

Connect Your School Email to Microsoft Outlook.app

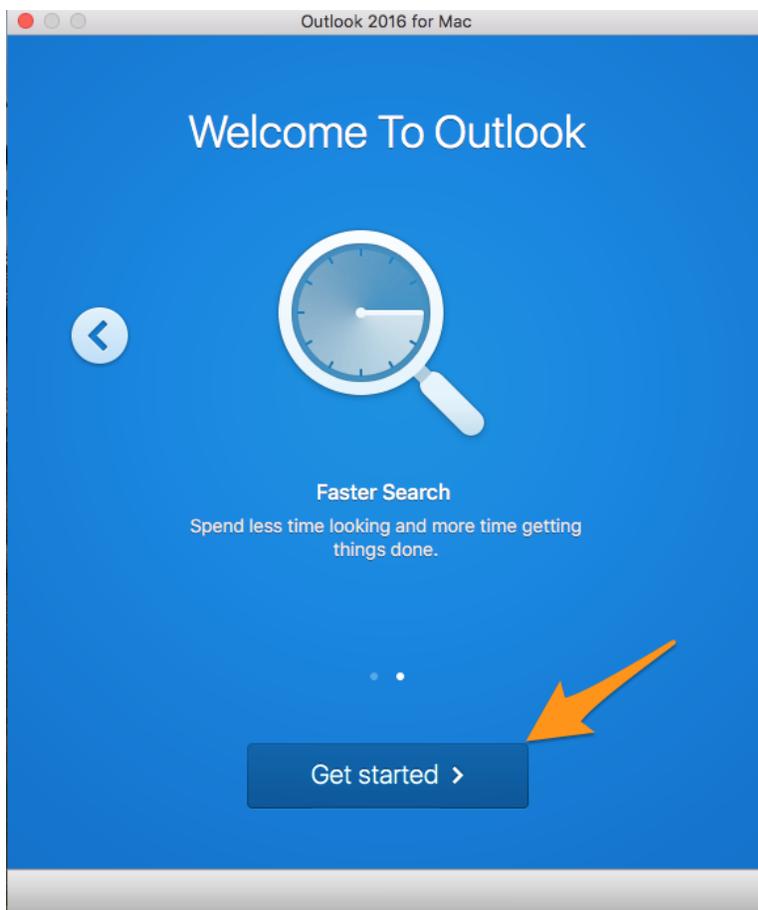
Connect your school email to Microsoft Outlook.app where you can check, send and organize your school email. Here is how you can connect your school email account to Microsoft Outlook.app.

