



Setting Up Outlook 365

- 1) Click the Outlook App on your devices main screen (or work profile if on Android).

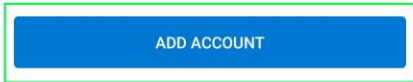


- 2) Once the outlook App opens, you'll be met with this screen. Tap, "Add Account" at the bottom of the screen.



Welcome to Outlook

Designed to work with your favorite Samsung devices.



[CREATE NEW ACCOUNT](#)



3) At the next screen, input your work email address and then tap, "Continue."

← Add account  



1 Enter your email

firstname.lastname@carsontahoe.org

[PRIVACY AND TERMS](#)

2


[CONTINUE](#)

4) On the next screen, tap “Work or School account created by your IT department.”



We need a little more help

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

 Work or school account
Created by your IT department

 Personal account
Created by you

Tired of seeing this? [Rename your personal Microsoft account.](#)

5) On the next page, input your email address once more and then tap, "Next."



Single Sign-On

Email Address

Secured by Duo



- 6) On this next page, input your long CTH password you use to log onto your computer every morning and then tap Log In. You will then be brought to your inbox.



Single Sign-On

firstname.lastname@carsontahoe.org [edit](#)

Password

Insert CTH Password Here

Log in

Secured by Duo



7) You will now see your inbox. Please allow it time to load your emails.

End Document