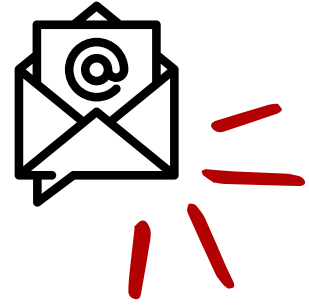


Set Up Your M365 Outlook Email

Quick Guide for Students



Step
1

Set Up Microsoft Authenticator

- 1 Download Microsoft Authenticator on your phone.



- 2 Approve the test notification.



TIPS

- Use outlook.office.com for quick web access.
- Check your junk folder often.
- Use the calendar to stay organized.

Outlook on Mobile:

- 1 Install the Outlook app.
- 2 Tap Add Account.
- 3 Enter your school email and password.
- 4 Complete Multi-Factor Authentication using Authenticator if prompted.
- 5 Tap Sign In.



Outlook on Desktop:

- 1 Open Outlook.
- 2 Go to File > Add Account.
- 3 Enter your school email and click Connect.
- 4 Complete login and Multi-Factor Authentication.
- 5 Click Done.



NEED HELP?

Contact IT

 helpdesk@cochise.edu

 (520) 515-5400



COCHISE COLLEGE
Technology Services