Outlook Setup User Guide

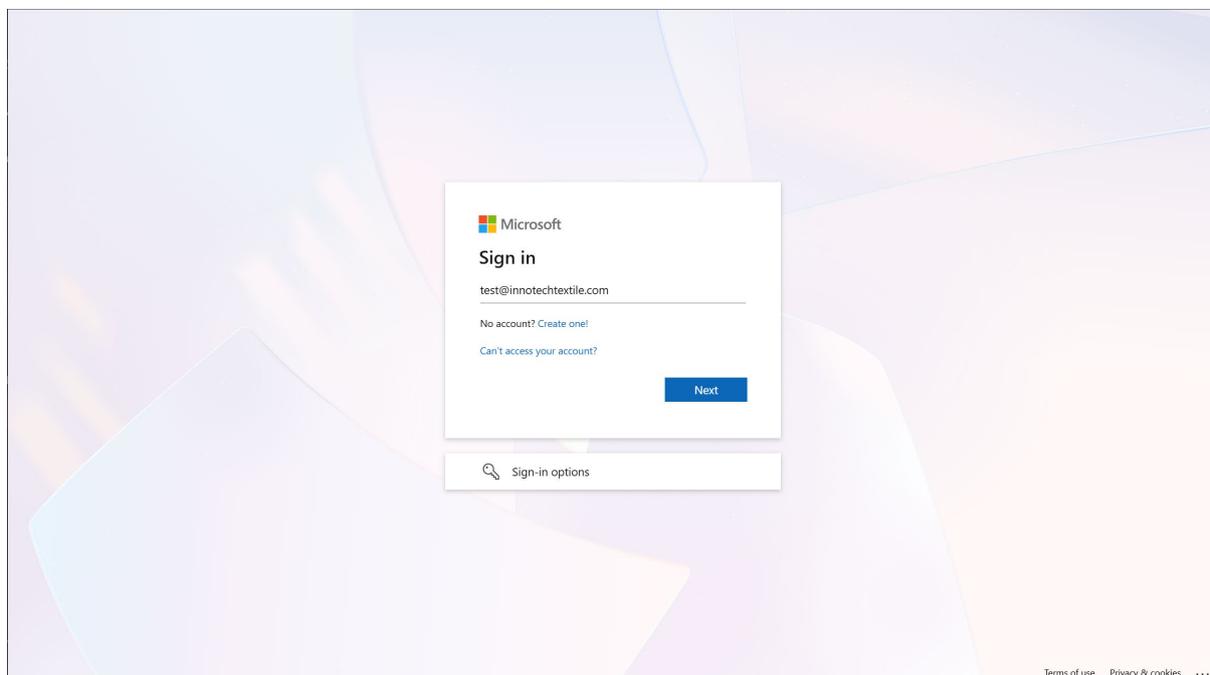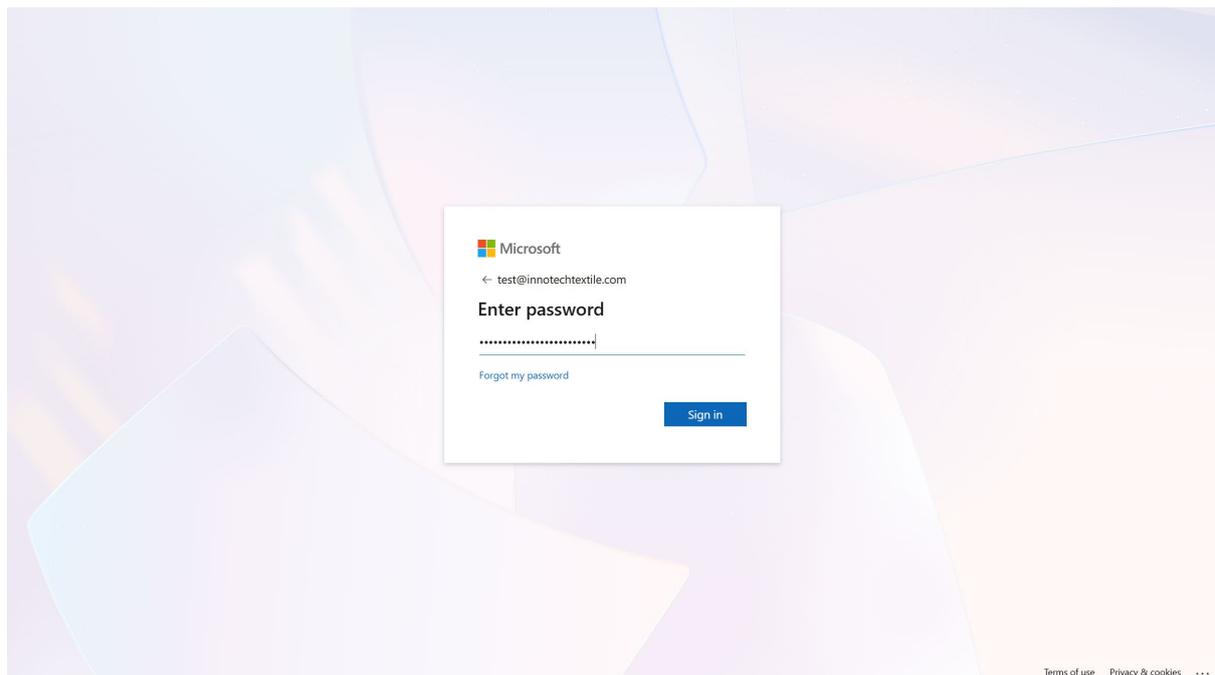1. Go to https://outlook.office.com (you may bookmark this for easy access)
