

Outlook Web App Access

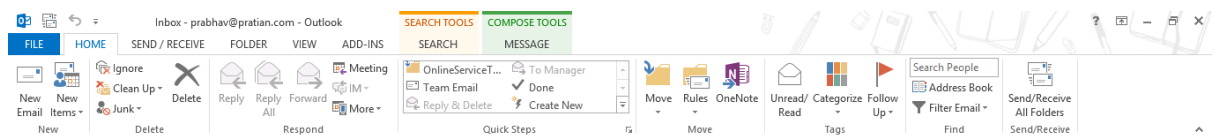
URL : <https://outlook.office365.com/owa/>

Username: <Your Email Id>

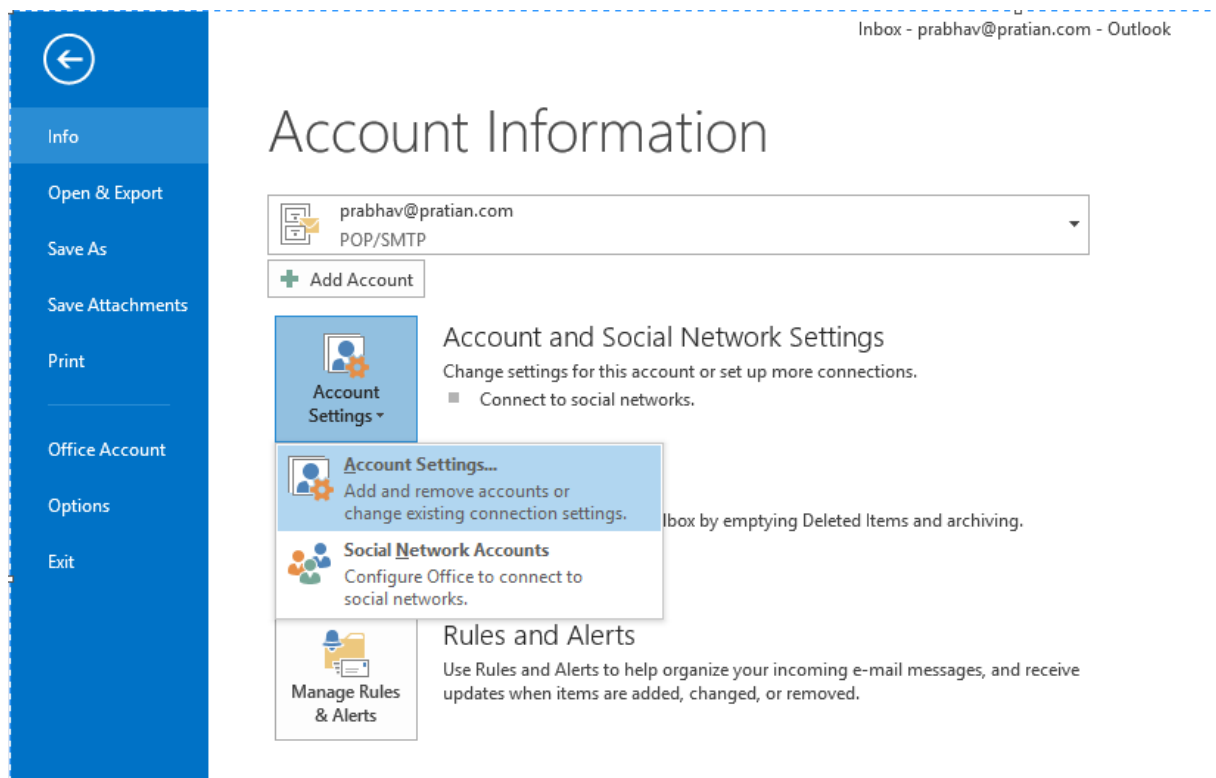
