Outlook (Microsoft 365) - Add an account

- 受信トレイ・ imane-u.ac.jp - Outlook File Home Send / Receive Folder View Help Q Tell me what you want to do
 New
 New
 S
 Delete
 Search
 Search
 C
 To Manager

 New
 New
 Delete
 Reply all
 Search
 To Manager
 To Manager

 New
 Delete
 Respond
 Quick Steps
 Search People A²/2 Address Book Speech Send/Receive Find Send/Receive All Folders Send/Receive arch People A)) Search Current Mailbox Drag Your Favorite Folders Here All Unread ✓ @ .shimane-u.ac.jp By Date 🗸 🏌 We didn't find anything to show here. 受信トレイ 下書き 送信済みアイテム 削除済みアイテム Drafts RSS フィード (このコンピューターのみ) Sent Trash 送信トレイ 米茲メール Search Folders <u>≥ β</u> β^Ω ⊡ … Filter applied Connected
- 1. Start Outlook, then click [File]. If you are adding the first account, then go to Step 4.

2. Click [Account Settings] to collapse a menu and click [Account Settings] on it.



3. Click [New].



4. Enter your email address and click [Connect]. If the right screen shows up, then choose [Exchange].

×	X Outlack
	Advanced setup
🔩 Outlook	Office 365 Outlook.com
Email address @shimane-u.ac.jp	POP IMAP Exchange 2013 or earlier
Advanced options ~	
Connect	Go back

5. Microsoft 365 Sign-in screen pops up then you enter your password of the integrated authentication system of Shimane Univ. Click [Sign in].

	Microsoft	
	@ .shimane-u.ac.jp	
	Enter password	
1	Password	
	Forgot my password	
	Sign in with another account	
	2 Sign in	
	Terms of use Privacy & co	okies

6. Uncheck [Allow my organization to manage my device] and click [No, sign in to this app only].

	×
Stay signed in to all your apps	
Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.	
Allow my organization to manage my device	
No, sign in to this app only	
ОК	

7. Click [Done].

Account suc	cessfully added		
└ ^{of}	@shimane-u.ac.jp		
Add another e	mail address		
Add another e Email addre	mail address 255	Next	
Add another e Email addre	mail address 255 Advanced options v	Next	
Add another e Email addre	mail address ess Advanced options 👻	Next	
Add another e Email addr€	mail address ess Advanced options 👻	Next	

8. All settings are complete. Thank you for your time.