

OUTLOOK FOR WINDOWS (OFFICE 365)

This guide is compatible for the latest Windows version for Outlook version 2021.



1. Download the Outlook for Windows app from the Microsoft Store or by downloading Microsoft 365 CoPilot

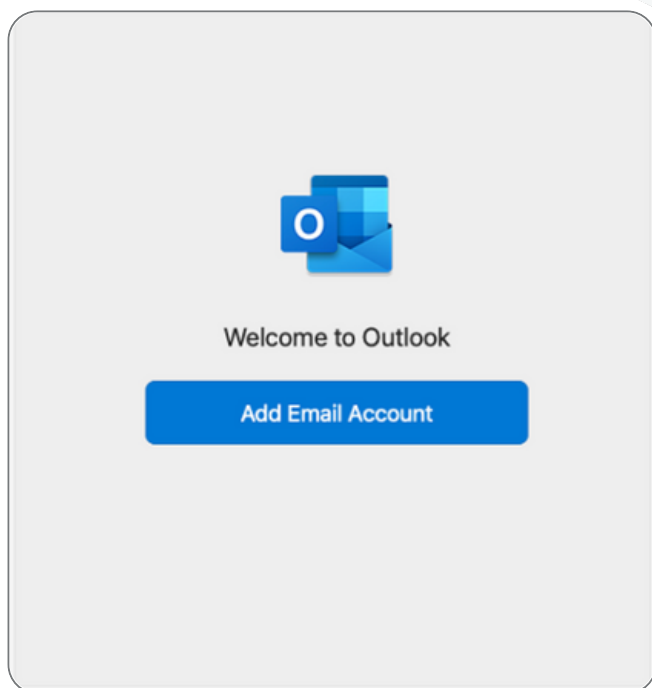


*Click this button to go directly to the Microsoft 365 CoPilot download page. Please navigate to and click **'Download for Windows'** to begin your download. Install and launch the Outlook app from the CoPilot app once downloaded.*

Click this button to go directly to the Outlook for Windows app on the Microsoft Store.

2. Once downloaded, open the app

Select '**Add Email Account**' to add an email account.



3. Enter your email address and click 'Connect'

If you do not have a Microsoft account, select '**Create an Outlook.com email address to get started**' and follow the prompts to create a new account.

Email address

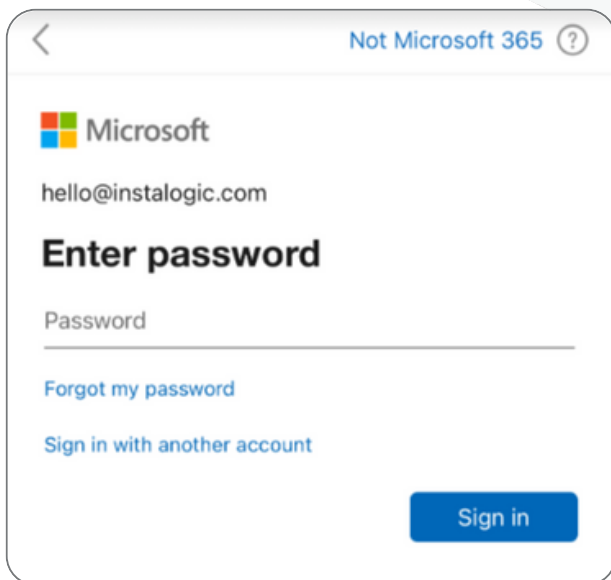
Advanced options ▼

Connect

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

4. Enter your account password and click ‘Sign-In’

If multi-factor authentication is enabled for your account, follow the steps provided to complete the verification process. This may require the **Microsoft Authenticator** app to verify your identity.



< Not Microsoft 365 ?

 Microsoft

hello@instalogic.com

Enter password

Password

[Forgot my password](#)

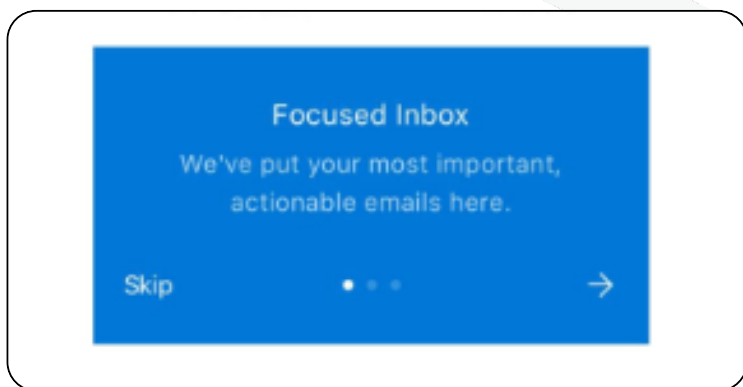
[Sign in with another account](#)

Sign in

After sign-in, if prompted to add another account, select ‘**Maybe Later**’ to skip, or click ‘**Add Account**’ to add a second account.

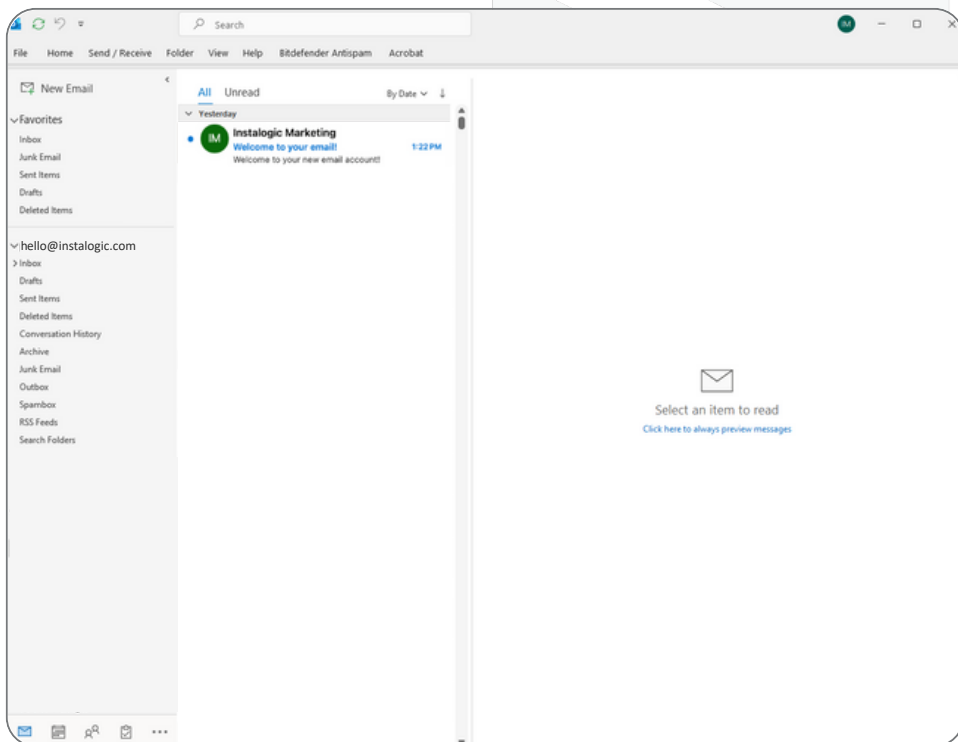
You can always add another account at a later time through the app settings.

5. If prompted, go through the app tutorial by clicking the bottom right arrow, or tap 'Skip' to skip it



6. Once you see your Inbox, you are all set!

Please allow a few moments for your mail to fully download.



For any questions or further assistance, email us support@instalogic.com