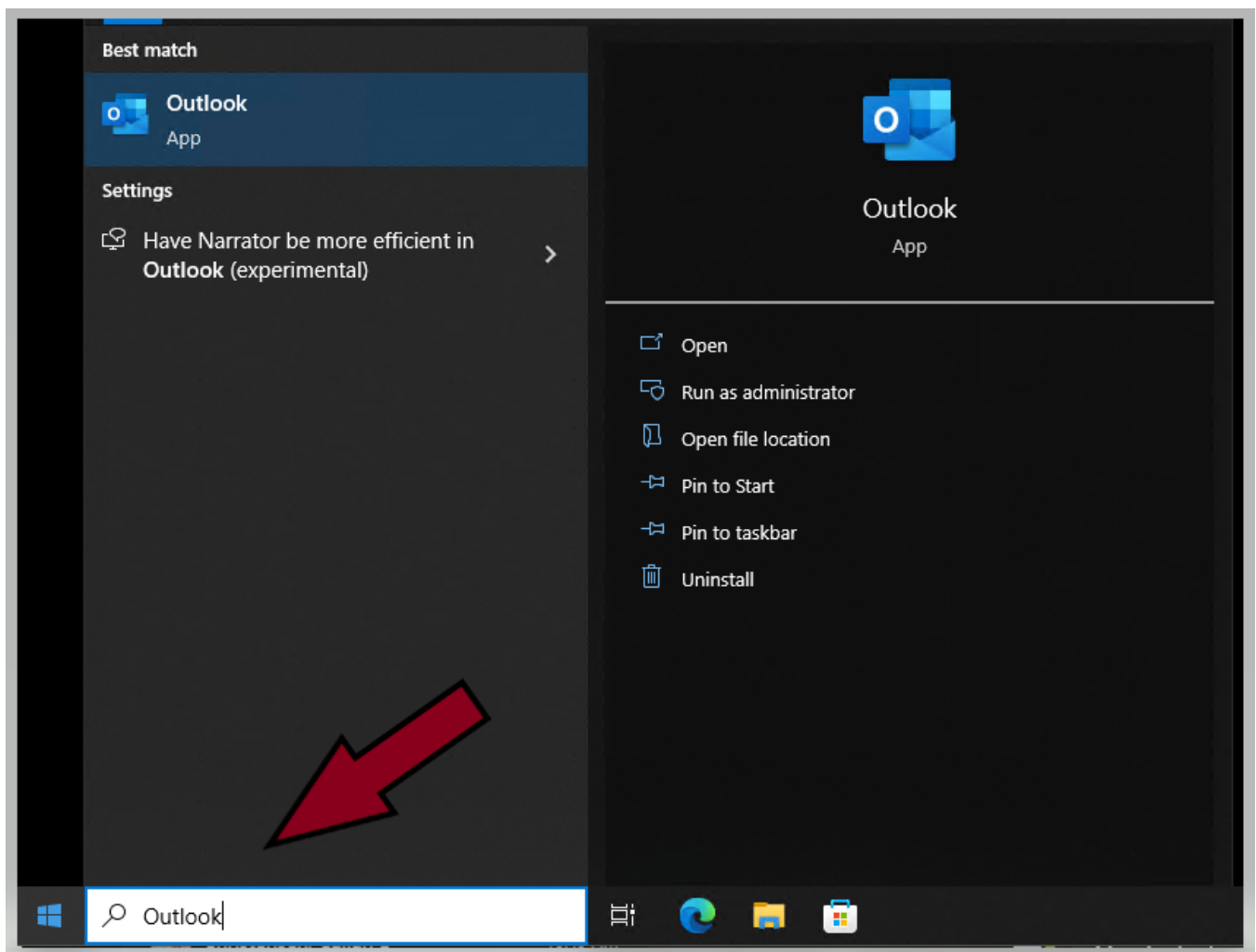
