






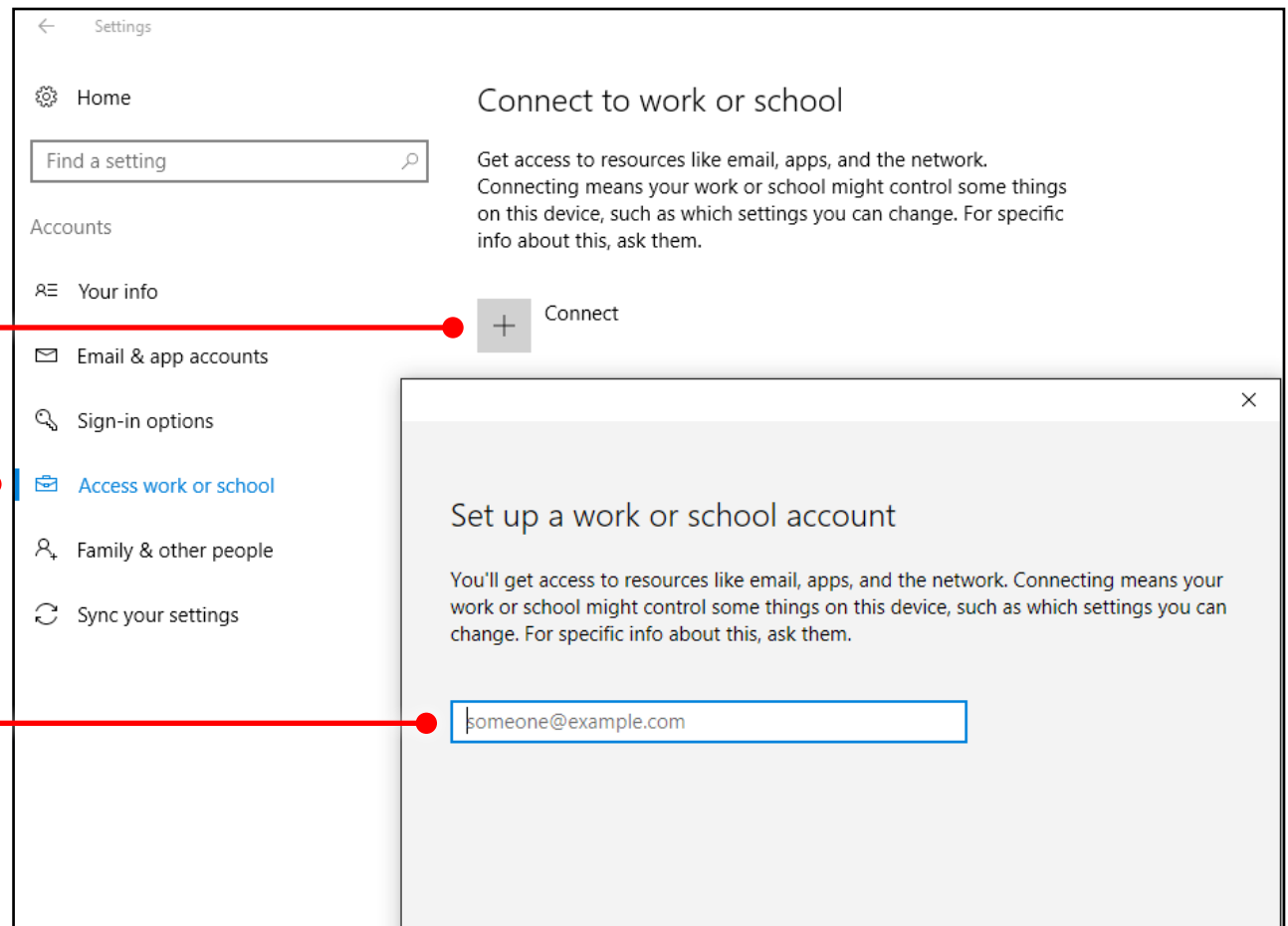
4 things to get going quickly

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...

