

Setting up Outlook (Classic)

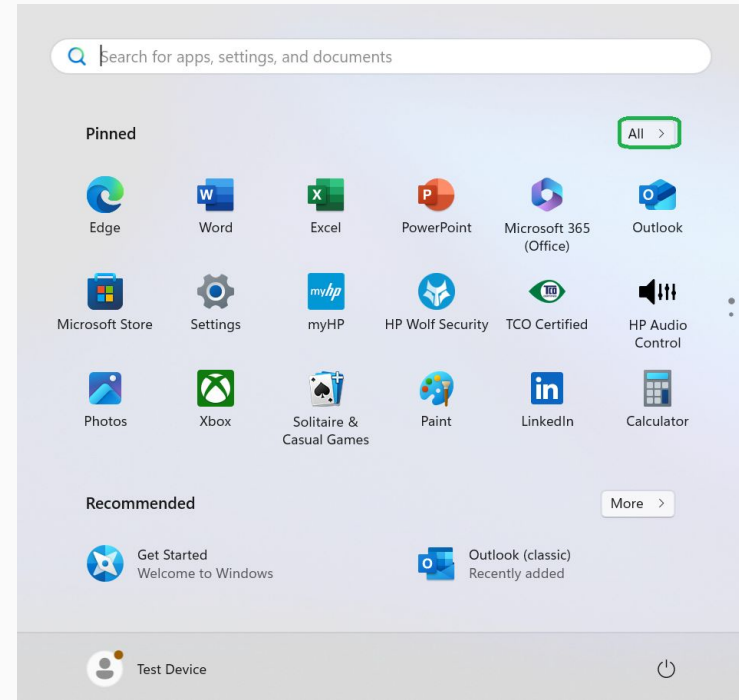


Open up Outlook (Classic) App

Step 1: Click on Windows button at bottom of screen

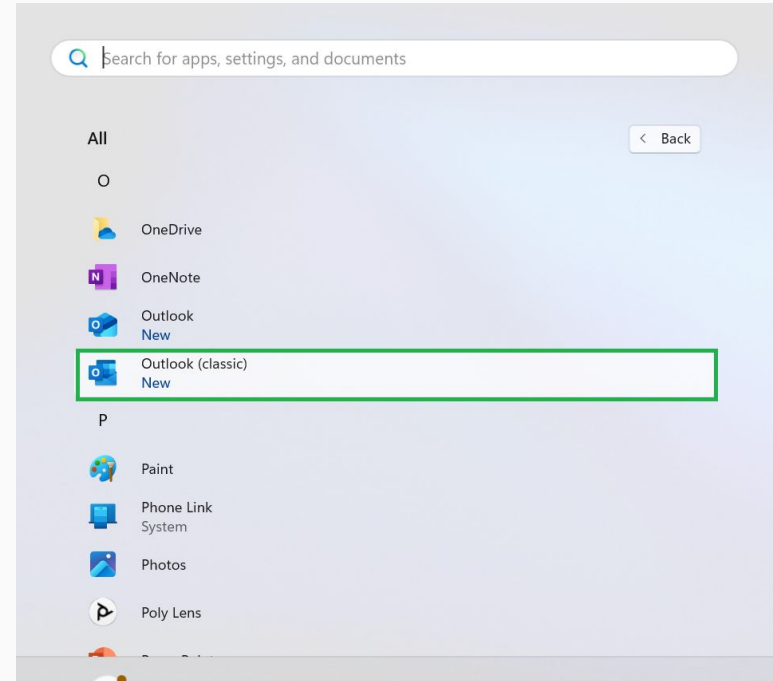
Step 2: Click on all

Note: Do not use the Outlook (New) app for Mayfield Email.



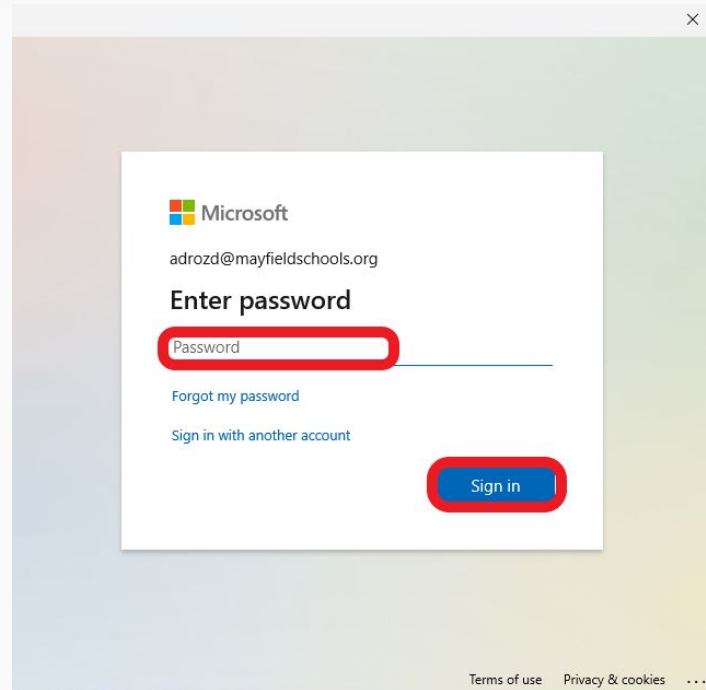
Open up Classic Outlook App

Step 1: Click on Outlook (Classic)



Enter Your Email Credentials

- **Click Sign In**

A screenshot of a Microsoft sign-in window. The window has a white background with a light gray border. At the top left is the Microsoft logo. Below it is the email address 'adroz@mayfieldschools.org'. The main heading is 'Enter password'. Below this is a password input field with a red border. To the right of the input field is a blue line. Below the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button with a red border. At the bottom of the window are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.

