SETTING UP YOUR OUTLOOK EMAIL ACCOUNT
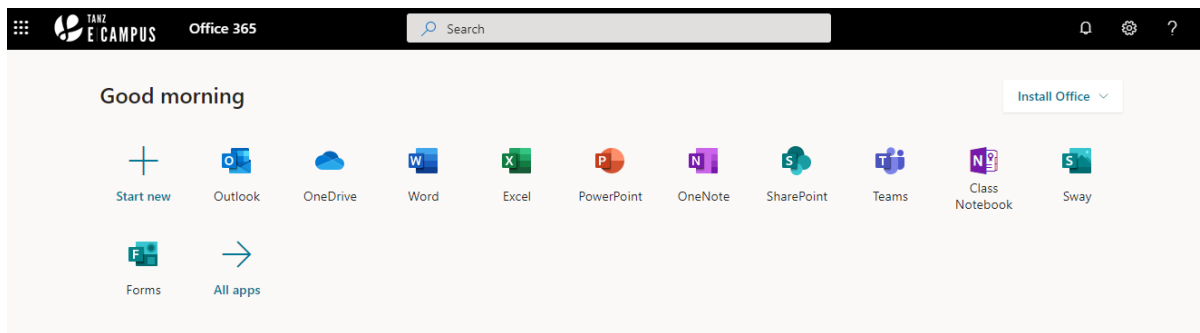
and other TANZ eCampus Office 365 applications

1. Open your browser and go to portal.office.com

2. Enter your TANZ eCampus username and password

3. Select **Next**

4. Follow the registration process to keep your account secure. You can skip this step if necessary.

5. You will be taken to your Office 365 dashboard

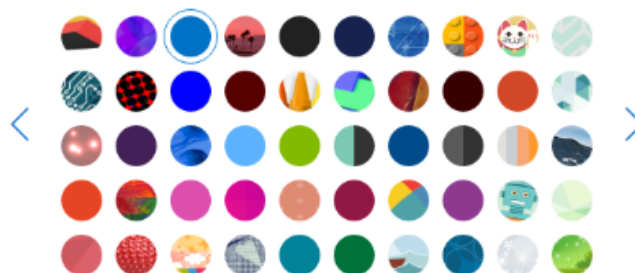6. Double-click on the Outlook icon

WHEN YOU LOG IN TO OUTLOOK FOR THE FIRST TIME, YOU WILL NEED TO SET UP YOUR MAILBOX

1. Set your language and timezone

2. Choose a theme

3. Select **Get Started**