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
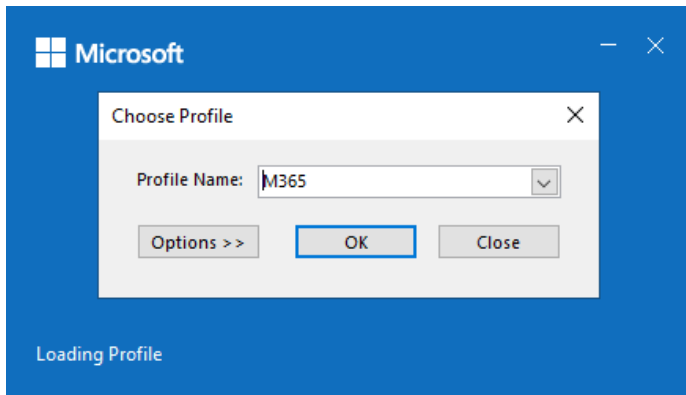
5. On the Welcome to Outlook screen below, erase what is autofilled and type in your CUNY username (e.g. firstname.lastname##@login.cuny.edu) and then click Connect.
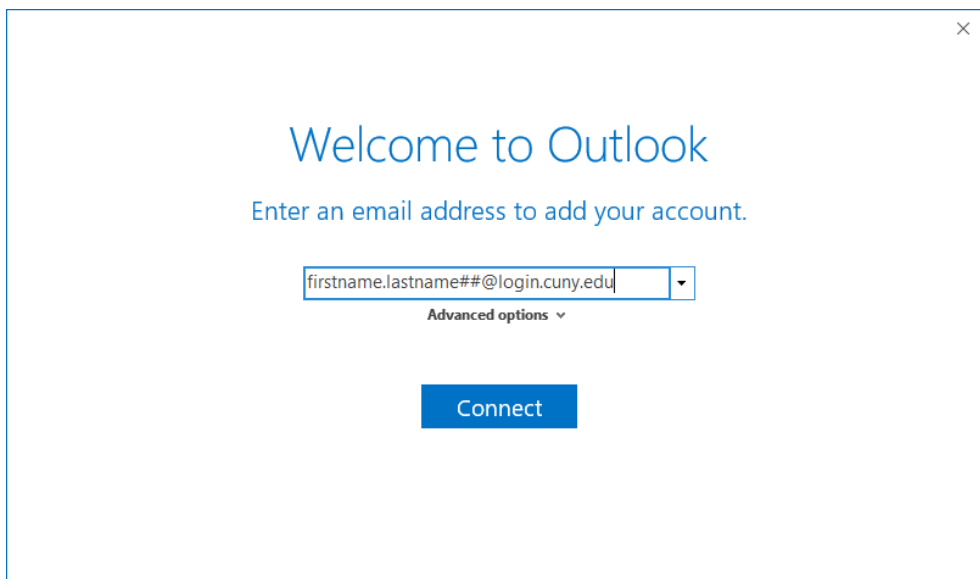
6. On the next screen, type in your CUNY username and password (e.g. firstname.lastname##@login.cuny.edu and then click login. You will be prompted to complete your Multi Factor Authentication.

CUNY

Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the CUNY Acceptable Use of University Data in the Cloud policy.

Log in with your CUNY Login credentials:

Username

firstname.lastname##@login.cuny.edu

Password

Login

> Forgot Password   > New User
> Forgot Username > Manage your Account

PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or

7.

8. On the following screen you can click OK or "No, sign in to this app only."

Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

No, sign in to this app only

OK

9. Click Ok on the screen below and then Outlook will open with your M365 mailbox ready for use.

Adding elias.hollander05@login.cuny.edu

Account setup is complete

OK

☐ Set up Outlook Mobile on my phone, too