Setting up Outlook (Classic)
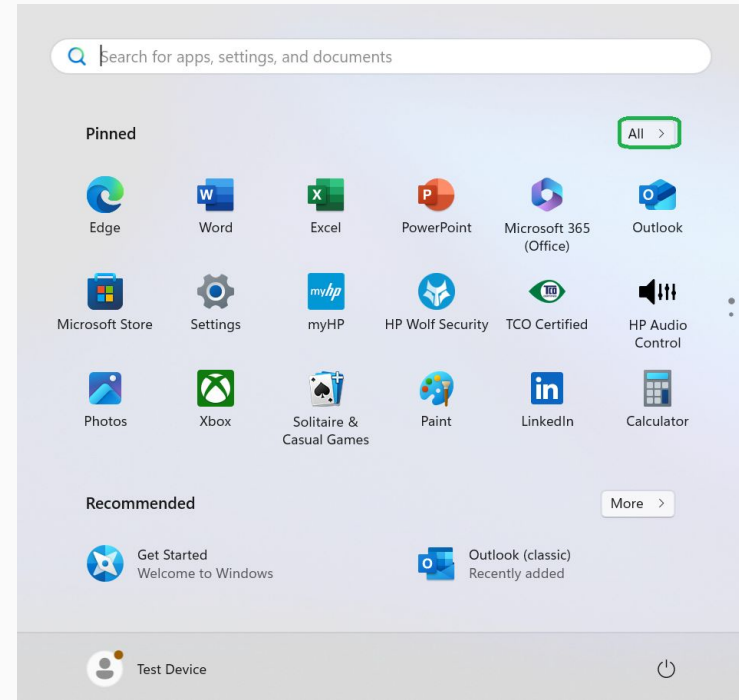
Open up Outlook (Classic) App

Step 1: Click on Windows button at bottom of screen
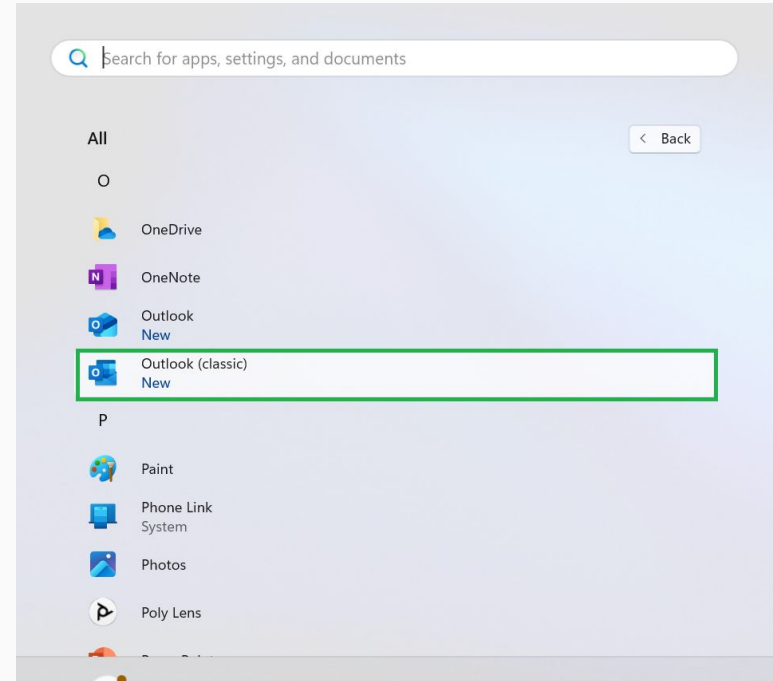
Step 2: Click on all