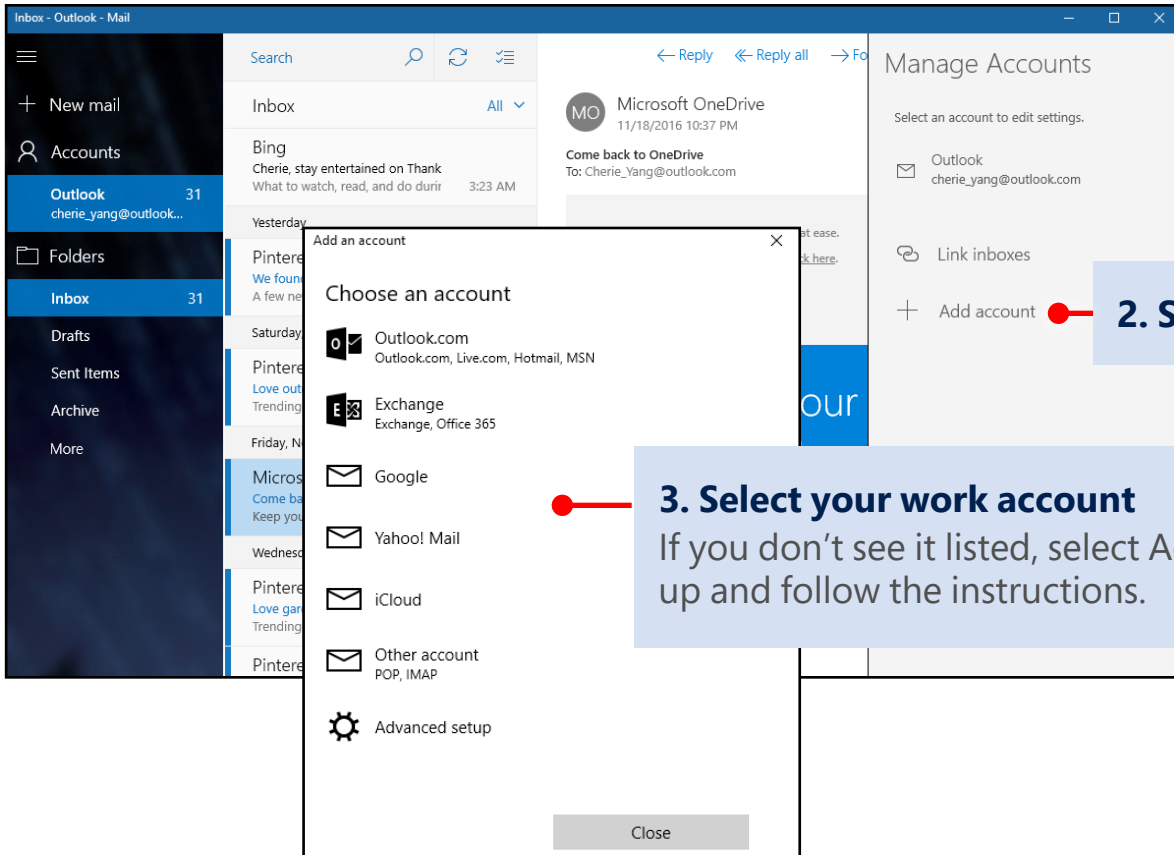
Select the **Start**  button > **Settings**  > **Accounts**  > **Access work or school**  > **Connect**  > type your work or school email address > **Next** > and then finish the rest of the wizard.




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.

The screenshot shows the Outlook Mail app interface. On the left, the 'Accounts' section is highlighted. In the center, the 'Add an account' dialog is open, showing a list of account types: Outlook.com, Exchange, Google, Yahoo! Mail, iCloud, Other account (POP, IMAP), and Advanced setup. On the right, the 'Manage Accounts' screen is visible, showing a list of accounts with an 'Add account' button highlighted. Red lines and callouts connect the text boxes to the corresponding UI elements.

If you already use Outlook...