Password: <Will be notified to you>

MS Outlook 2013 Setup

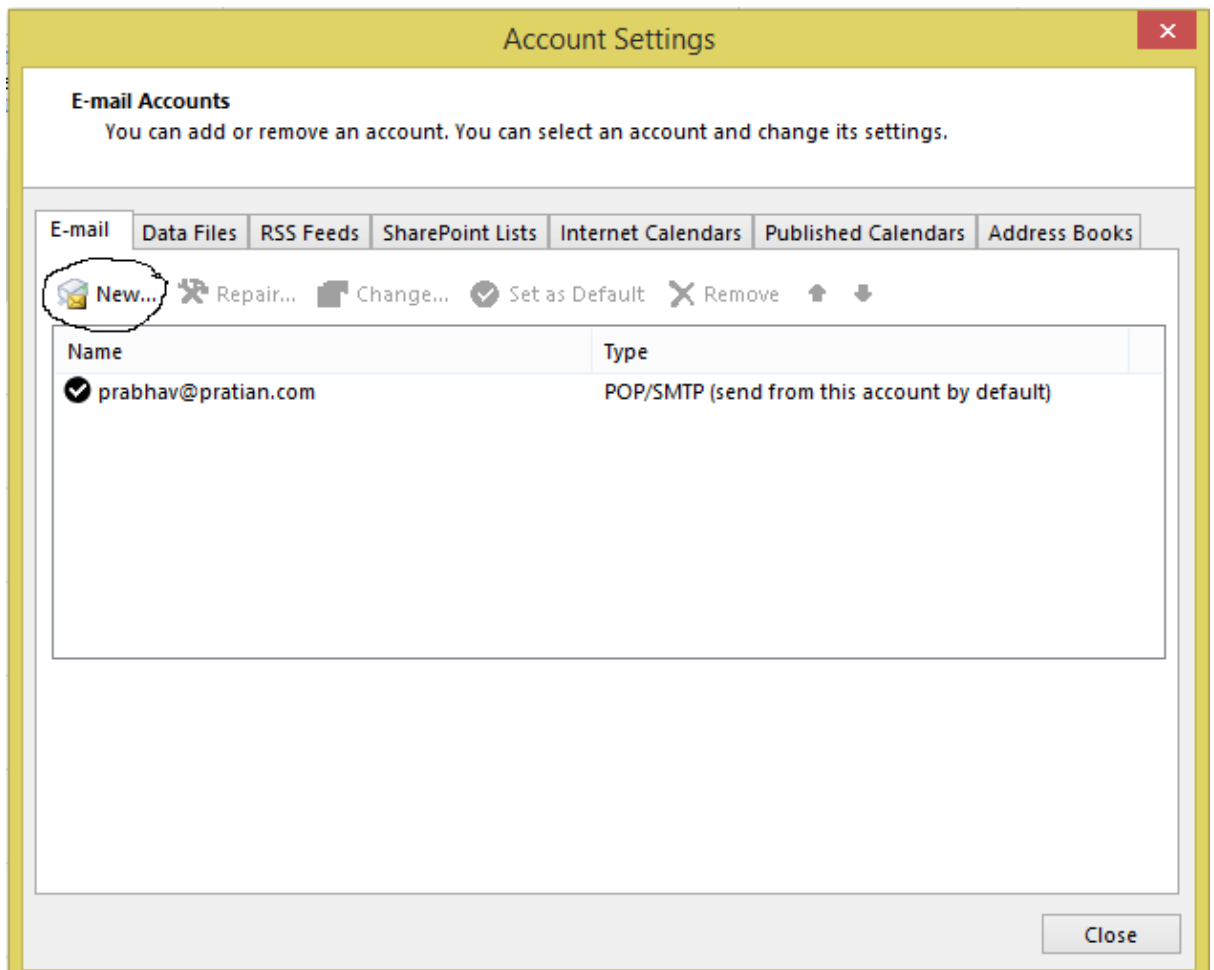
1. Open Outlook 2013
2. Click on File



