

# Office 365 Email Setup

## Access Office 365 Mail on the Web

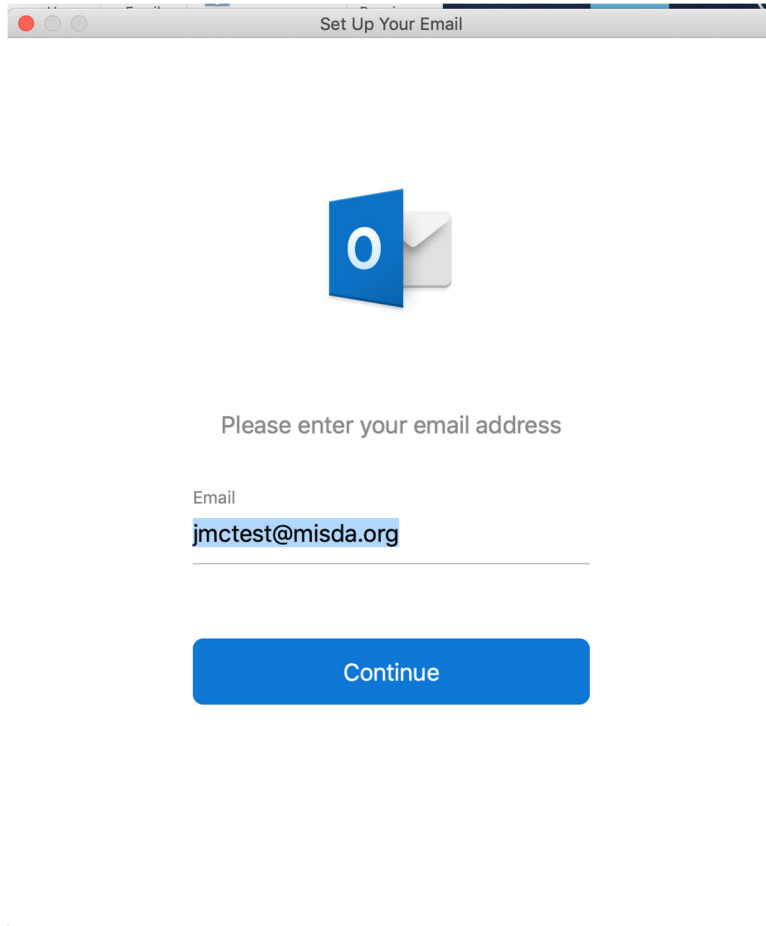
1. Go to the following web address: <https://outlook.office365.com>
2. Enter your MISDA email address: [sjohns@misda.org](mailto:sjohns@misda.org)
3. Click "Next"
4. Fill in your MISDA email password

## Office 365 Windows Outlook Setup


1. When you open Outlook, you will be prompted to enter your MISDA email address and password.
2. If it asks you for a verification notification on your cellphone or a verification number from your work phone, please go ahead and do so.

## Office 365 Mac Outlook Setup (If you are already using Outlook for your MISDA Email)

1. Type in your "MISDA Email Address" Example: [jmctest@misda.org](mailto:jmctest@misda.org)
2. Click Continue



Set Up Your Email



Please enter your email address

Email

Continue

a.

3. Type in your password
4. Click add account
5. Click Done