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

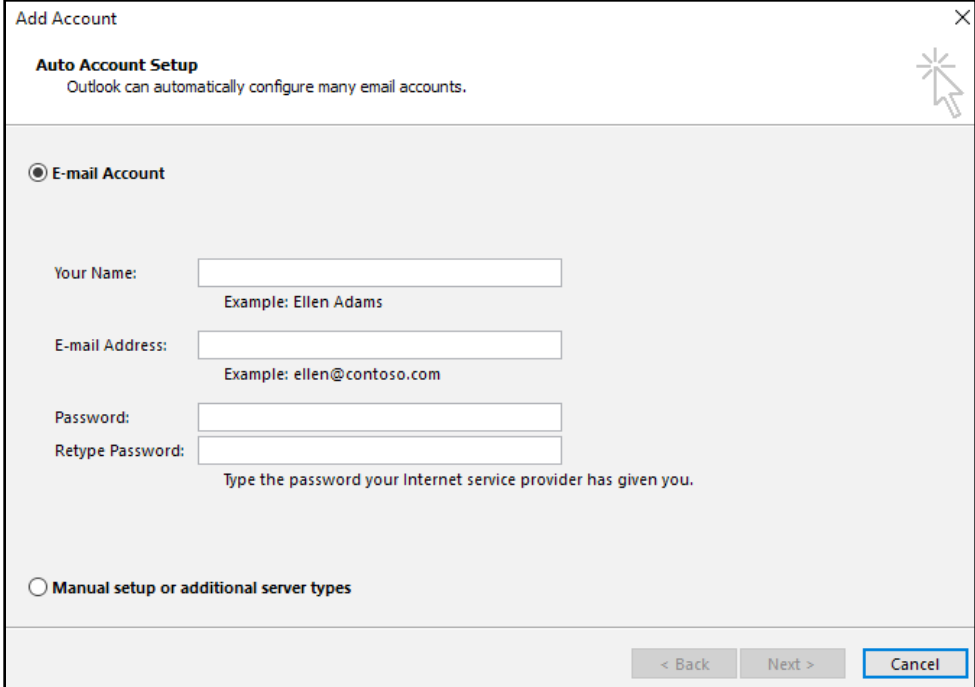
Have Outlook 2016 (the desktop app)?

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."