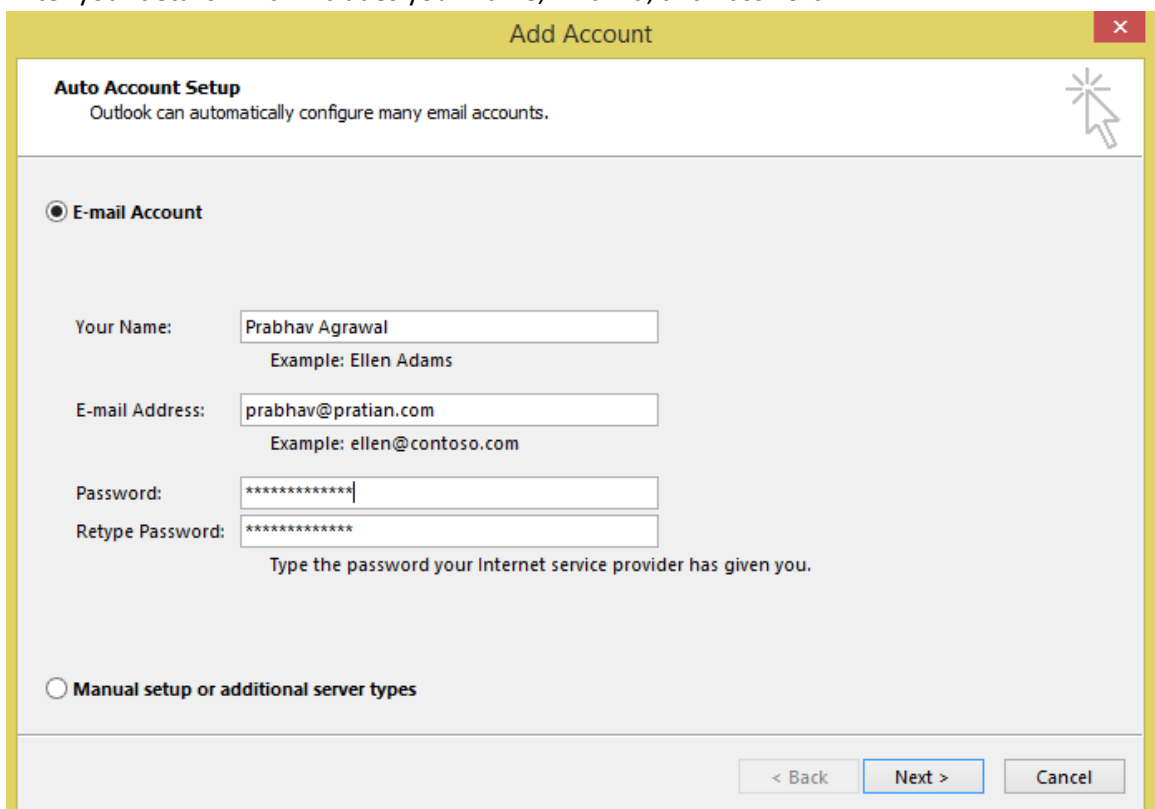
3. Click on Account Settings -> Account Settings



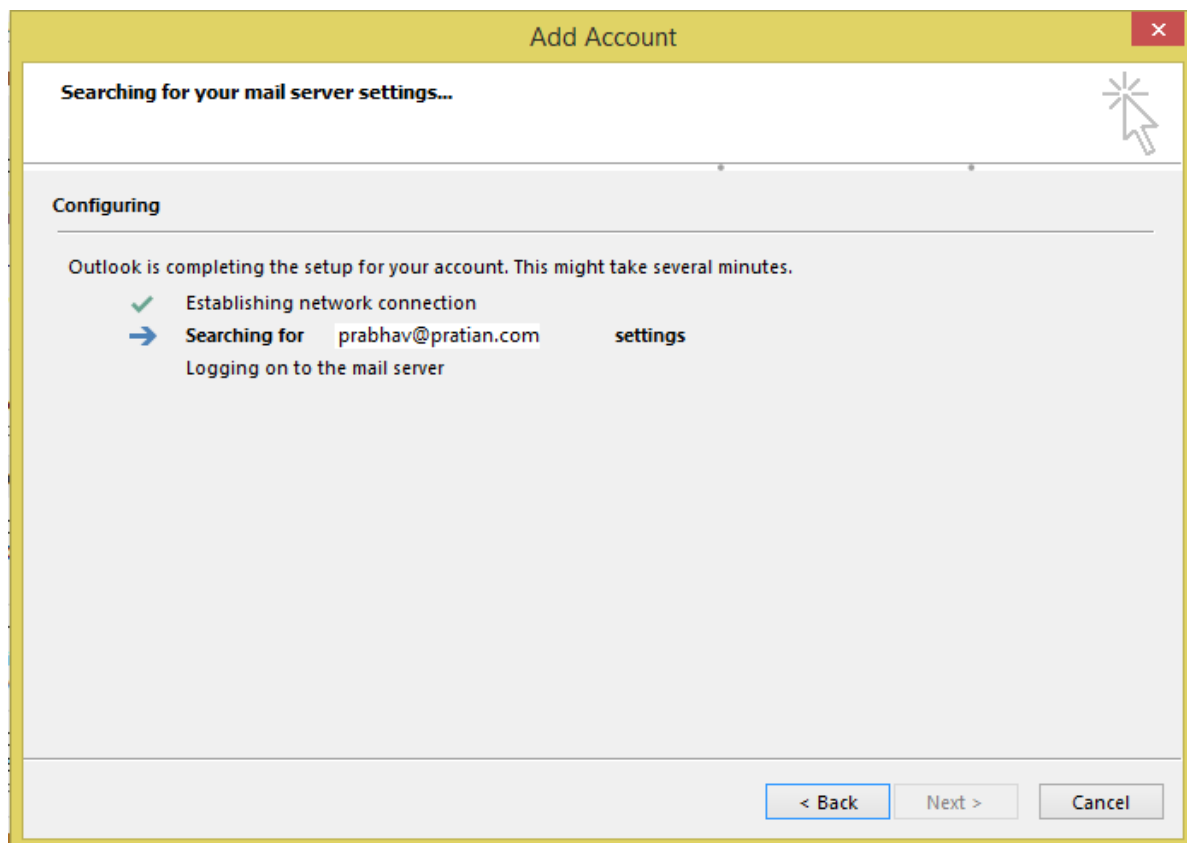
4. A pop-up window will open, Click on New.