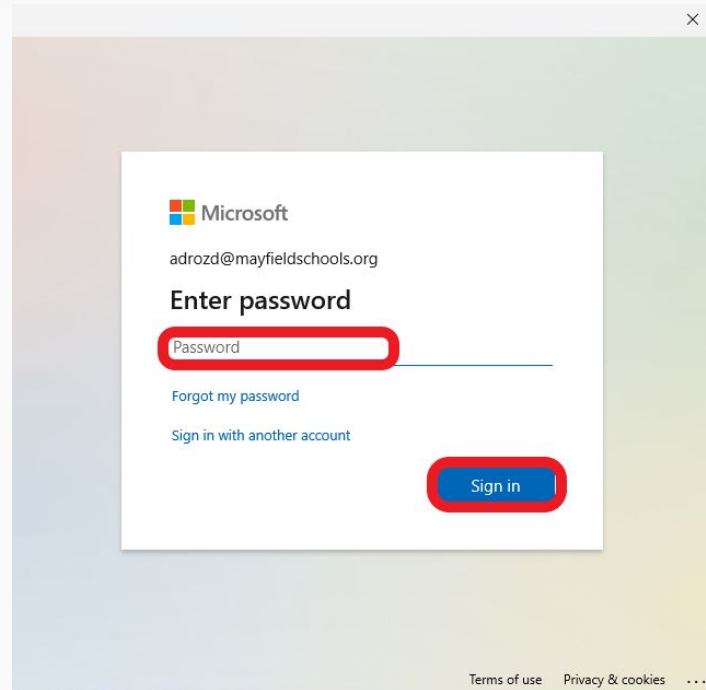**Note: Do not use the Outlook (New) app for Mayfield Email.**

Open up Classic Outlook App

Step 1: Click on Outlook (Classic)

Enter Your Email Credentials

- **Click Sign In**

2 Factory Authentication

- **Verify your identity with 2 factor**
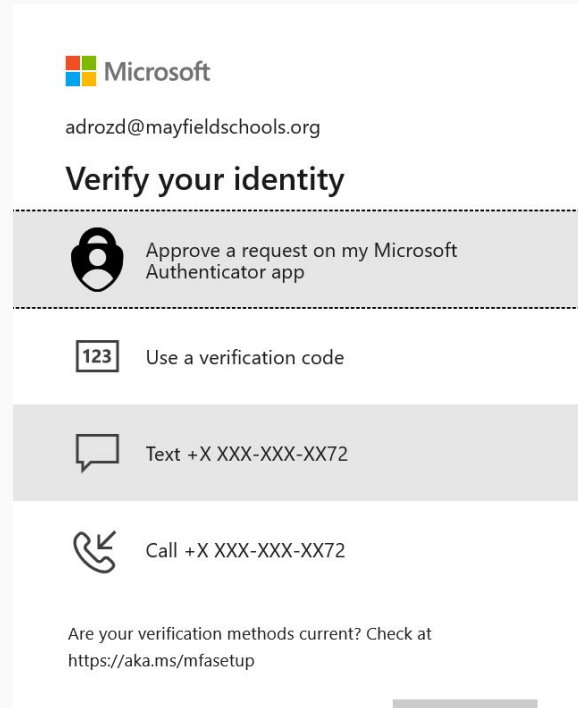
- Click on Yes, All Apps to continue using Office 365 on your laptop

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.
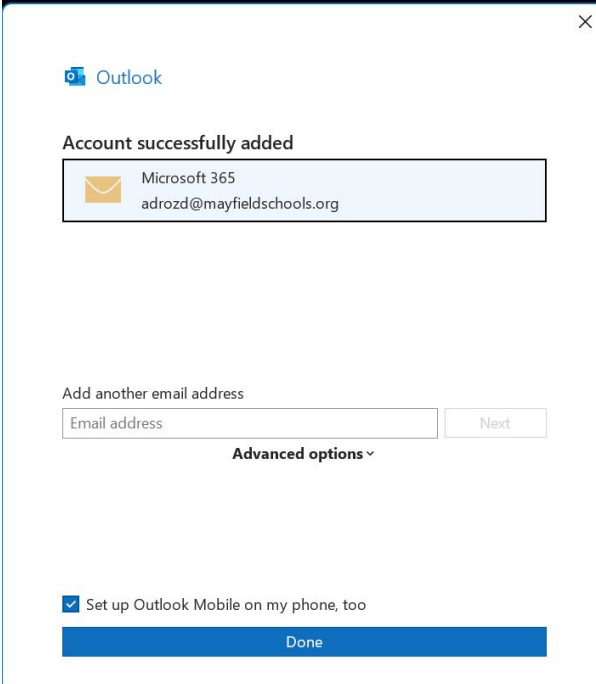
Learn more

Yes, all apps   No, this app only

Finalizing Setup

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