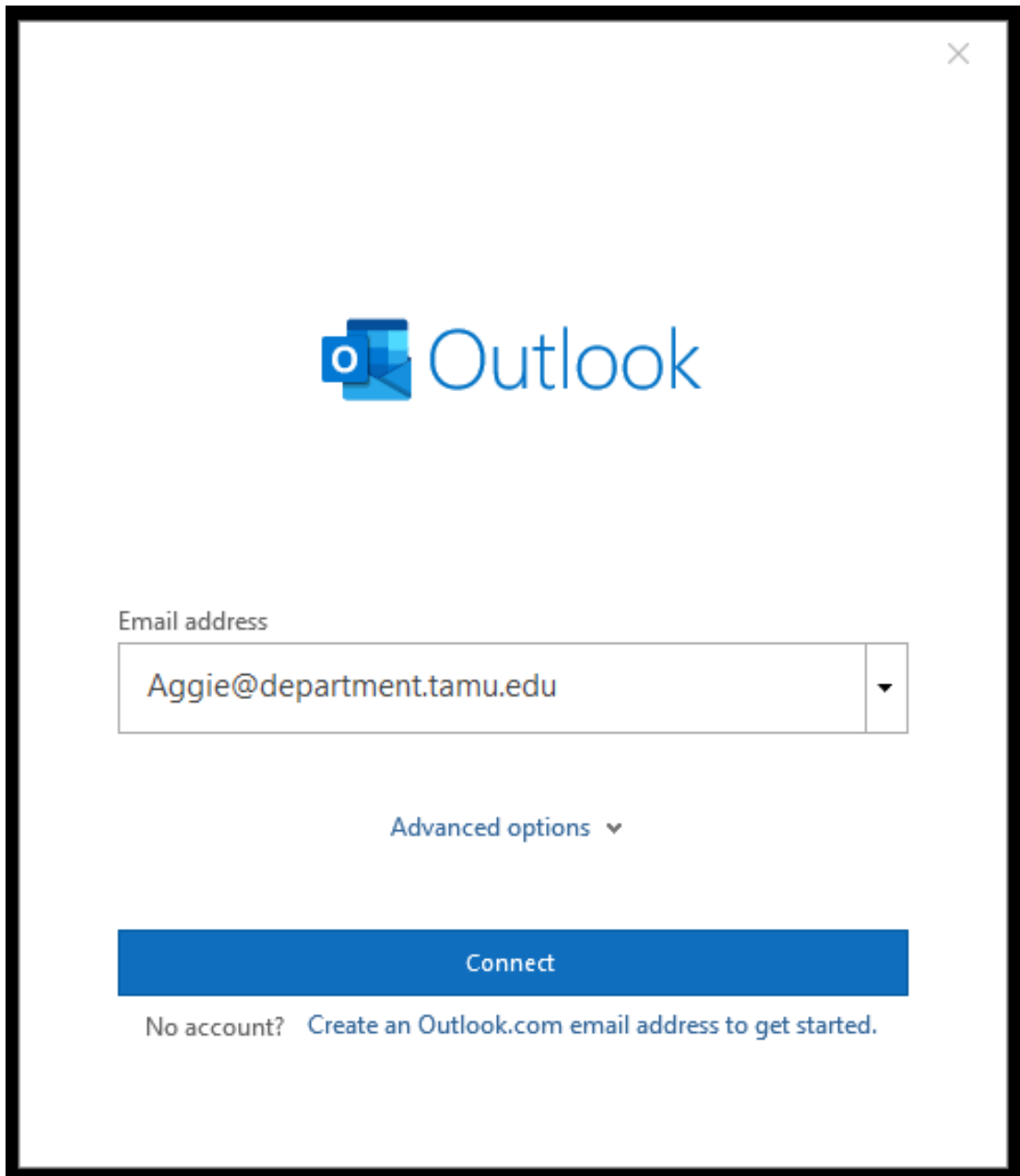


