

# Activate and Connect Your School Email to Microsoft Outlook.app

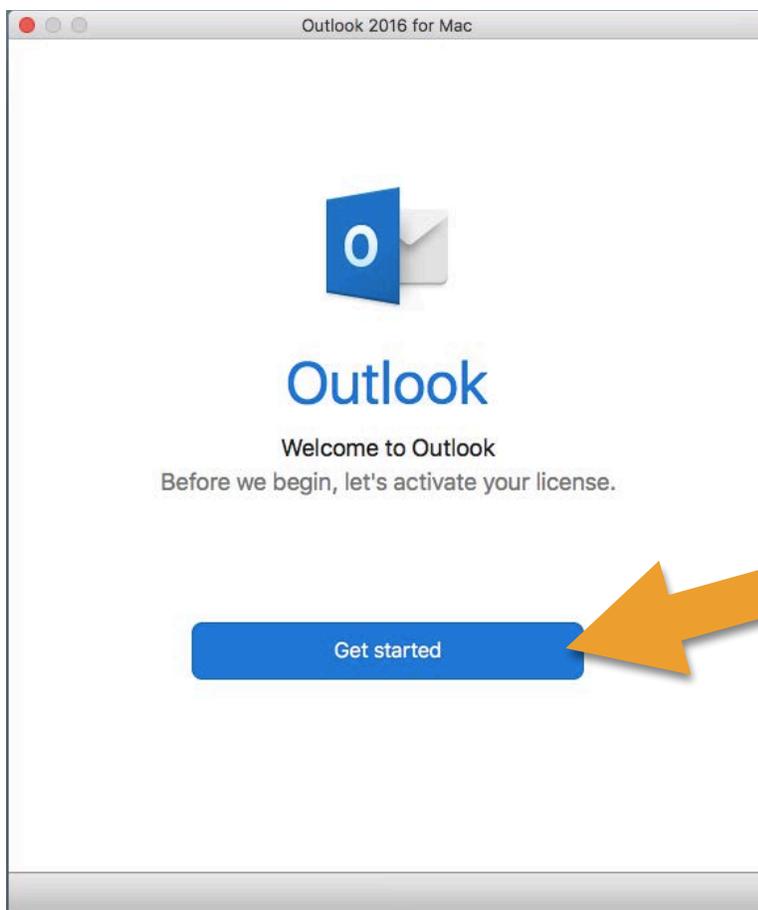
Connect your school email to Microsoft Outlook.app where you can check, send and organize your school email. Here is how you can connect your school email account to Microsoft Outlook.app.

1. Open **Microsoft Outlook.app**: You can spotlight for it or go to your Application Folder and find it.



Microsoft Outlook

2. Go through the “**Welcome to Outlook**” Process and click “**Get started**”



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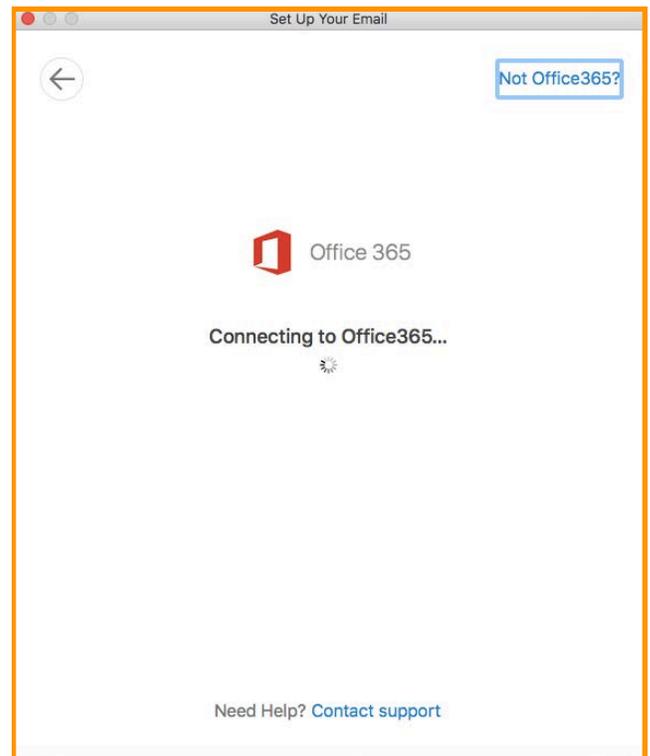
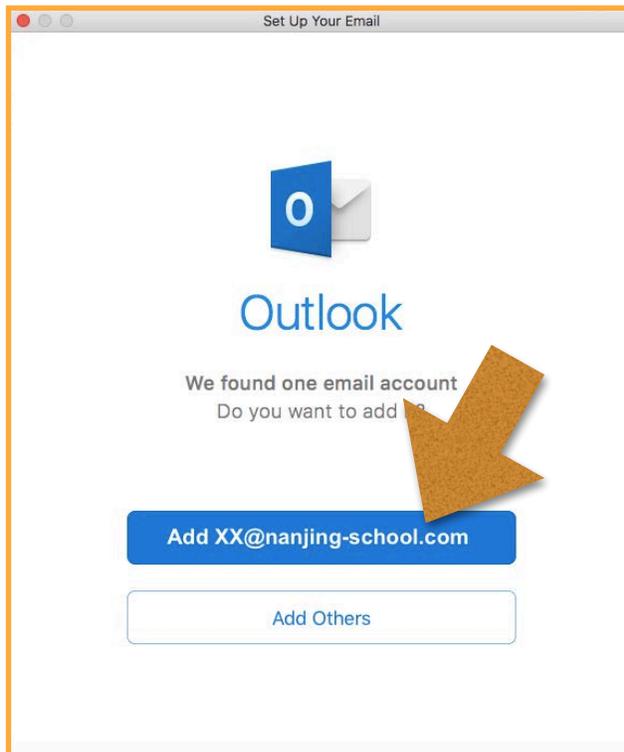
## 3. Activate your Outlook.app:

