

Office365  
Setup Outlook ProPlus for the First Time

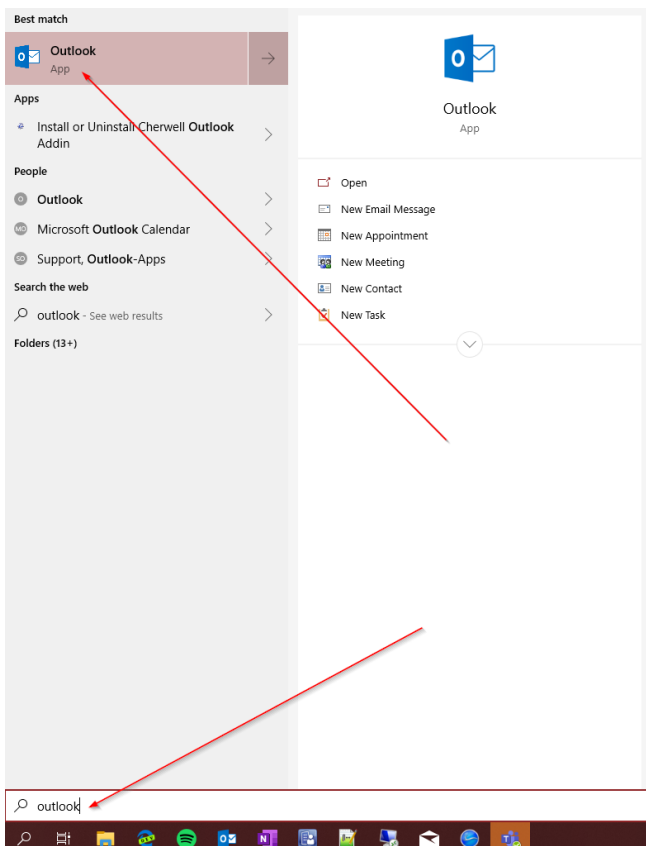
**Purpose: To show the user how to log into Outlook ProPlus using an Office 365 Account**

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**Steps:**

**\*\*\*Remember, you have to have Microsoft Office 365 ProPlus or Office 2019 to log in for Email. If you don't know what version you have, then make a ticket with the IT Service Desk for an upgrade of Microsoft Office\*\*\***

1. Click the Windows Start Button and type in "Outlook" then click the Outlook Icon when it shows up:



2. Once Outlook opens, you should see your "first.last@louisiana.edu" email address in the blank already.

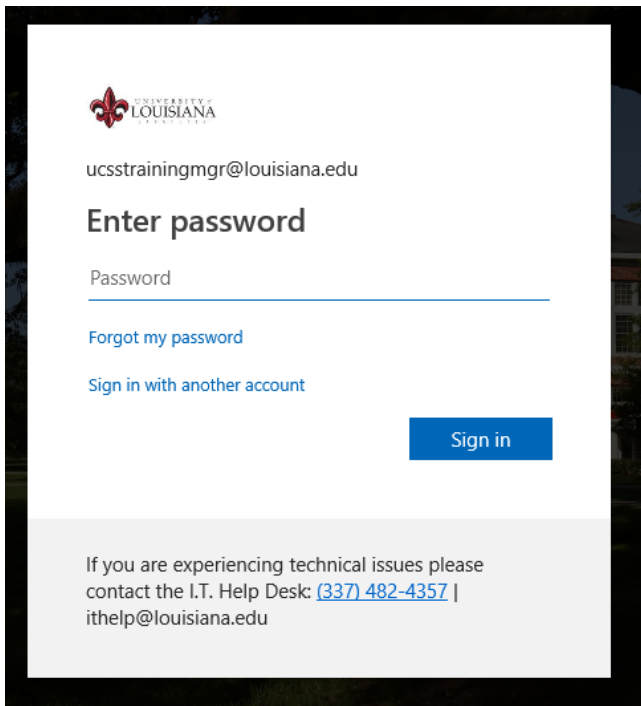
# Welcome to Outlook

Enter an email address to add your account.