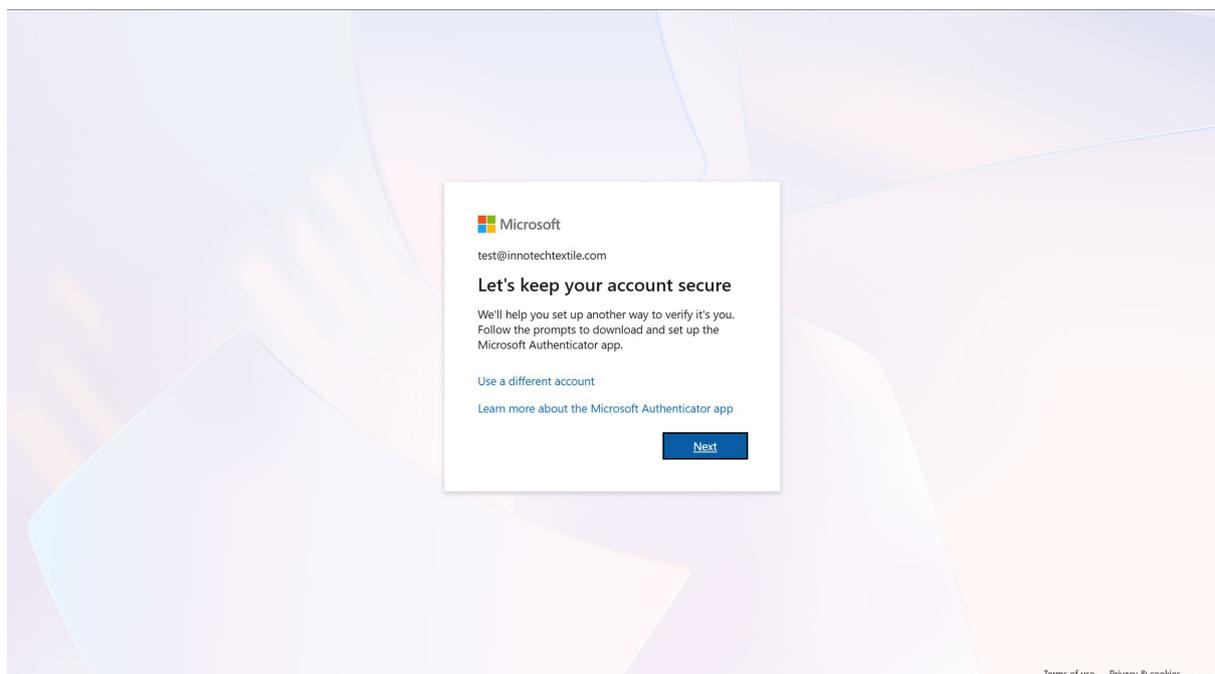2. Click "Sign In"
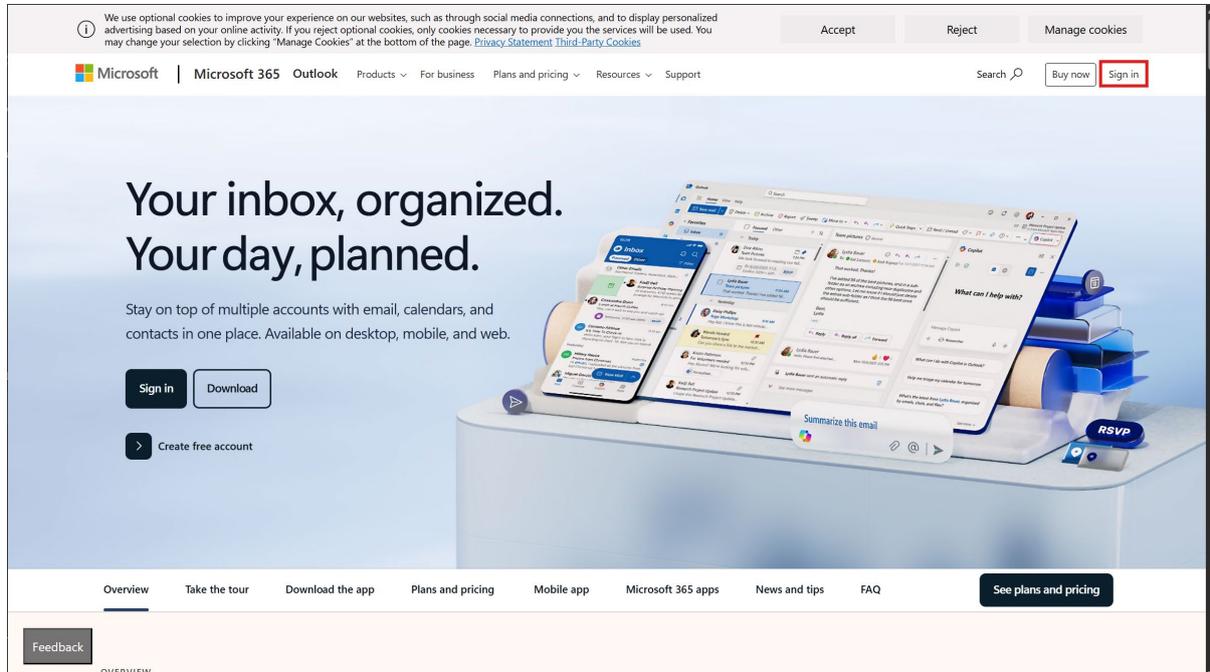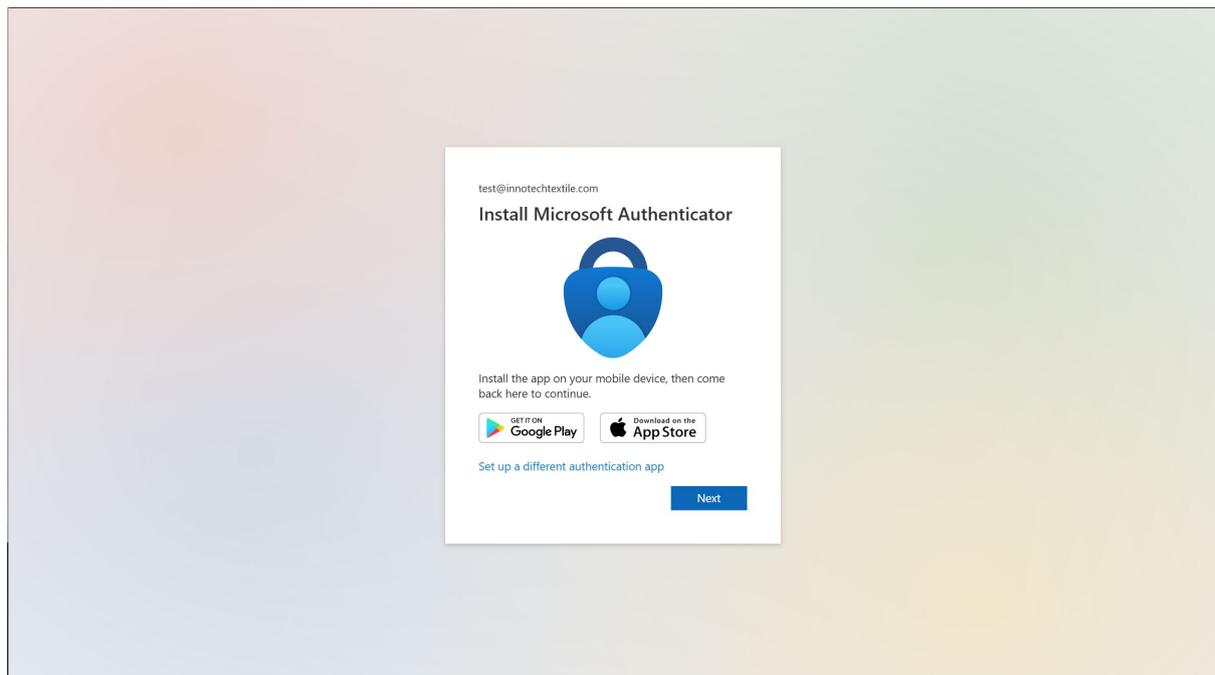

3. Enter your work email address

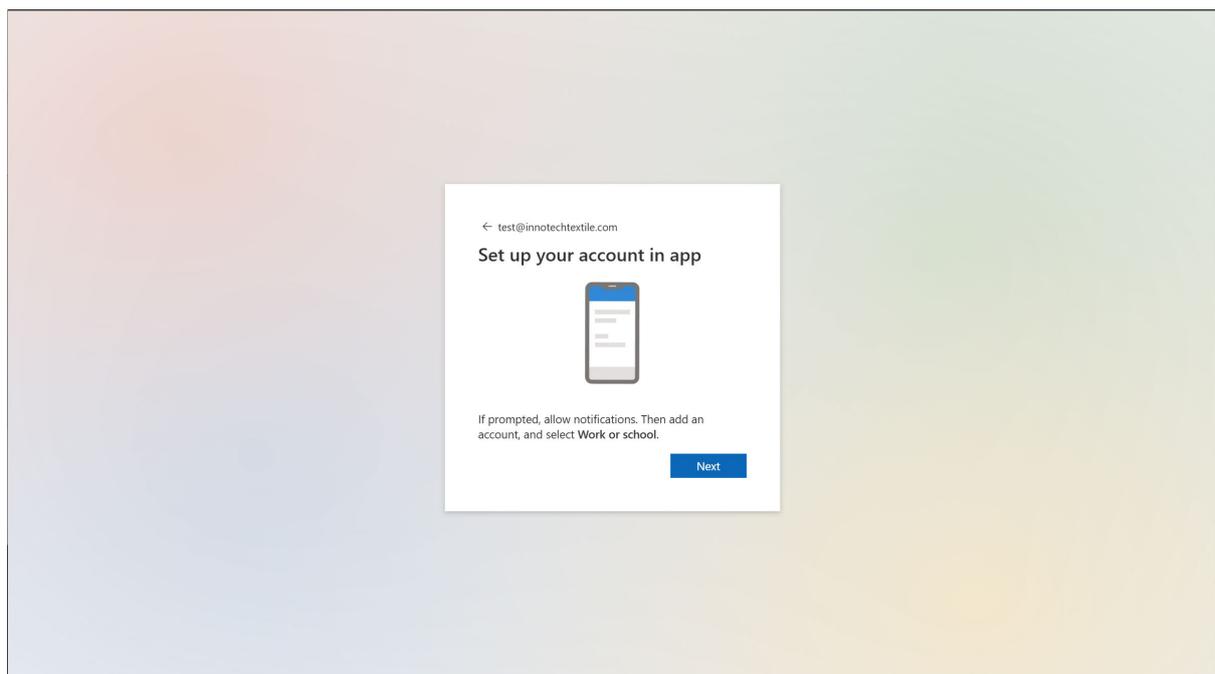4. Enter