# How To Sign Into Outlook 365

1. Open the outlook application (this can be done by typing “Outlook” in the search bar or start menu, then press the Enter key, click on the Outlook App in the search results, or click the Open option in App’s action list).




2. Enter your work email into the email address field. Your email address should pre-populate on its own, but you can type it in manually if it does not.



The screenshot shows the Outlook connection interface. At the top right is a close button (X). The Outlook logo is centered. Below it is an "Email address" input field containing "Aggie@department.tamu.edu" and a dropdown arrow. Underneath is a link for "Advanced options" with a dropdown arrow. A blue "Connect" button is positioned below the link. At the bottom, there is a link for "No account? Create an Outlook.com email address to get started."

✕

 Outlook

Email address

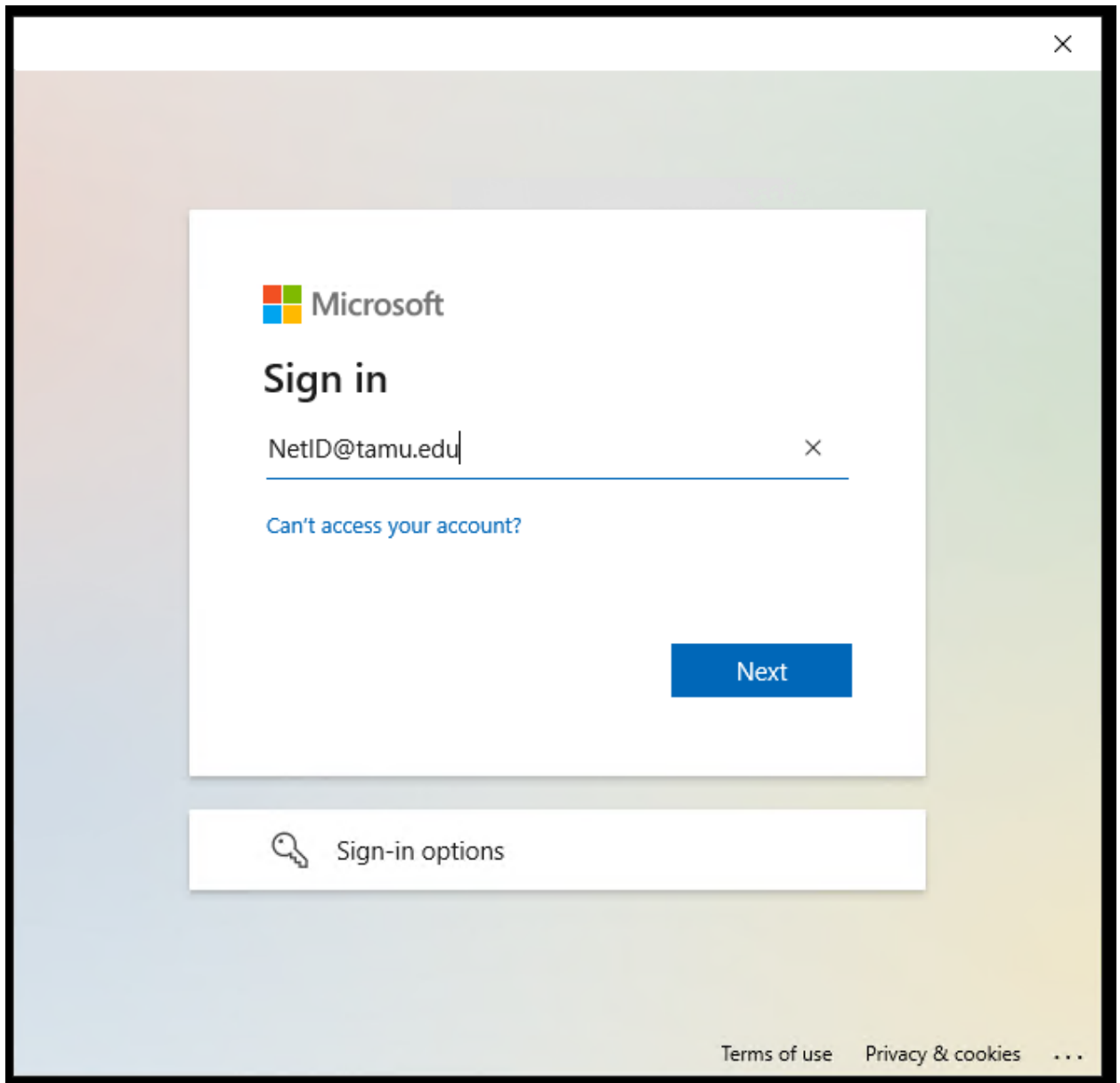
Aggie@department.tamu.edu ▼

Advanced options ▼

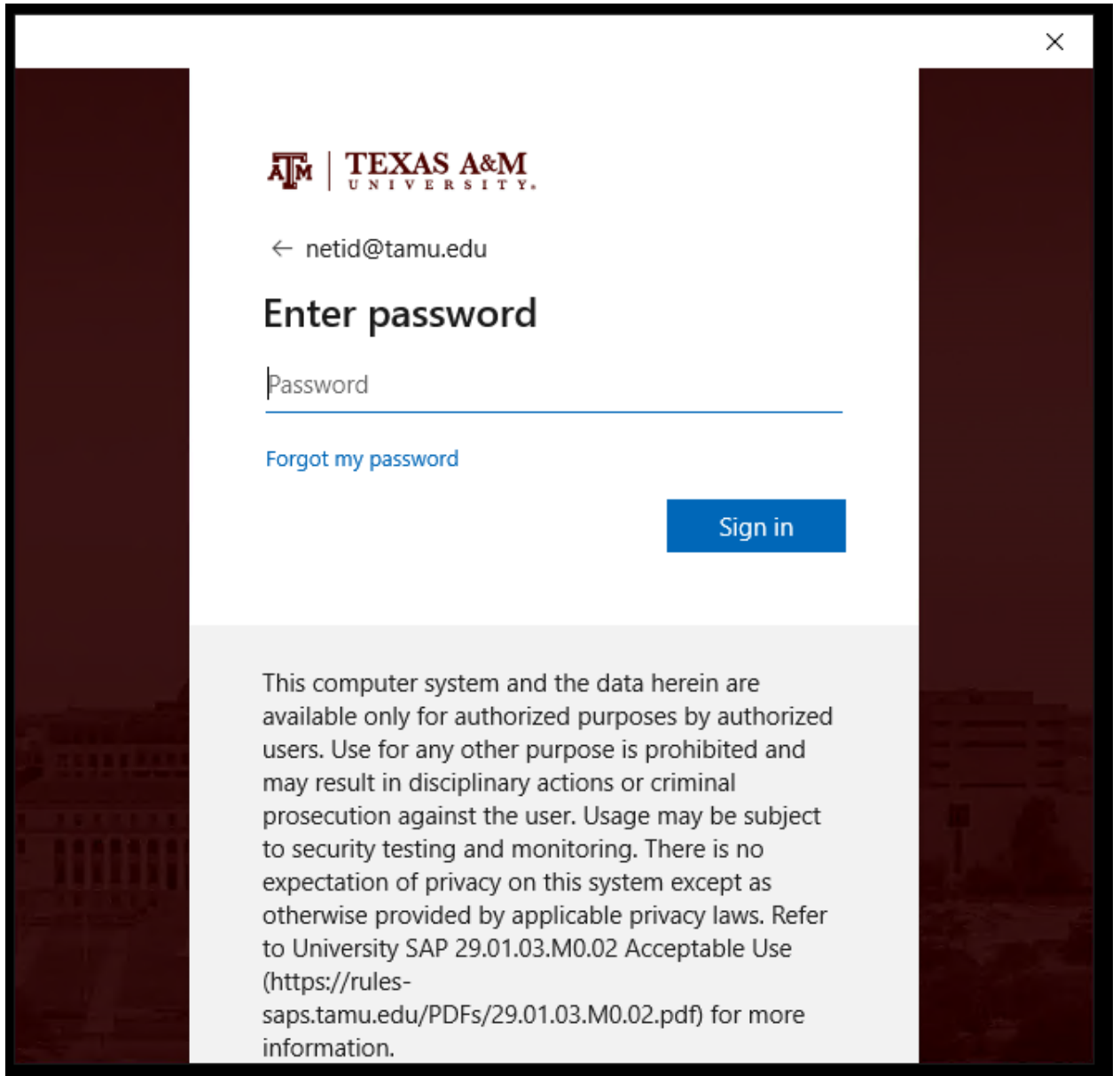
Connect

No account? [Create an Outlook.com email address to get started.](#)

3. After clicking connect, it will bring you to a Microsoft sign in screen. Clear your work email address and replace it with your netid@tamu.edu (do not actually type NetID@tamu.edu instead replace "NetID" with your actual NetID) Then click Next.



