**ACCESSING EMAIL FROM OUTLOOK ON COMPUTER**

1. From the Start menu, type “Outlook”. You should see the application show up. Press the “Enter” key.

A screenshot of a cell phone

Description automatically generated

1. Your name should already be populated in the next box. Select “Connect”. When prompted for password, enter the password that you created when logging into the computer.

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1. Once setup is complete, you will be brought to the below screen. Un-check the box at the bottom for “Set up Outlook Mobile on my phone, too” and select “Done”.

A screenshot of a cell phone

Description automatically generated

1. You will then be brought to your inbox. You will see emails populate on the left-hand side.

A screenshot of a cell phone

Description automatically generated

\*\*\*You may be prompted to sign in again to activate the Office suite. You will sign in using your SLCC email address and password.

\*\*\*If further assistance is needed, please contact the IT Helpdesk.

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