the password provided to you (you may change it after)

5. Proceed next, this is to setup Multi-Factor Authentication – required (MFA)
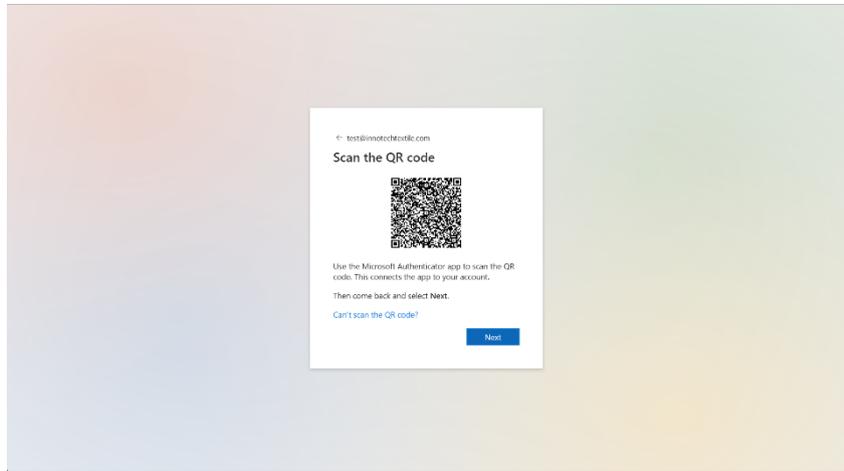
