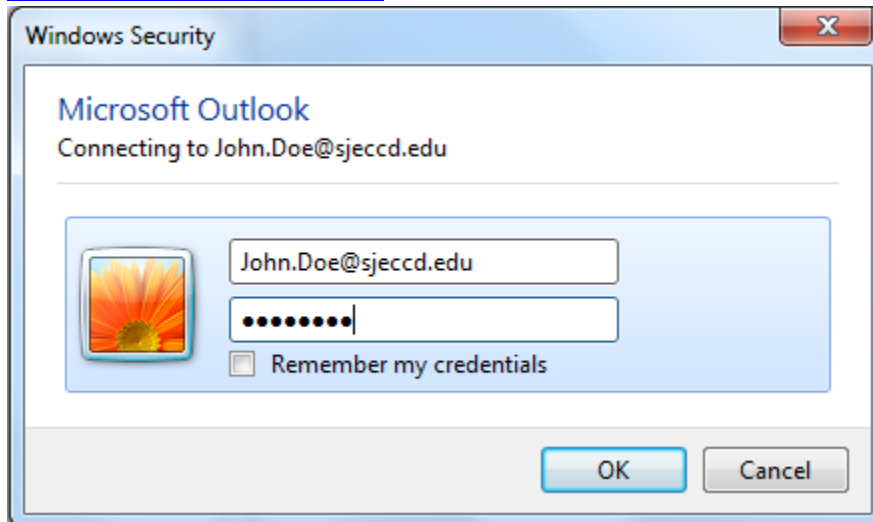
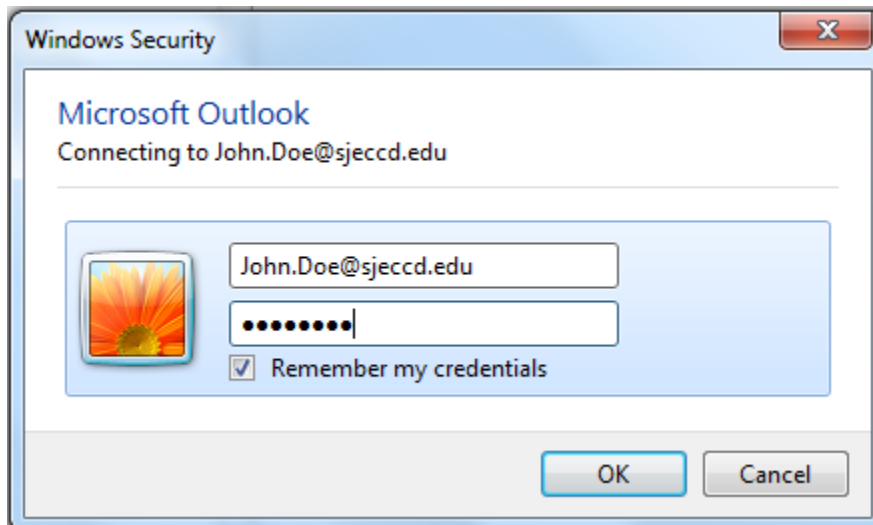


Office 365 - Outlook Instructions

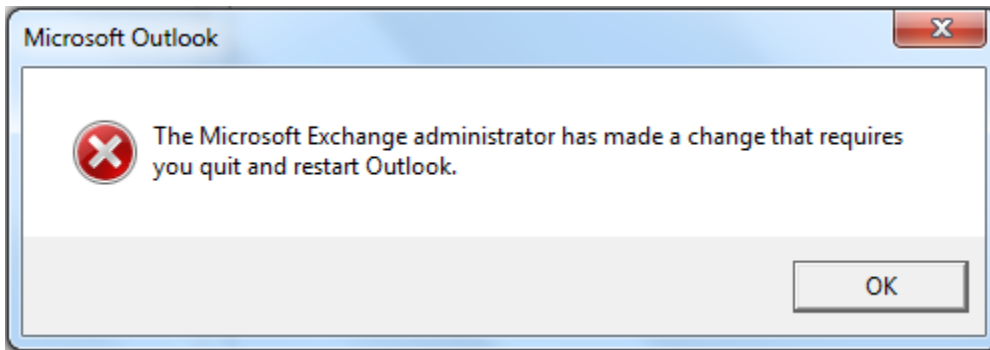
1. When you first open Outlook after migration you will be prompted to put in your credentials. First leave it set (If it is already) or set the username to your Primary Email Address FirstName.LastName@sjeccd.edu or FirstName.LastName@evc.edu or FirstName.LastName@evc.edu, then put in your password you use to login to your computer.



2. Next check the box next to **Remember my credentials** and then Click **OK**



3. You will then be asked to Quit and Restart Outlook. Click **OK**, then Exit Outlook and restart it.



4. You should now be accessing your mailbox from Office 365 and should see a message on the bottom bar in Outlook stating **Connected to Microsoft Exchange** or **Online with Microsoft Exchange**



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