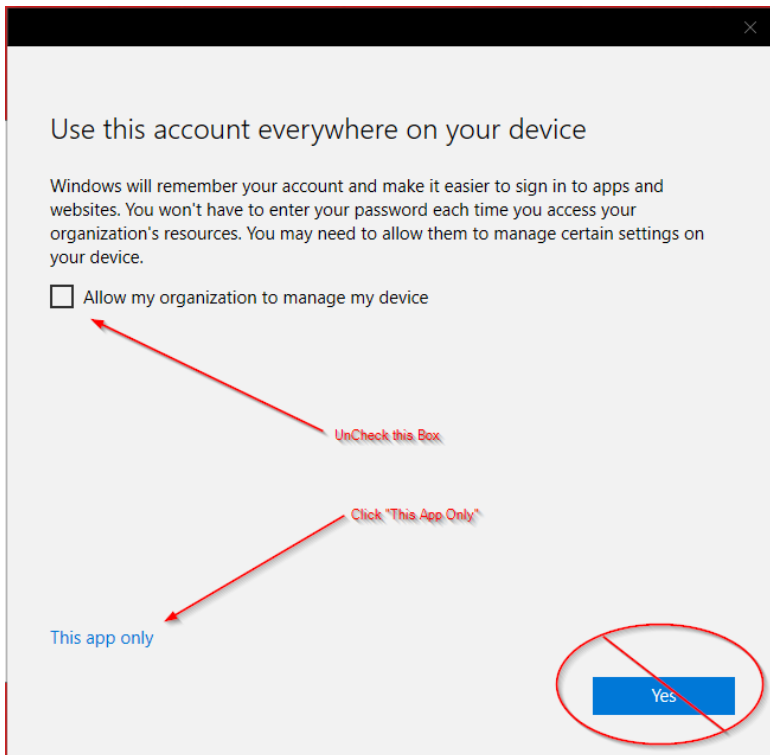
  
**Advanced options** ▾

Connect

3. Click CONNECT and then a password blank should come up. Enter your password:



4. Next you will see this window on Windows 10 Machines:

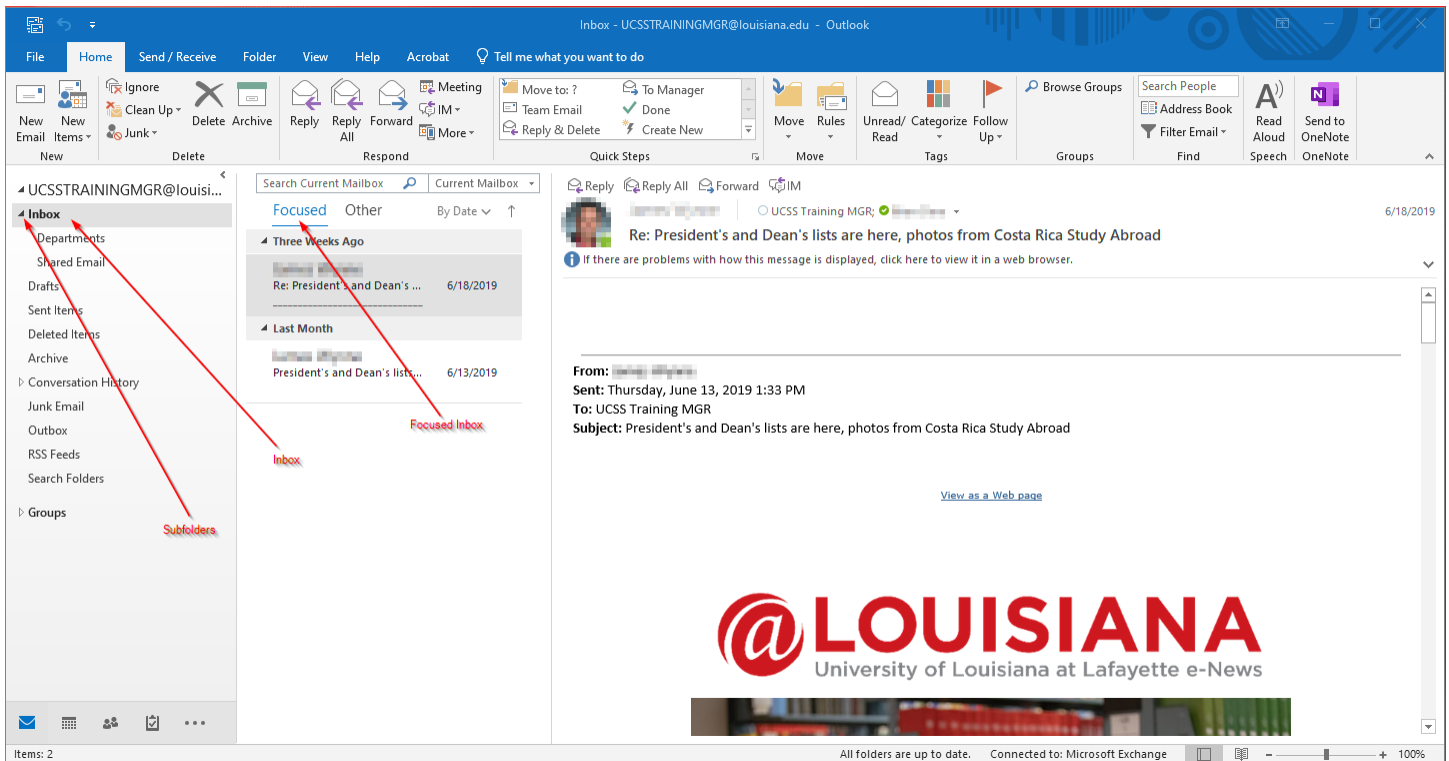


5. Uncheck "Allow Organization to Manage My Device" and Click "THIS APP ONLY" and it should continue.

Adding [ucsstrainingmgr@louisiana.edu](mailto:ucsstrainingmgr@louisiana.edu)  
Account setup is complete



6. Once you see this, uncheck "Set Up Outlook on my phone" and then hit OK.



7. Outlook should come up and have your email load. That is it. You are fully configured for Outlook with Office 365.

**TIPS:**

-If you want to turn off the Focused Inbox and have function as a single Inbox. Look for the tutorial here: <https://servicedesk.louisiana.edu/office365help>

-If you need to upgrade to Office 365 ProPlus, you can contact the IT Service Desk @ #2HELP.

For Information on How to use Outlook.com you can go to our Office 365 Training page where we have multiple tutorials by the It Service Desk and links to Microsoft Tutorials.

<https://servicedesk.louisiana.edu/get-help/knowledgebase/office365-education-deployment-project/office-365-training-help>