Quick start: Bring your own device

4 things to get going quickly

Using your own device at work or school? Here’s how to get set up.

1. Add your work or school account

Follow these steps...

Select the Start button > Settings > Accounts > Access work or school > Connect + > type your work or school email address > Next > and then finish the rest of the wizard.
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2. Set up your work email account

Select the **Start** button > **Settings** > **Accounts** > **Email & app accounts** > **Add an account** and then finish the rest of the wizard.

Or, if you’re already using the Mail app with a personal account, you can add your work account directly in the app. Here’s how:

1. Select **Accounts**

2. Select **Add account**

3. Select your work account

If you don’t see it listed, select **Advanced setup** and follow the instructions.
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If you already use Outlook...

Setting up an additional work account won’t take long.

Have Outlook 2016 (the desktop app)?
Open the app and select File > Info > Add Account and follow the instructions.

If you use Outlook.com...
The steps are similar, but they’re different for each version of the app.

The simplest thing to do is open the app, select the question mark in the upper right, and search for “add account.”
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3. Set up your Calendar account

Select the Start button > find Calendar in the list of apps and open it.

1. Select Settings

2. Select Manage Accounts
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3. Select Add Account
And then follow the instructions in the window that opens.
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4. Connect to Wi-Fi

If your work or school has a Wi-Fi network, you’ll want to be on it. You’re going to need to get the password from your support person before you can connect.

1. Select Wi-Fi
   It’s on the taskbar in the lower right corner of the desktop.

2. Select a network and then Connect