Accessing your M365 mailbox through Microsoft Outlook

After you have been notified that your mailbox has been switched over you will follow the instructions below on your Office computer:

1. Reboot your computer.
2. Log back into your Windows profile.
3. Wait 60 seconds for the Outlook client to automatically open (if Outlook does not automatically open after 60 seconds, you can manually open it)
4. Click Ok on the window that appears below

![Choose Profile]

5. On the Welcome to Outlook screen below, erase what is autofilled and type in your CUNY username (e.g. firstname.lastname##@login.cuny.edu) and then click Connect.

![Welcome to Outlook]
6. On the next screen, type in your CUNY username and password (e.g. firstname.lastname##@login.cuny.edu and then click login. You will be prompted to complete your Multi Factor Authentication.

7. 

8. On the following screen you can click OK or “No, sign in to this app only.”
9. Click Ok on the screen below and then Outlook will open with your M365 mailbox ready for use.