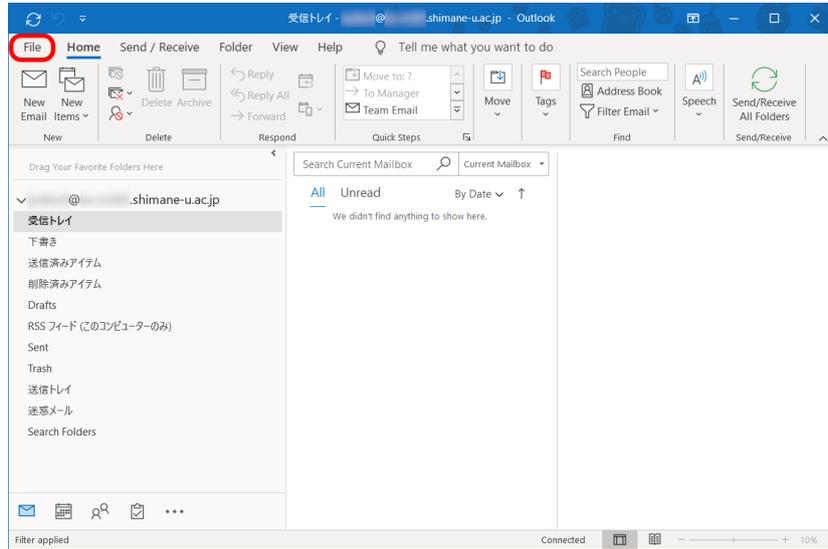
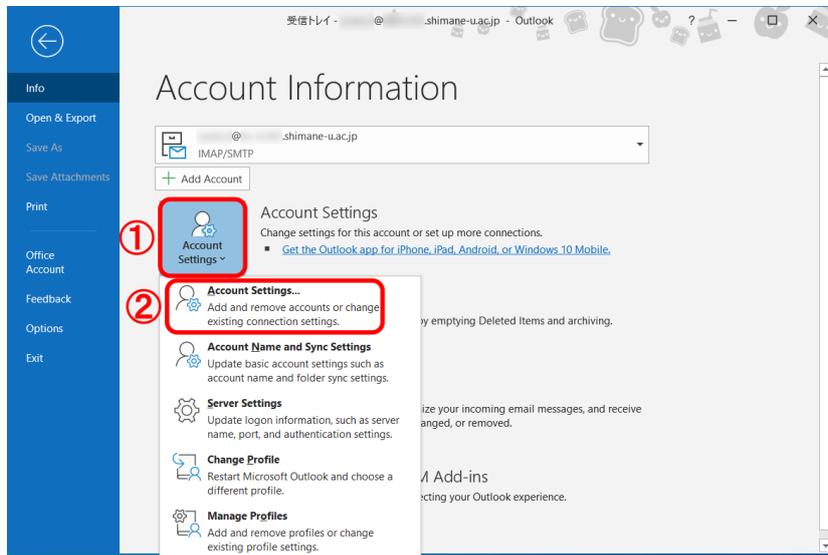


Outlook (Microsoft 365) – Add an account

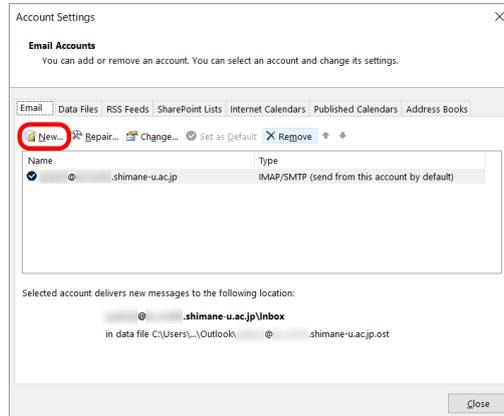
1. Start Outlook, then click [File]. If you are adding the first account, then go to Step 4.