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



Microsoft Outlook

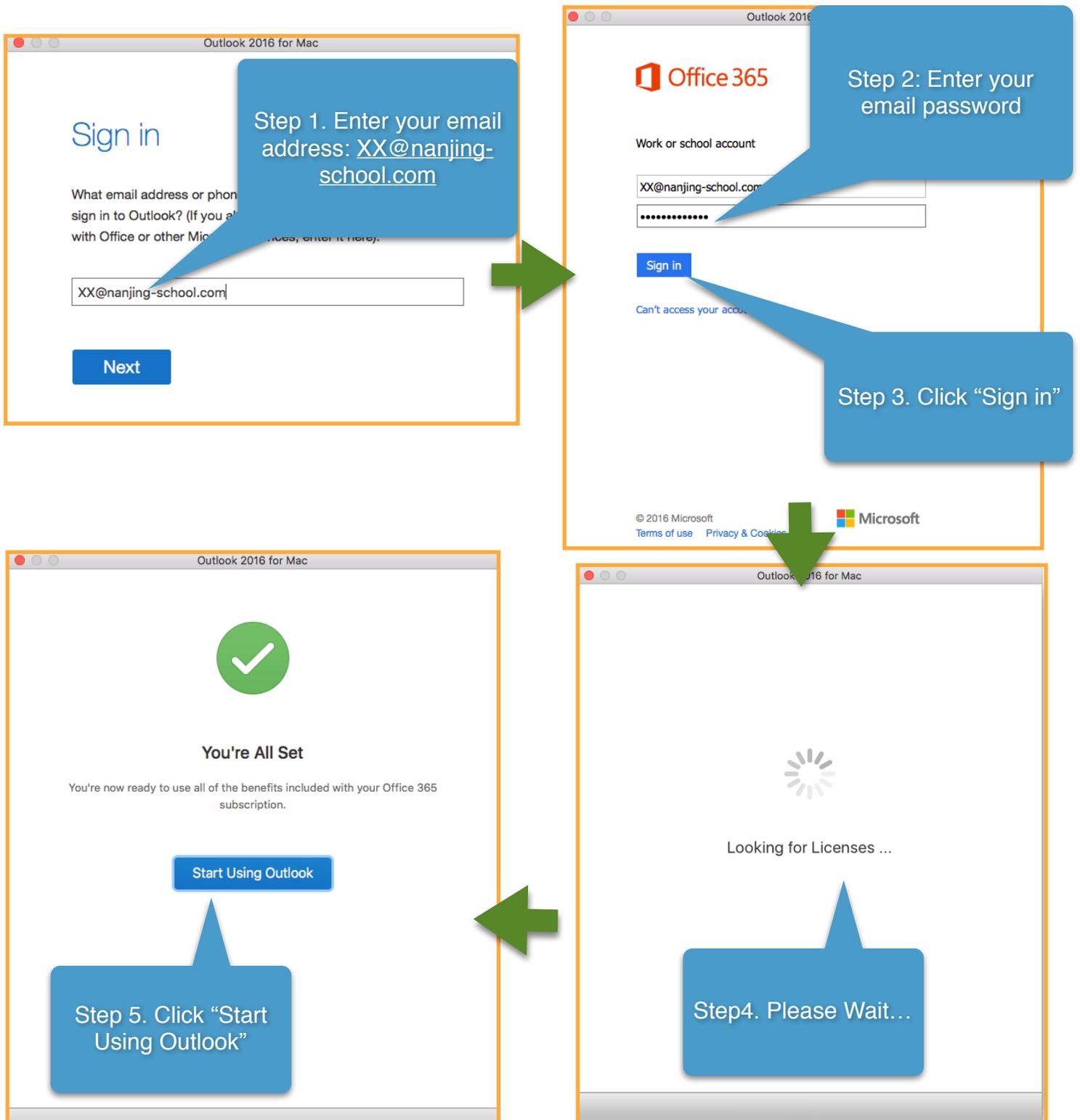
2. Go through the “**Welcome to Outlook**” Process and click “Get started”



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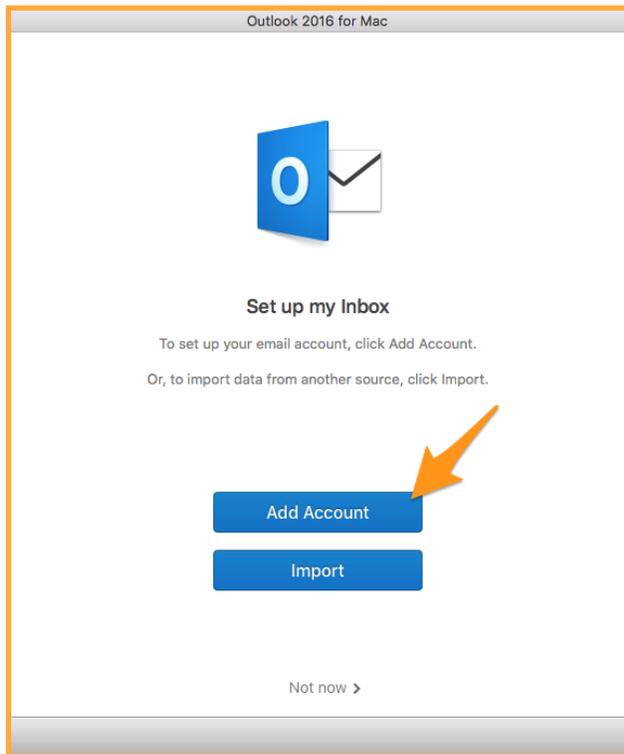
3. Activate your Outlook.app:

You might need to activate your Outlook.app first or later 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.