Microsoft

adroz@mayfieldschools.org

Enter password

Password

[Forgot my password](#)

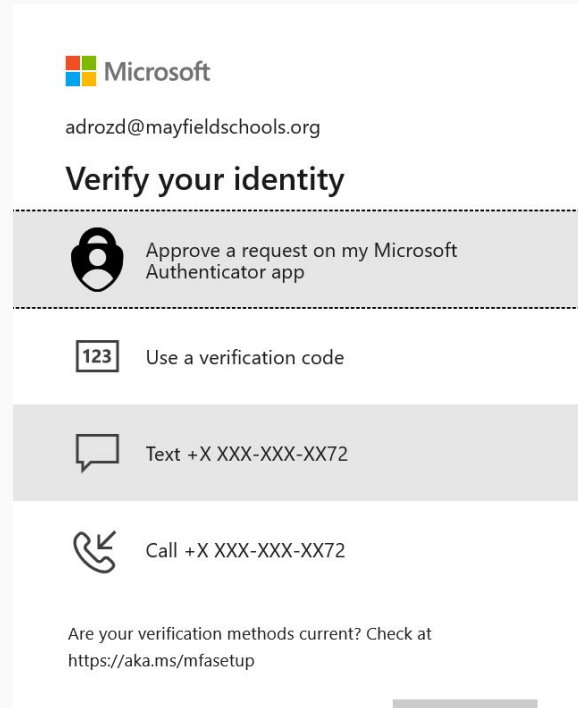
[Sign in with another account](#)

Sign in

[Terms of use](#) [Privacy & cookies](#) ...

2 Factory Authentication

- **Verify your identity with 2 factor**



- Click on Yes, All Apps to continue using Office 365 on your laptop

Automatically sign in to all desktop apps and websites on this device?

Selecting **Yes, all apps** will:

- Allow us to use your work or school account to sign you in to other desktop apps and websites you use on this device.
- Register this device with your organization, allowing your organization to view device information like the device's name.

Is this a shared device? If so, consider signing in to this app only.

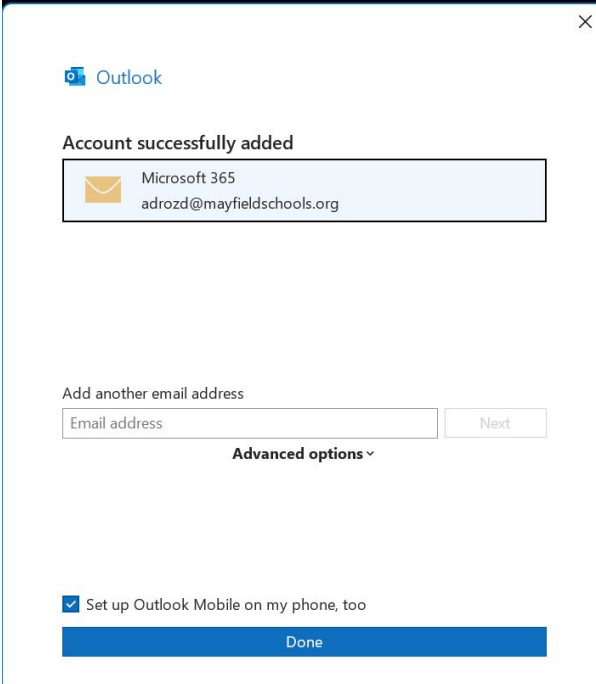
[Learn more](#)

Yes, all apps

No, this app only

Finalizing Setup

- Click Done
- Profile will load (May take several minutes)
- Inbox becomes available
- Setup Complete!



The screenshot shows the Outlook application window during the final setup phase. At the top, the Outlook logo is visible. Below it, a message states 'Account successfully added'. A box displays the account details: a mail icon, 'Microsoft 365', and the email address 'adroz@mayfieldschools.org'. Below this, there is a section titled 'Add another email address' with an input field labeled 'Email address' and a 'Next' button. Underneath is a link for 'Advanced options'. At the bottom, there is a checked checkbox for 'Set up Outlook Mobile on my phone, too' and a large blue 'Done' button.

Outlook

Account successfully added

Microsoft 365
adroz@mayfieldschools.org

Add another email address

Email address

Advanced options ▾

☒ Set up Outlook Mobile on my phone, too

Done