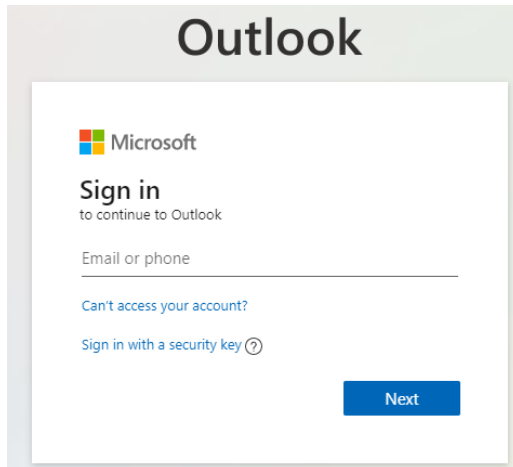


# Signing into Microsoft Outlook

The Microsoft Outlook App gives access to your MyCaveHill Mail. Follow the steps to setup the email account.

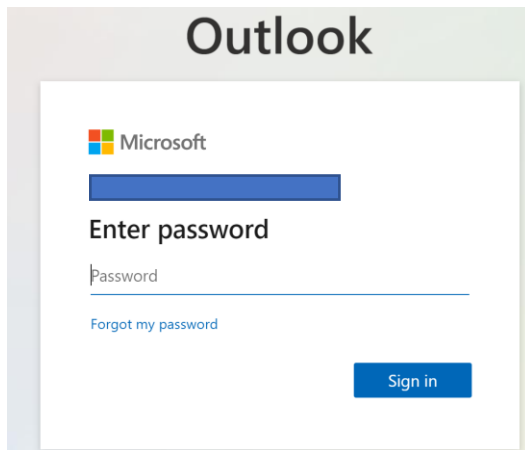
Sign into [Microsoft 365](#)

Enter your email address provided in the **Sign in** box. Click **Next**.



The screenshot shows the Outlook sign-in interface. At the top, the word "Outlook" is displayed in a large, bold, black font. Below this, the Microsoft logo is visible, followed by the text "Microsoft". The main heading is "Sign in", with the subtext "to continue to Outlook" underneath. There is a text input field labeled "Email or phone". Below the input field, there are two links: "Can't access your account?" and "Sign in with a security key ?". A blue "Next" button is positioned at the bottom right of the sign-in box.

Enter your password, click **Sign in**.



The screenshot shows the Outlook password entry interface. At the top, the word "Outlook" is displayed in a large, bold, black font. Below this, the Microsoft logo is visible, followed by the text "Microsoft". The main heading is "Enter password", with a blue bar above it. There is a text input field labeled "Password". Below the input field, there is a link "Forgot my password". A blue "Sign in" button is positioned at the bottom right of the password entry box.

You will be taken to your inbox page.

Outlook

Search

New message

Mark all as read Undo

Favorites

Folders

Inbox 1

Promotions 23

Public Information

Reset Requests 1601

Drafts 8

Inbox ★

Microsoft on behalf of your organization Acc

Yesterday

You have new messages in Teams Aly

This week

Microsoft 365 Message center We

Microsoft on behalf of your organization Acc

The image shows a screenshot of the Microsoft Outlook web interface. At the top, there is a blue header bar with the Outlook logo and a search bar. Below the header, there is a navigation pane on the left with icons for mail, calendar, and contacts. The main area displays the 'Inbox' folder, which is currently selected. The inbox contains several messages, including one from 'Microsoft on behalf of your organization' and another from 'Microsoft 365 Message center'. The interface is clean and modern, with a light gray background and blue accents.