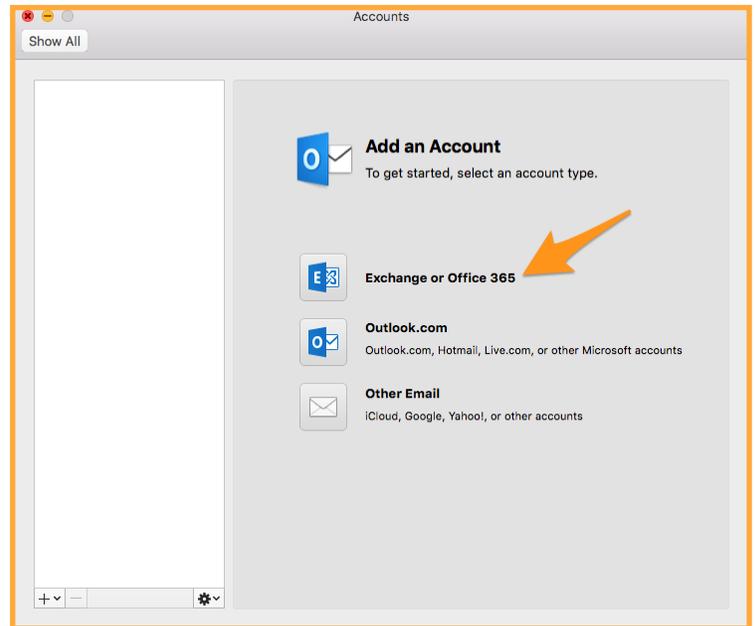


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4. If you see the “Set up my inbox” window, you can use “**Add Account**” to connect your school email. If you can not see this window, please go to: Outlook “**Tools**” menu >> **Accounts** to bring up the Accounts window then go to step 5.



5. Accounts window will pop up, please choose “**Exchange or Office 365**”



6. Enter your account information:

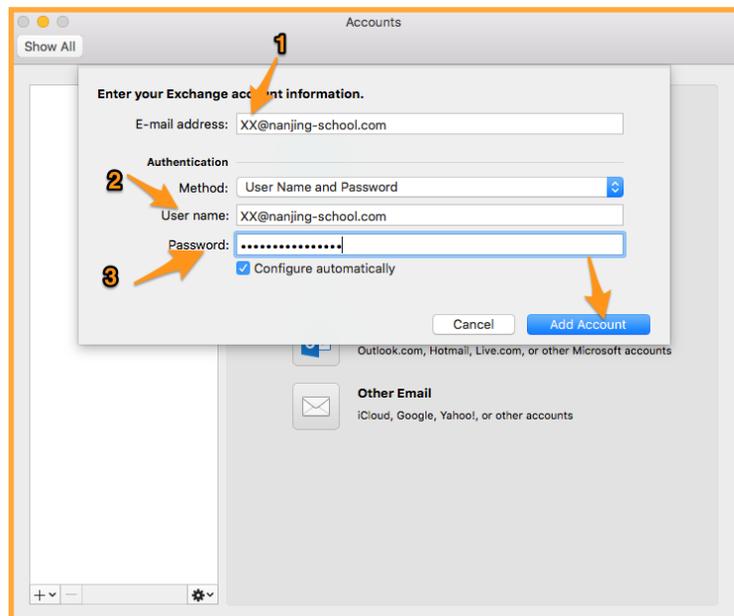
1. E-mail address: **XX@nanjing-school.com**

For Authentication:

2. User Name: **XX@nanjing-school.com**

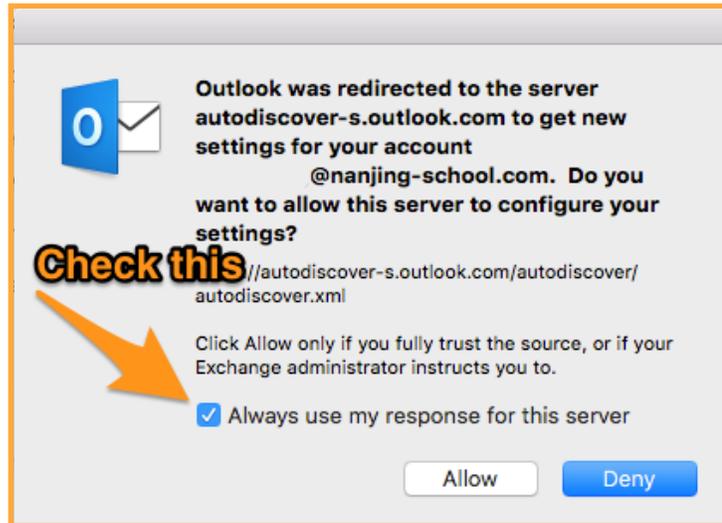
3. Password: please type in your school email password

4. Click “**Add Account**” afterwards. It will detect our exchange servers and configure your account automatically.



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7. After your account has been configured, you will see this window to ask whether you trust the resource. Please check **Always use my response for this server** then click **“Allow”**



Congratulations! From the Accounts window, your school email has been successfully connected in Outlook.app. You can close this window, check and send email from Outlook.app.