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

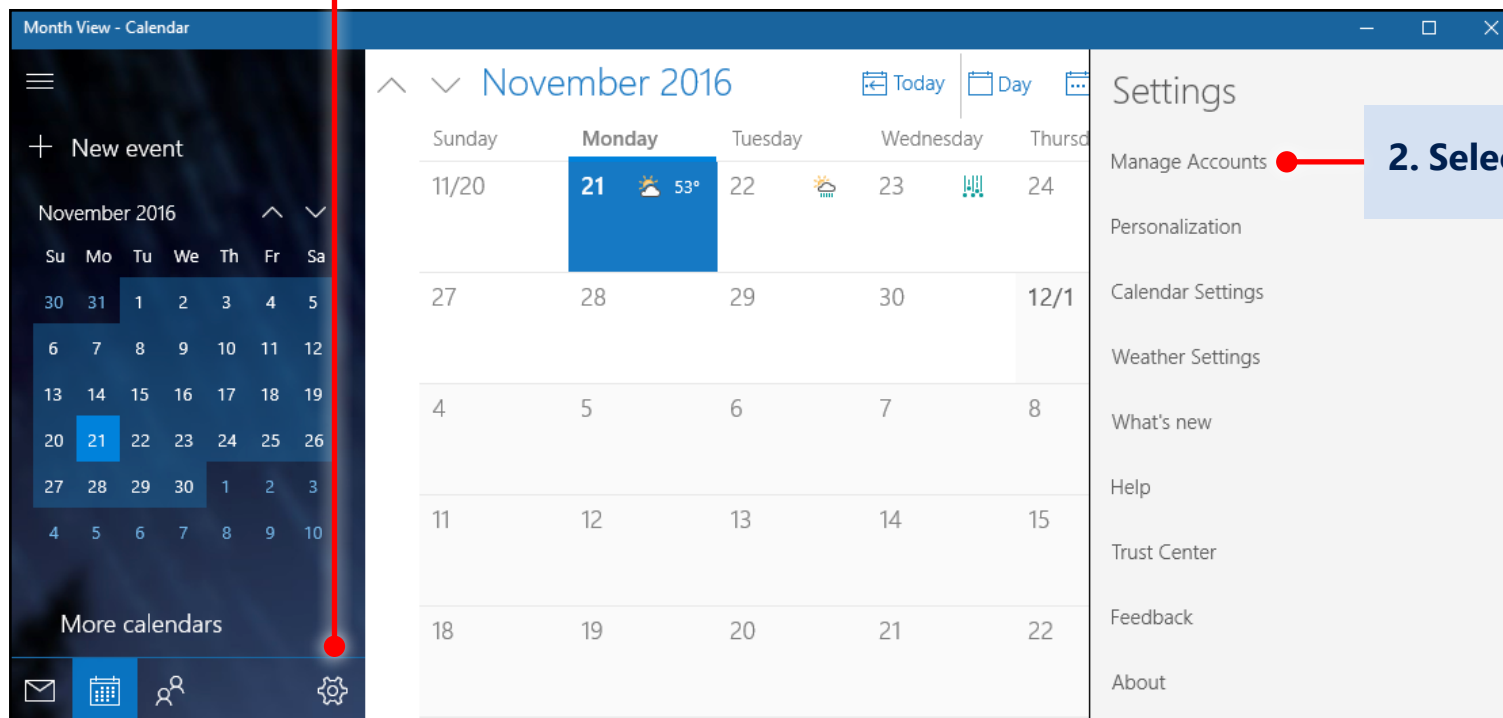
Manual setup or additional server types

< Back Next > Cancel

3. Set up your Calendar account

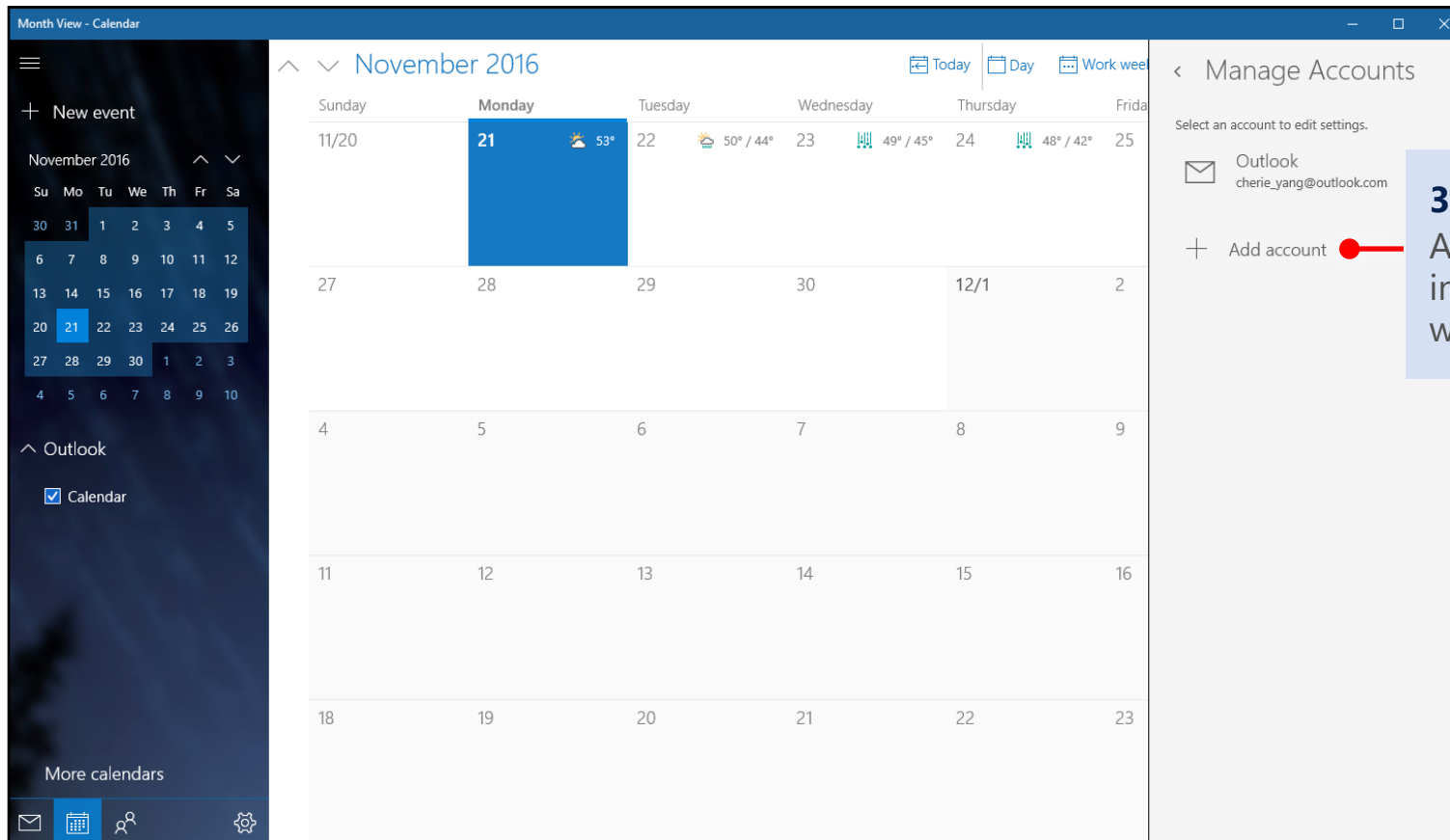
Select the Start  button > find Calendar  in the list of apps and open it.

1. Select Settings



2. Select Manage Accounts

Quick start: Bring your own device



3. Select Add Account

And then follow the instructions in the window that opens.

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