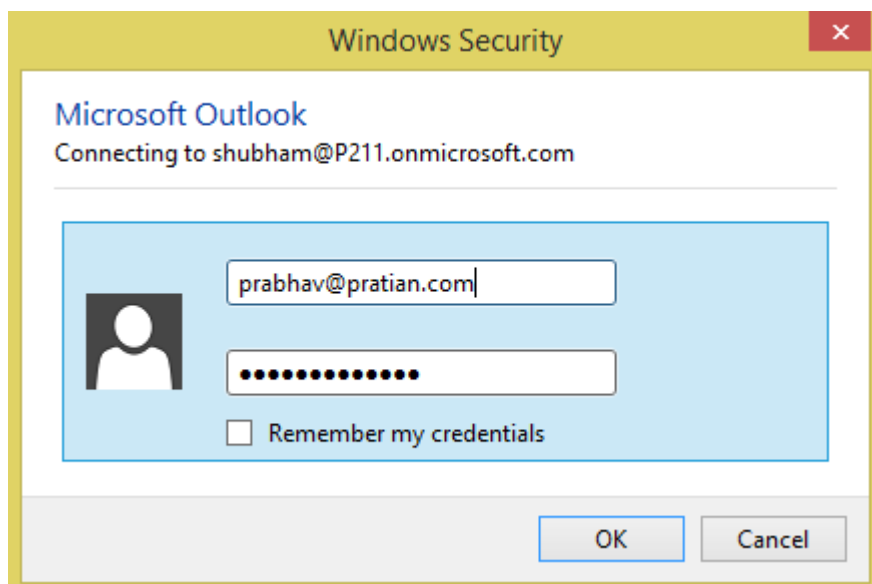
5. Enter your details which includes your Name, Email Id, and Password.



