

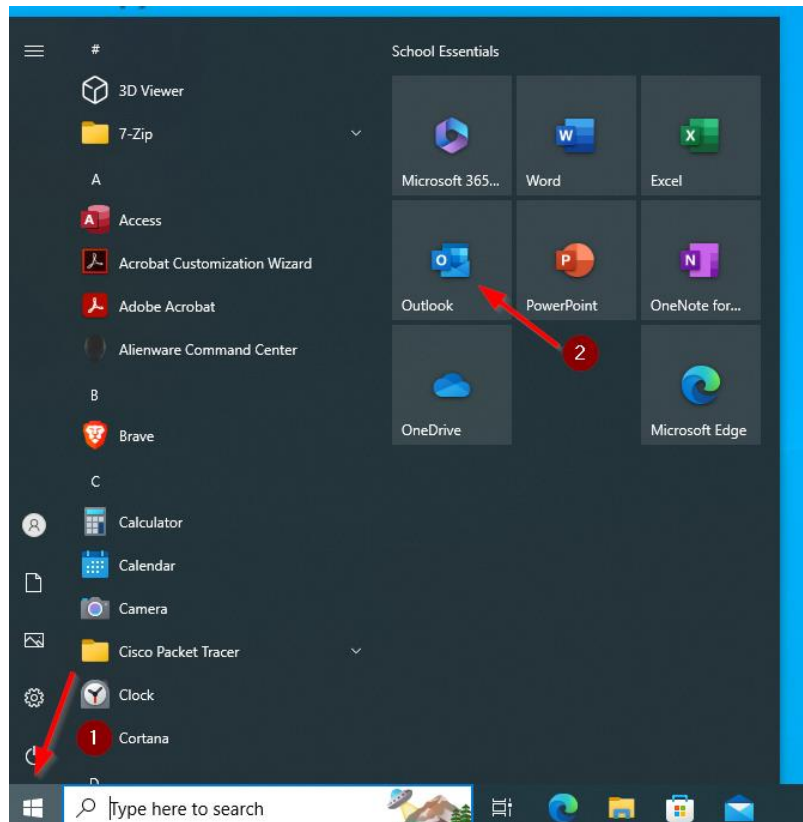
How to: Sign into Outlook

Introduction: The following guide will show you how to sign into the Outlook Application for the first time.

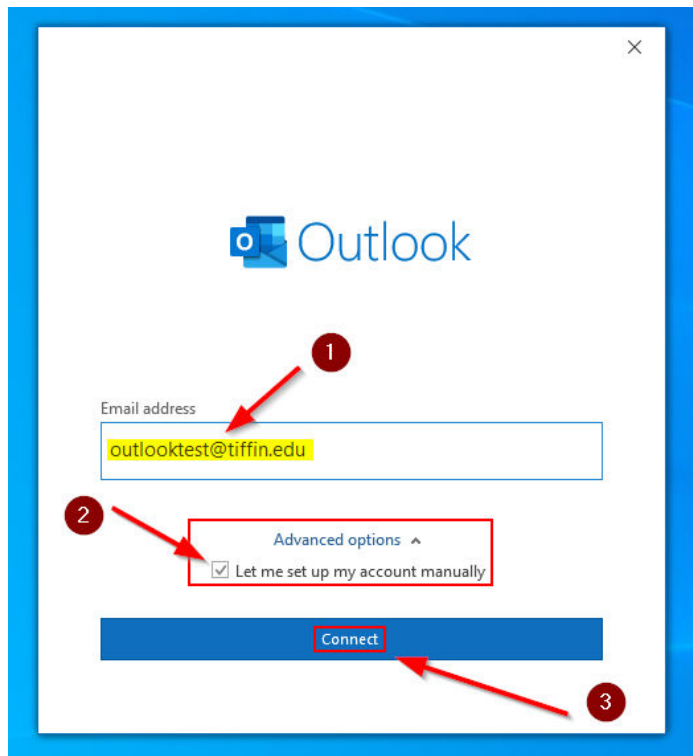
Prerequisites: Prior to following this guide, please ensure that you have setup MFA (Multi-factor Authentication) on your account.