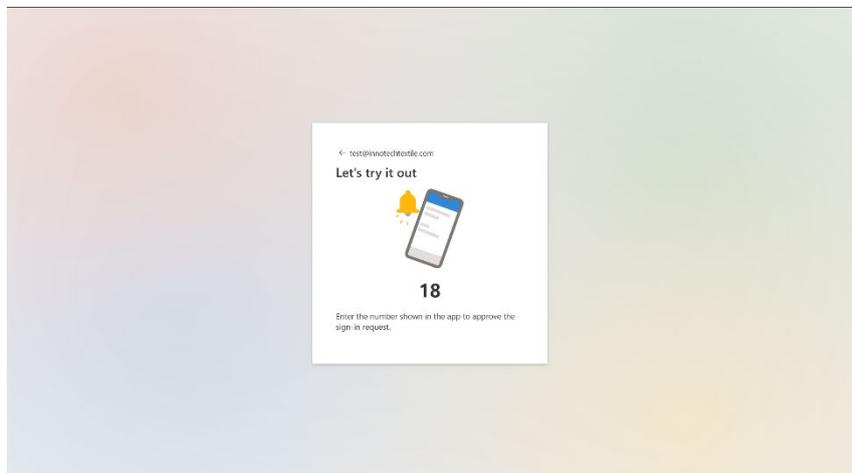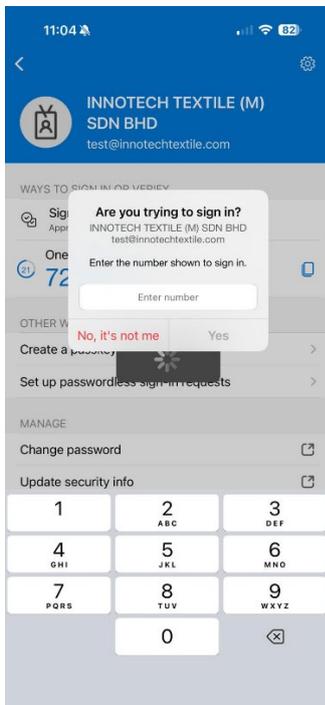6. Install "Microsoft Authenticator" on your mobile device.

7. Proceed to next step

8. Open "Microsoft Authenticator" on your phone, select "Scan QR Code", scan the QR that's shown on the screen.

9. On the app, enter the number that's shown on your screen, and click "Yes"

10. Yayyyy, your account is now setup, click "Done" now!