You need to activate your Outlook.app to be able to use it for receiving or sending emails. Your account has been assigned with an office 365 subscription which you can use to activate Office products, such as: Outlook, Word, Excel, Powerpoint, etc. To activate, please follow the steps.

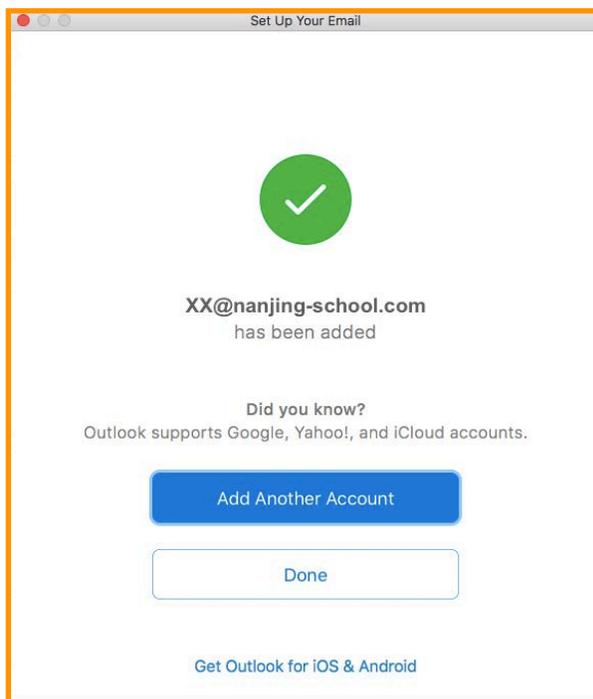


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4. Outlook will detect your email account and you can add your school mail account by just clicking “Add XX@nanjing-school.com”. Outlook will connect and configure your Office email account automatically.

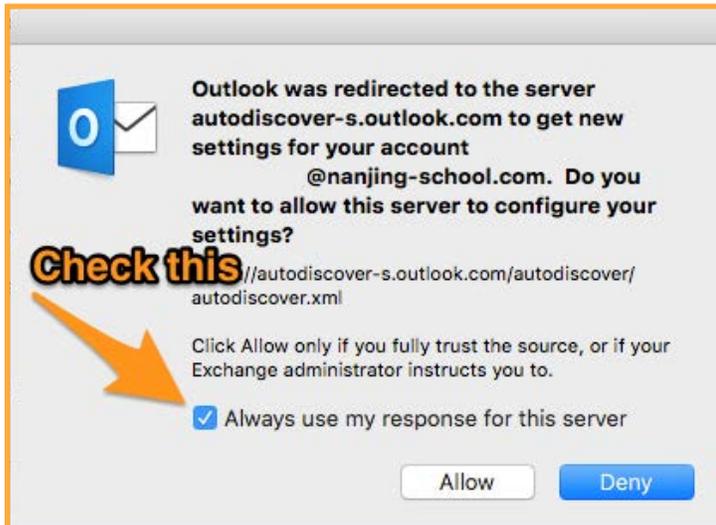


5. This window will pop up if your school mail account has been added. You can click “**Done**” to finish it or click “**Add Another Account**” to add your personal email such as Gmail, Hotmail and etc to Outlook.app



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6. At any using stage, if you see the following window pop up to ask whether you trust the resource. Please check “ **Always use my response for this server**” then click “**Allow**”



Congratulations! Your school email has been successfully connected in Outlook.app. You can now check and send email from Outlook.app.

Please come to see us in **Room C102** if you encounter any problem or have any question with using Outlook.app or your computer. Thanks.