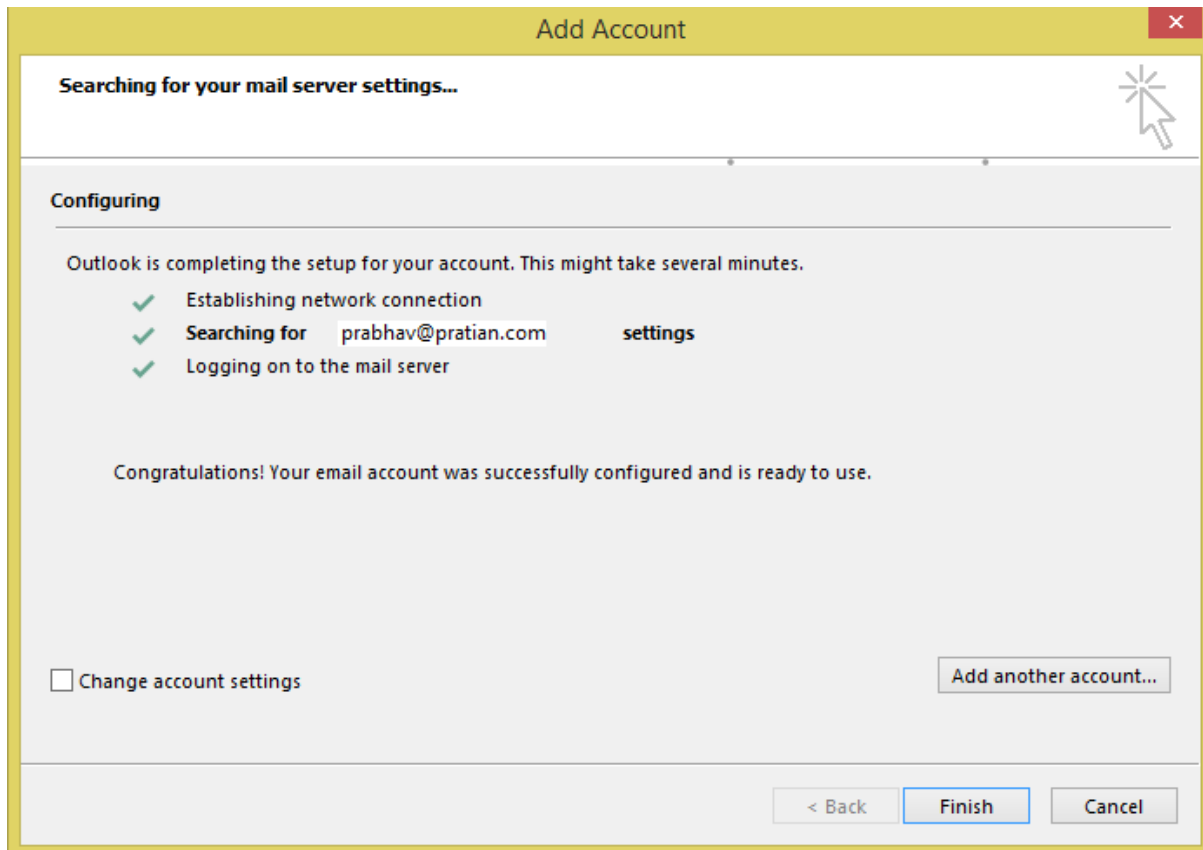
6. Click on Next, In the new Window it will try to find out account settings for your account



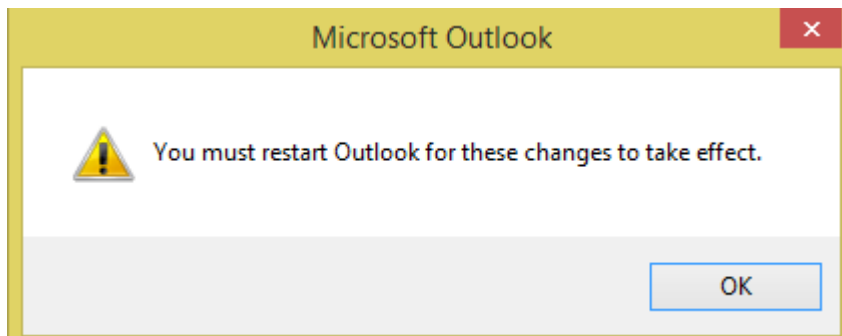
7. A pop-up window will come, enter your email id and password



