

Add your @schools account to the Mail app for Windows

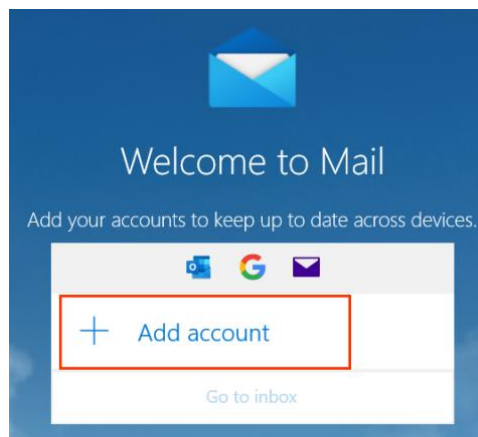
1. From the Start menu, open Mail.



Mail
App

2. If you've used the app before, select Settings Gear Settings, and choose Manage Accounts. Otherwise, continue to the next step.

3. Select Add account.




4. Choose Office 365.

Add an account

Add an account to Mail, Calendar, and People to access your email, calendar events, and contacts.

 Outlook.com
Outlook.com, Live.com, Hotmail, MSN

 Office 365
Office 365, Exchange

 Google

5. Enter your @schools Email address and select Next.

6. Select Work or school account, and then Continue.

 Work or school account
Assigned by your organization

Continue

7. Enter your @schools email address and password, and select Sign In.