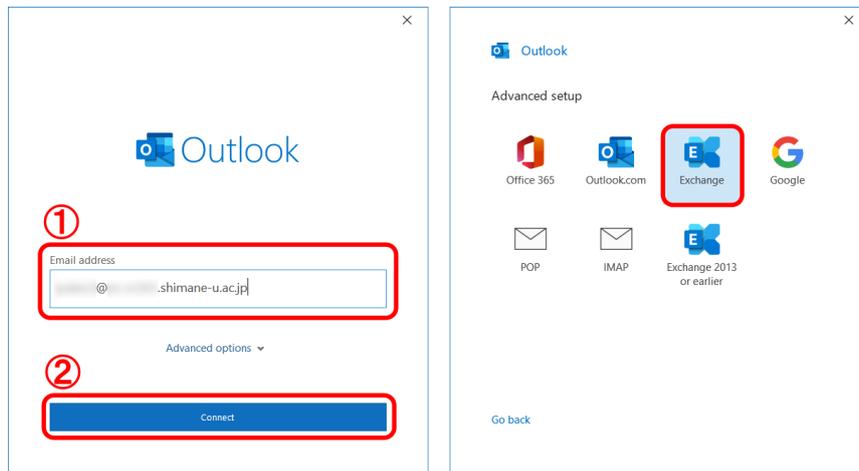
2. Click [Account Settings] to collapse a menu and click [Account Settings] on it.



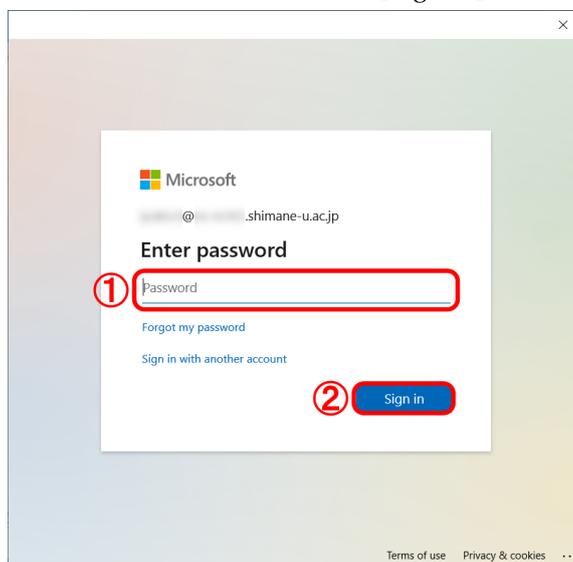
3. Click [New].



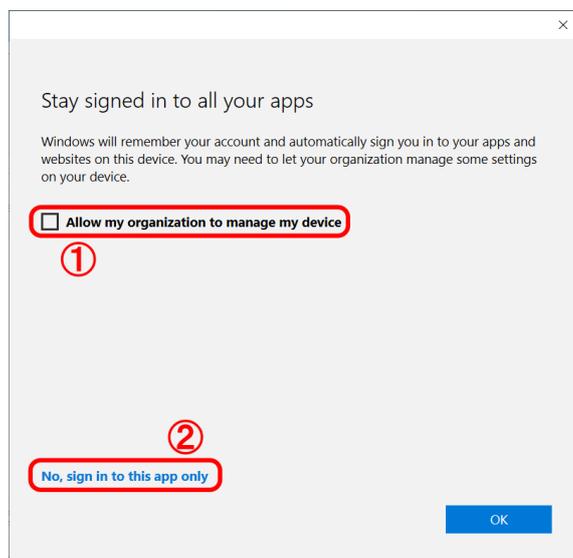
4. Enter your email address and click [Connect]. If the right screen shows up, then choose [Exchange].



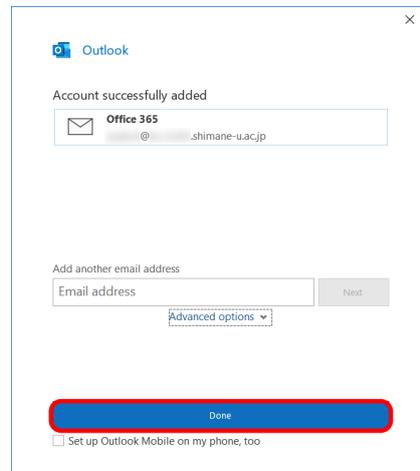
5. Microsoft 365 Sign-in screen pops up then you enter your password of the integrated authentication system of Shimane Univ. Click [Sign in].



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



7. Click [Done].



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