8. Click on Ok and then you are all set.

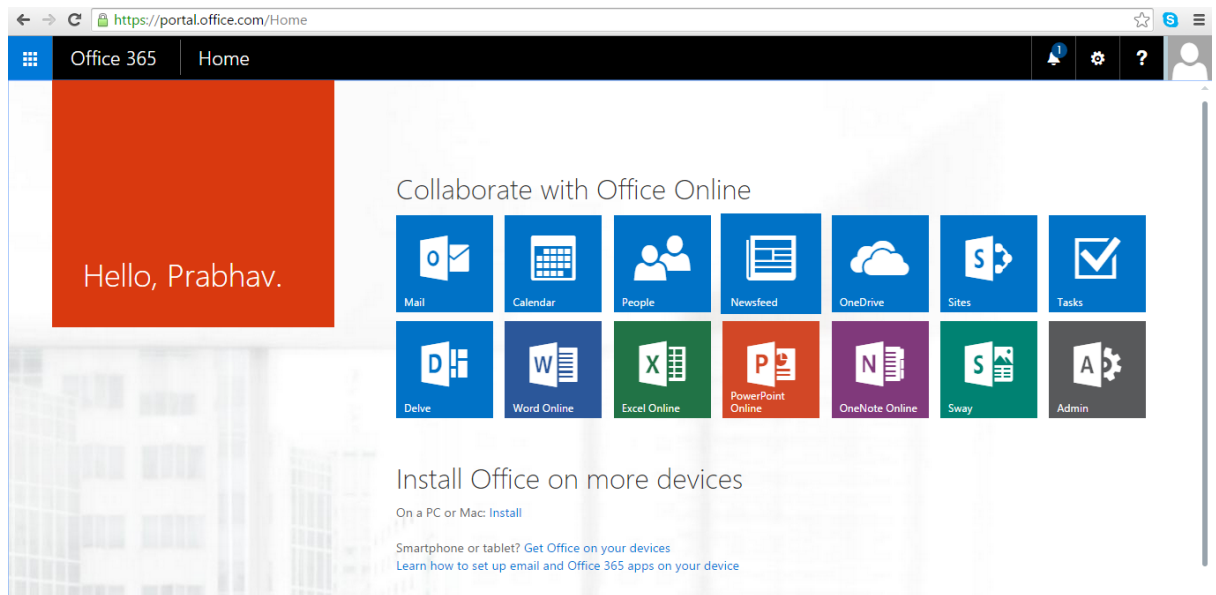


9. Click Finish and then restart Outlook.

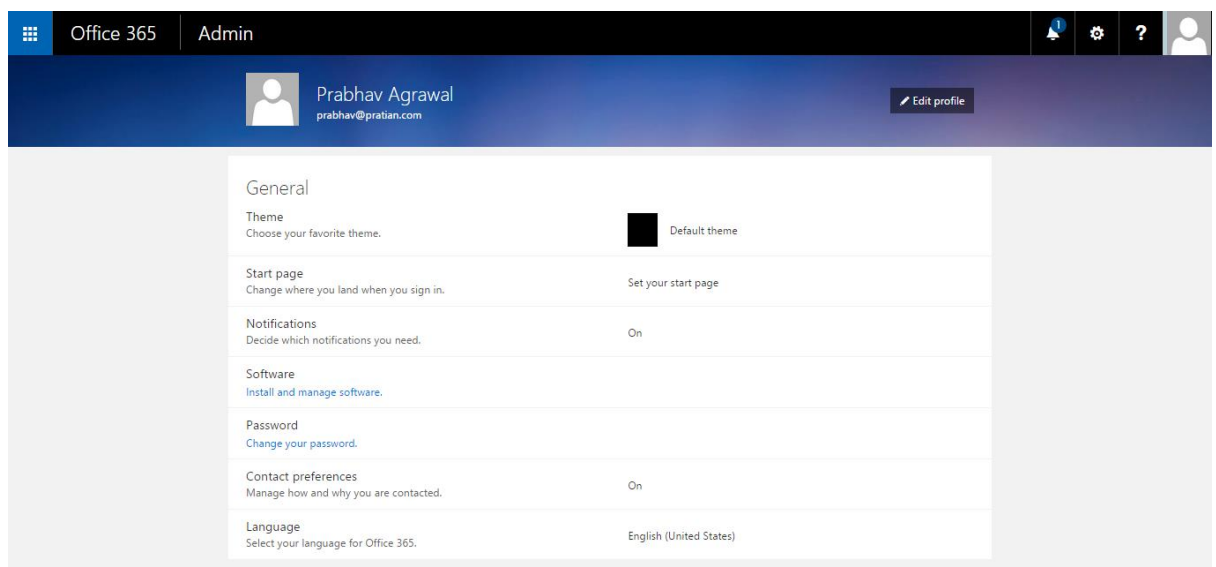


Change Account Settings for Office 365

1. Open Office 365 Home page
URL : <https://portal.office.com>
Username: <Your Email Id>
Password: <Will be notified to you>



2. On the top right corner you will find settings icon, click on that and choose Office 365 Settings.



3. Now change your settings as per your need.