Step-by-step guide:

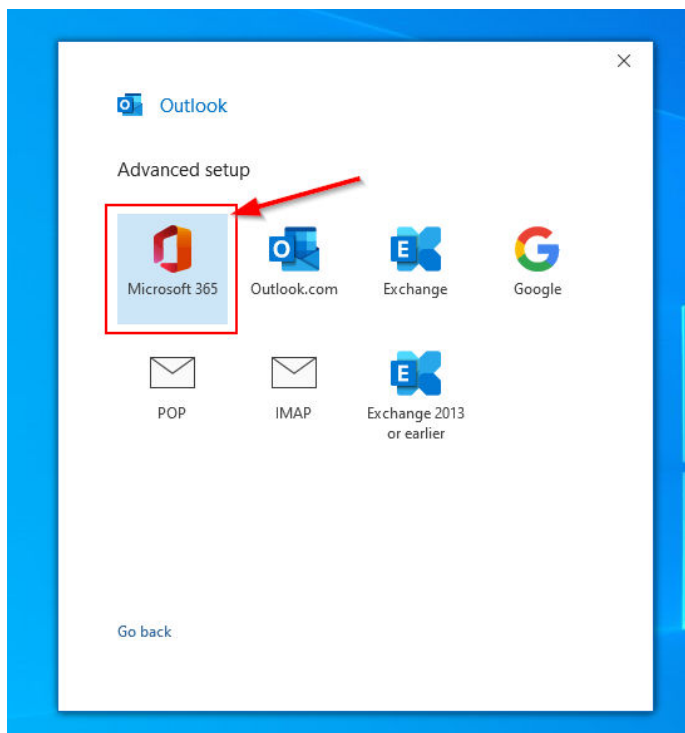
1. Open the Start Menu at the bottom left of your screen
2. Select "Outlook" from the tiles on the right



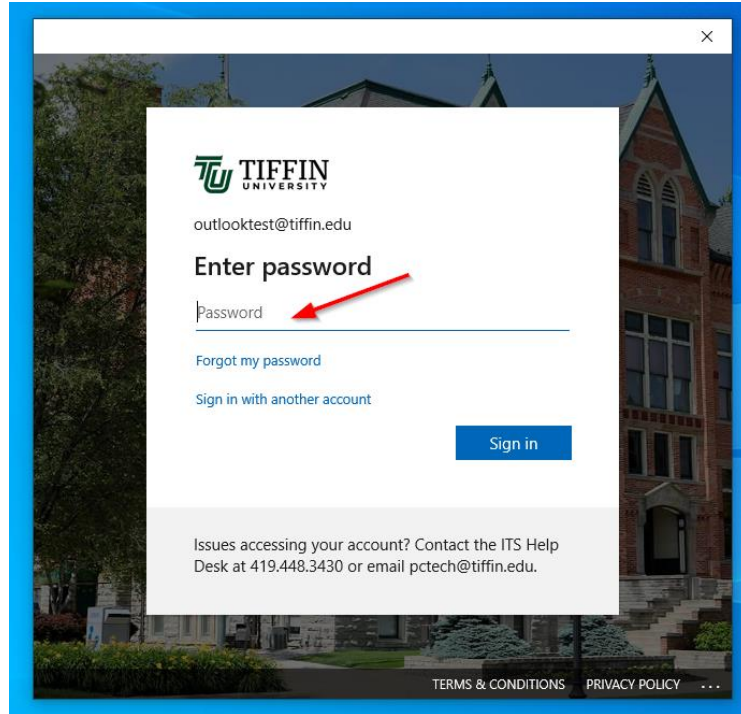
3. Verify that the correct email address is listed in the “Email Address” Field
Then select “Advanced Options”
Checkmark “Let me setup my account manually”
Select “Connect”



4. In Advanced Setup, select “Microsoft 365”



5. Sign in to your TU account and Authenticate with MFA (Multi-factor Authentication)



TIFFIN UNIVERSITY

outlooktest@tiffin.edu

Enter password

Password

[Forgot my password](#)

