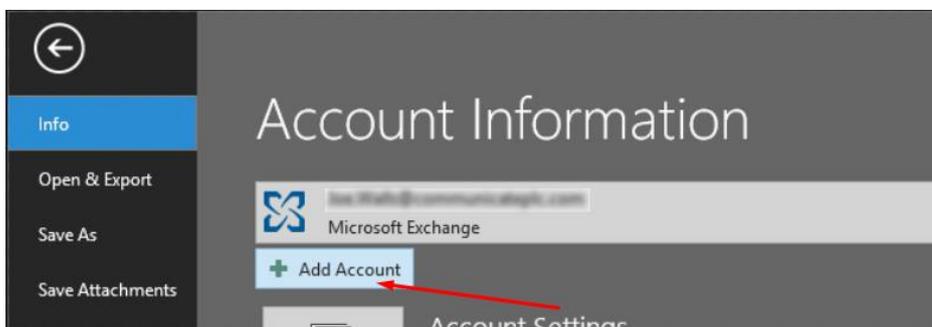
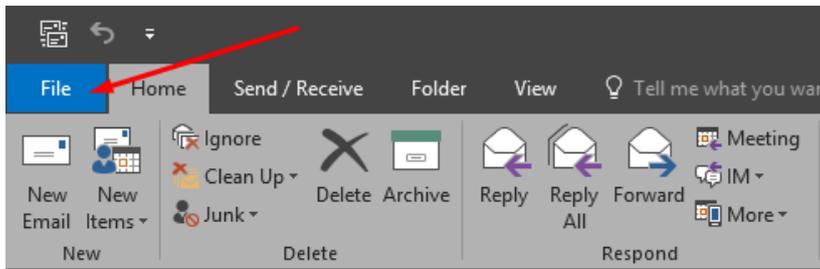




## Set up work email account / Office 365 / Outlook

1. In the **Outlook**, click **File**, and then tap **Add Account**.



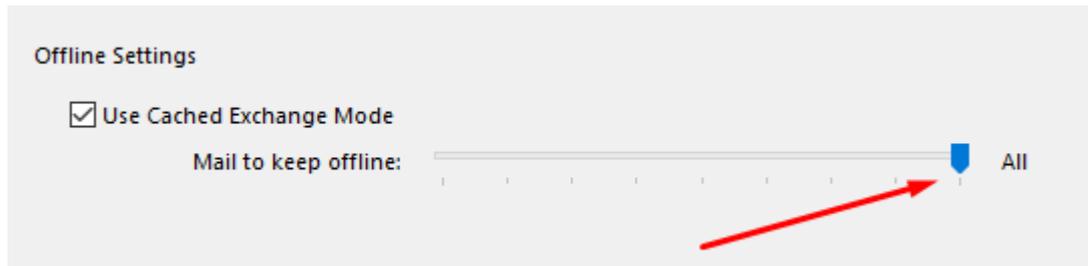
2. Enter your full name, email address and your password, and then click **Next**.

A screenshot of the "Add Account" dialog box in Outlook. The "Auto Account Setup" section is visible, with a note that Outlook can automatically configure many email accounts. The "Email Account" radio button is selected. The form fields are filled with: "Your Name: John Smith" (with an example "Example: Ellen Adams"), "Email Address: john.smith@company.com" (with an example "Example: ellen@contoso.com"), "Password: \*\*\*\*\*", and "Retype Password: \*\*\*\*\*". A note below the password fields says "Type the password your Internet service provider has given you." At the bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

3. To ensure that Outlook syncs more than 12 months of emails, tick **Change account settings**, then click **Next**



4. Drag the slider to **All** and then click finish



Not working? Make sure you entered your email and password correctly and try again.

If you require assistance please contact our Service Desk via email at [sd@communicateplc.com](mailto:sd@communicateplc.com)