4. You will be directed to a Texas A&M authentication screen with a security and privacy disclaimer. Here you will enter your NetID account password and click Sign in.



ATM | TEXAS A&M  
UNIVERSITY.

← netid@tamu.edu

## Enter password

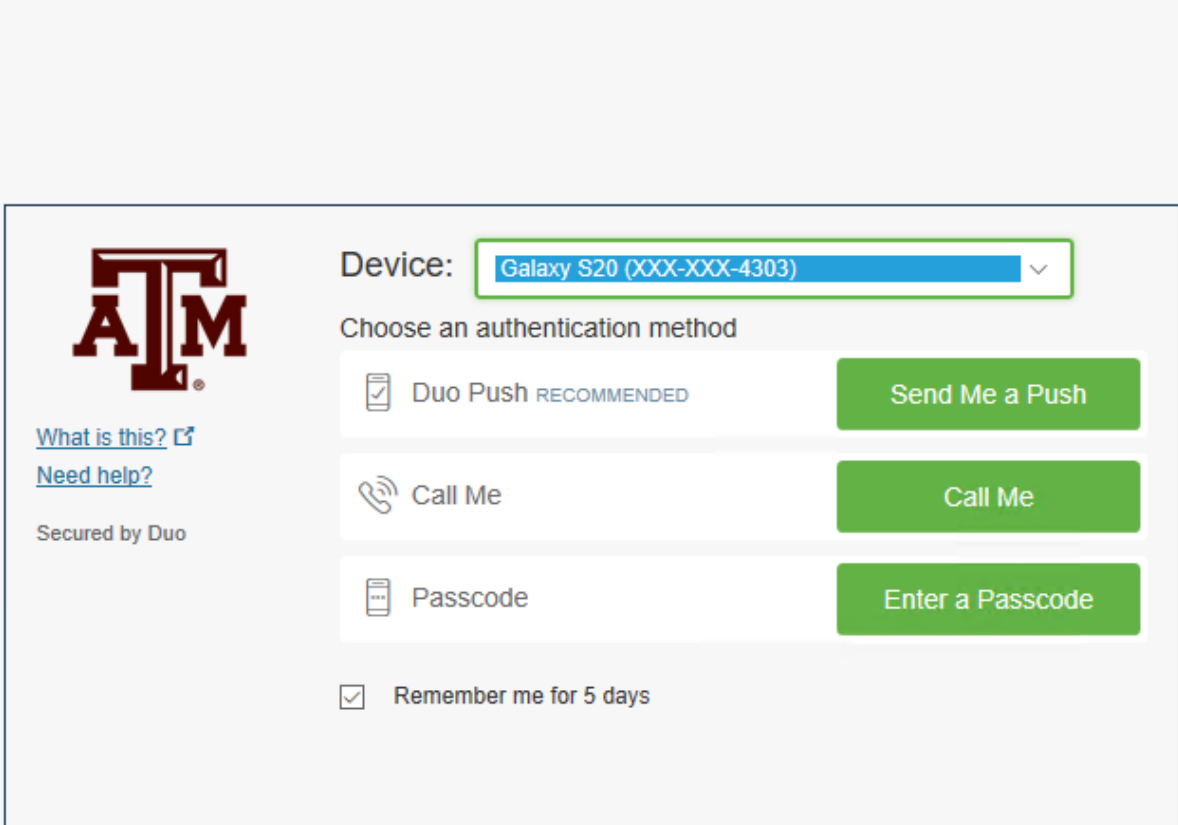
Password

[Forgot my password](#)


[Sign in](#)

This computer system and the data herein are available only for authorized purposes by authorized users. Use for any other purpose is prohibited and may result in disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. There is no expectation of privacy on this system except as otherwise provided by applicable privacy laws. Refer to University SAP 29.01.03.M0.02 Acceptable Use (<https://rules-saps.tamu.edu/PDFs/29.01.03.M0.02.pdf>) for more information.