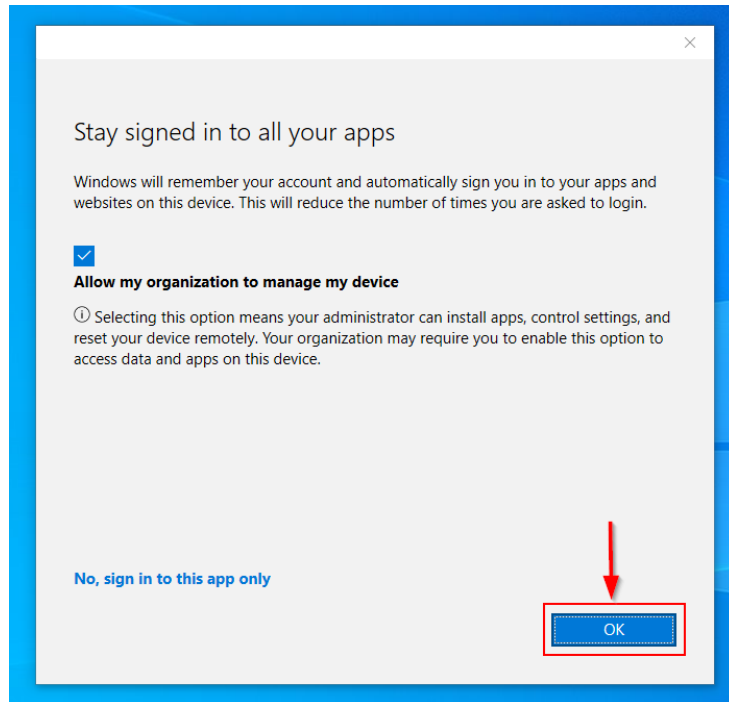
[Sign in with another account](#)

Sign in

Issues accessing your account? Contact the ITS Help Desk at 419.448.3430 or email ptech@tiffin.edu.

[TERMS & CONDITIONS](#) [PRIVACY POLICY](#) ...

6. Once successfully signed in, Select "OK" on the next prompt.



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.

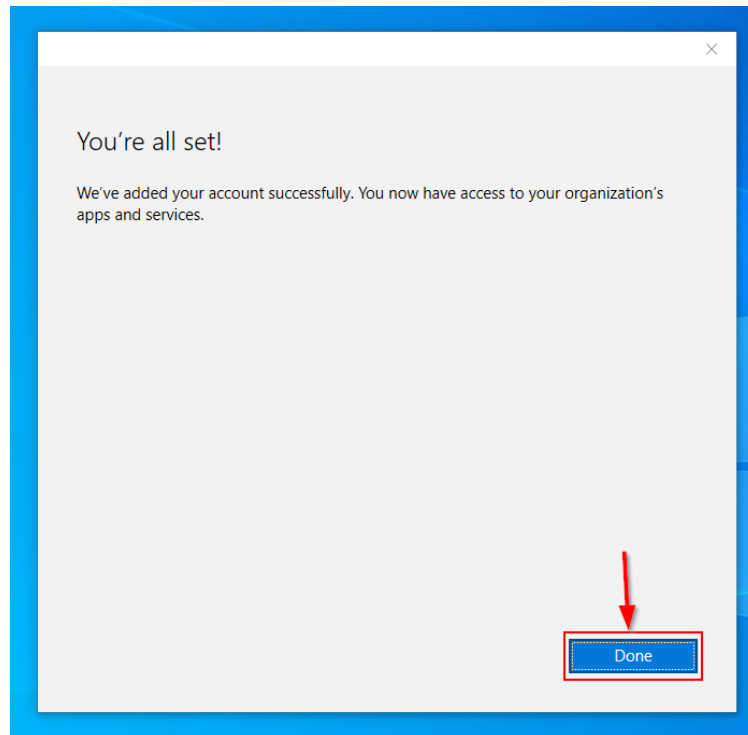
☒ **Allow my organization to manage my device**

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

[No, sign in to this app only](#)

OK

7. On the final prompt, select “Close”
Outlook will now open and generate your emails.



8. Finished.