

Add Microsoft 365 address to Outlook

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When you first start Microsoft Outlook, you will need to add an account. Follow the steps to add an Outlook.com or Microsoft 365 email account. After you've finished, you can add more accounts.

1. Open Outlook.
2. Type in your email address, then select **Connect**.
3. Type in your password and select **OK**.

Here's a short video clip on how to

<https://www.microsoft.com/en-us/videoplayer-nocookie/embed/RWfBMU?pid=ocpVideo1&maskLevel=20&market=en-us> add you mailbox to Outlook Dekstop