5. You will then be required to authenticate through DUO. If you need to enroll in DUO or add a new device/number, you can find instructions at <https://it.tamu.edu/duo/> or by contacting Help Desk Central at 979-845-8300



×



Device:

Choose an authentication method

Duo Push **RECOMMENDED**

Call Me

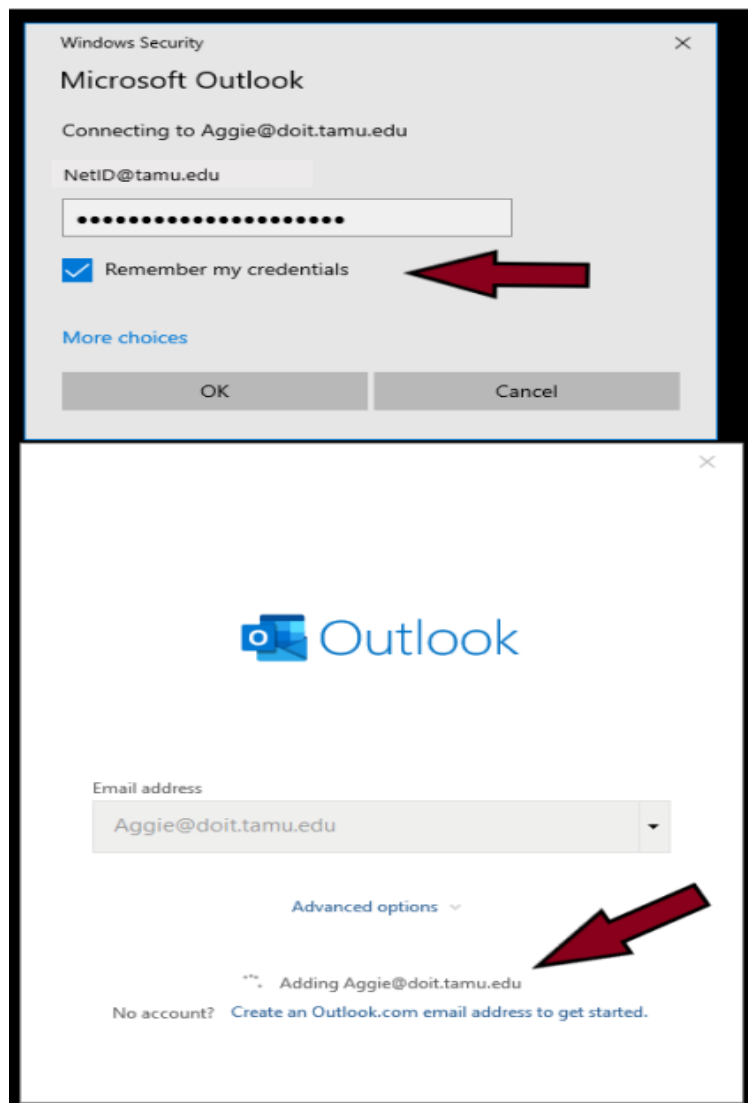
Passcode

Remember me for 5 days

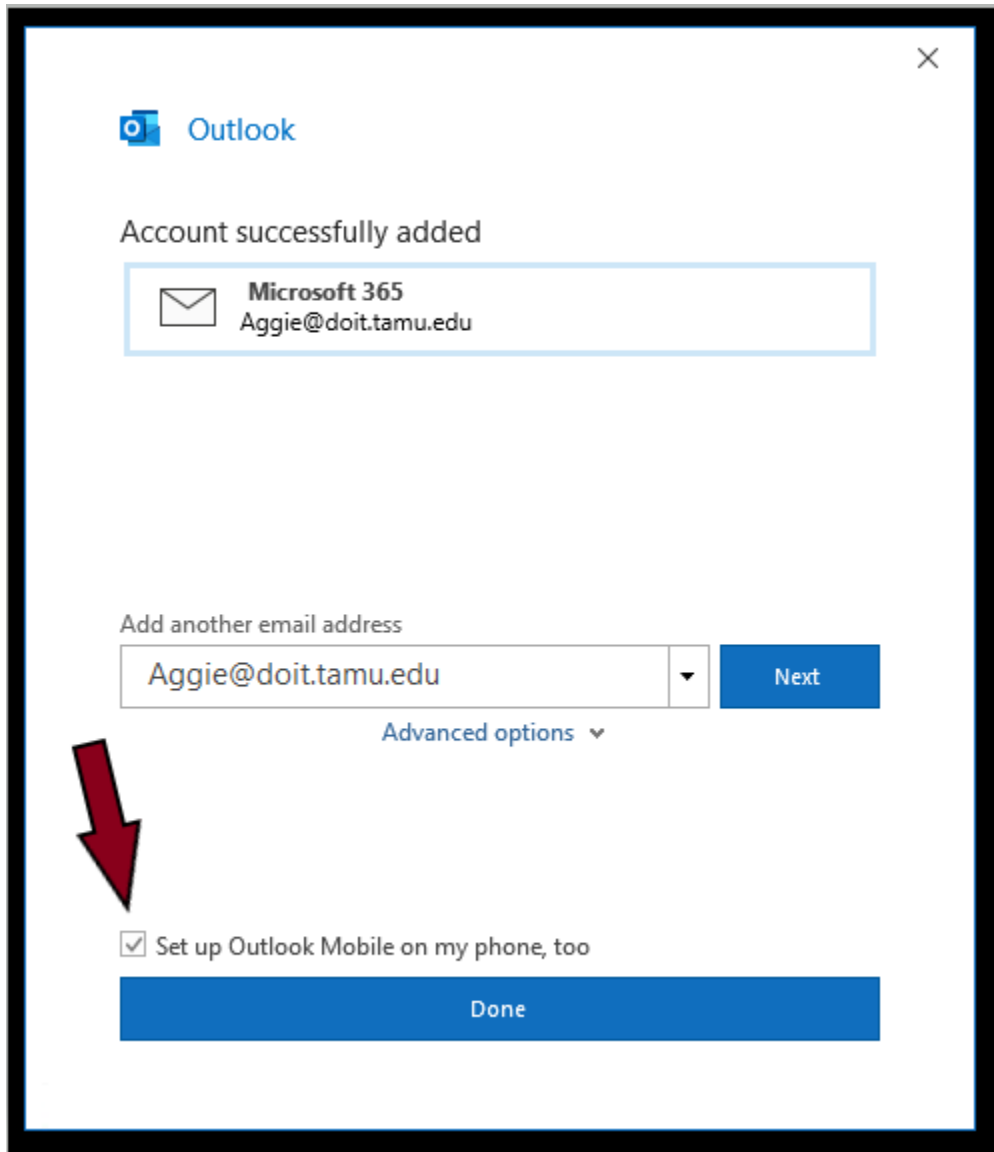
[What is this?](#) [Need help?](#)

Secured by Duo

6. After you accept/confirm your DUO push, you should see the below screen where Outlook shows it is adding your email account and another Windows Security pop-up box asking for a password. The box should say it is connecting to your desired email address and have your NetID@tam.u.edu shown. Enter your NetID account password, click the box to remember my credentials, and then click OK. **If you do not select the box then you will need to enter your password each time you open Outlook or your authentication token expires.**



7. You should now see that your account was successfully added. Uncheck the “Set up Outlook on my phone, too” box and click done or leave the box checked and click done to be directed to a webpage to scan a QR code or receive a link to download and install Outlook on your personal phone or tablet.



8. If Outlook cannot find or connect to the mailbox you may see the below image. If you manually typed the email address, check the spelling of the mailbox for accuracy and click the first button to fix it. If the email address was auto populated during step two and you have confirmed the spelling is correct, it means your mailbox is not ready for use. Please contact the DoIT Service Desk at 979-862-7990 for assistance.

