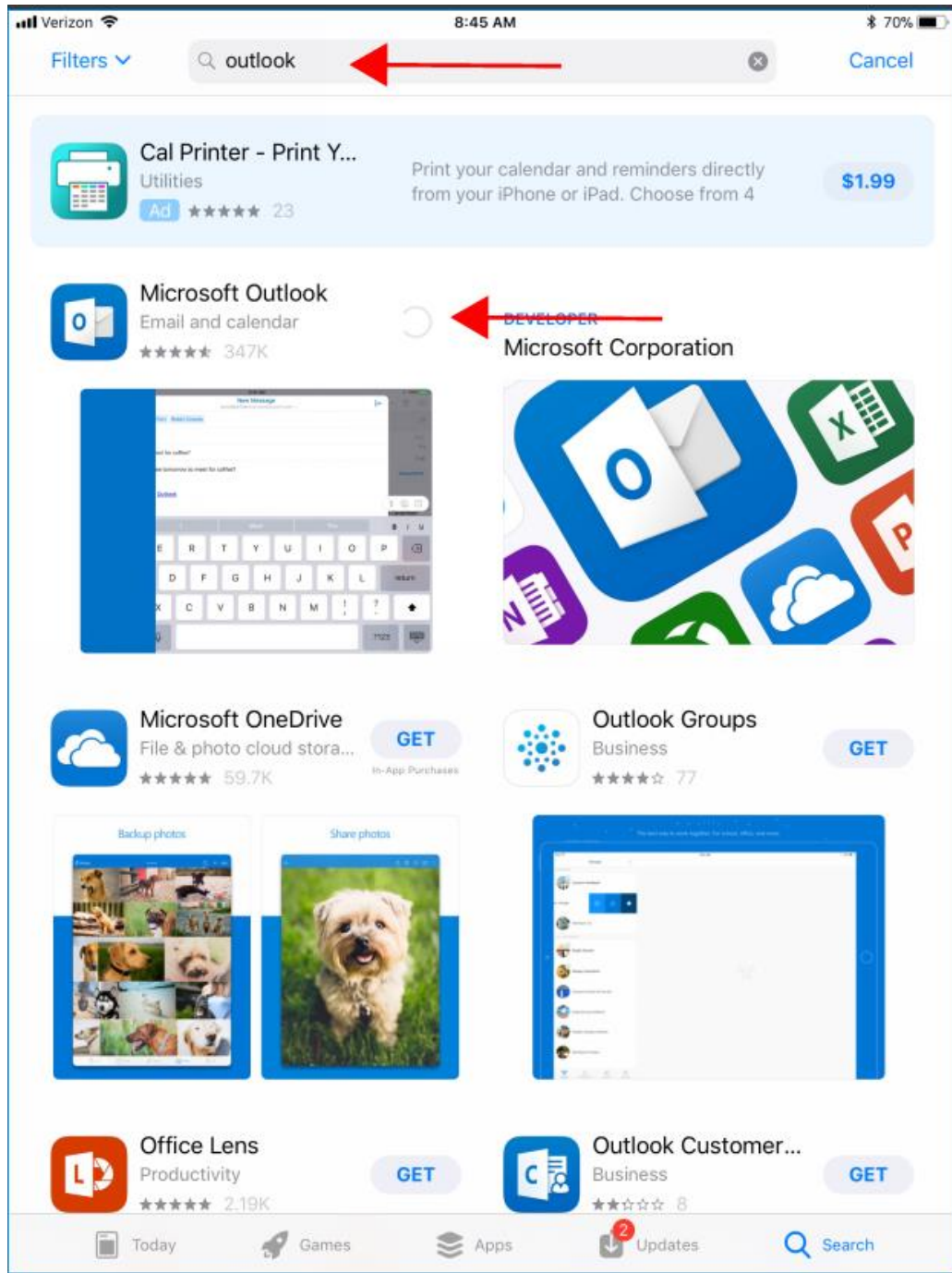# Setting up Microsoft Outlook App

1. Go to your App store and download the Microsoft Outlook app by searching "Outlook" (without quotations) in the search bar.

2. Once downloaded, open the app and add your email address.

3. Then click Setup Account Manually.

4. Select the Exchange email provider.

Add Account

Select your email provider:

MICROSOFT

Office 365   Outlook.com   Exchange ⬅
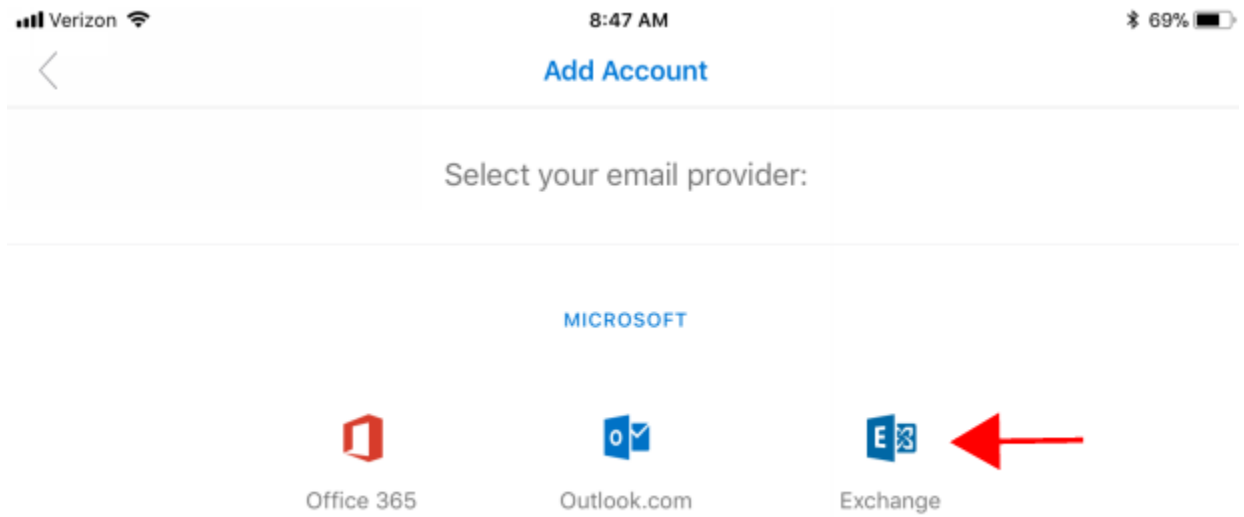
5. Select Use Advanced Settings

Exchange

Email Address
rhahn@fivestarelectric.net

Password
•••••••••••••

Description (e.g. Work)

Server (e.g. server.domain.com)

Domain (e.g. domain.com)

Username (e.g. john.appleseed)

Use Advanced Settings   🔵 ⬅

Sign In

6. Copy the below Server and Domain settings and use your email address and username (Firstname.Lastname) and sign in.

E⊠ Exchange

Email Address

rhahn@fivestarelectric.net

Password

●●●●●●●●●●●●

Description (e.g. Work)

Server

owa.tutorperini.com

Domain

tutorperini

Username

richard.hahn

Use Advanced Settings   ⬤

Sign In   ⬅

Please make sure you go into your settings and change ONLY the Mail slider to off for your apple mail app.