

# Microsoft Office 365 Installation

Go to the app store and search “outlook”. The logo will appear like the screenshot below. Install/download



Enter your work email and hit continue/add account

**Add Account**

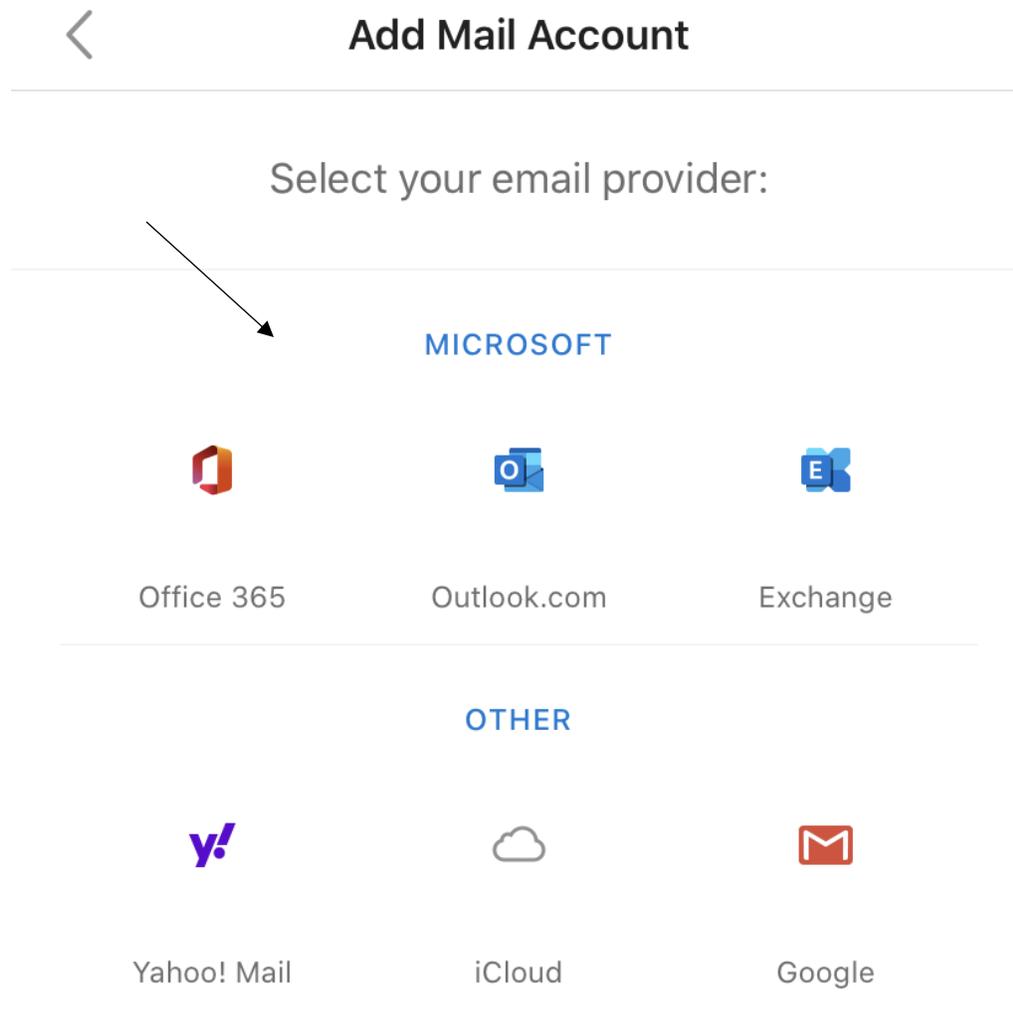
Enter your work or personal email

ddotson@freeportny.gov

Add Account

Create New Account

This screen may pop-up, if it does choose **Office 365** as the email provider.



Enter your village windows network password (the password you use to sign into computer).



ddotson@freeportny.gov

## Enter password

Password

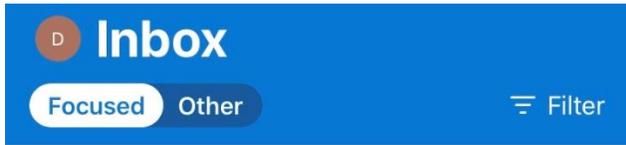
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[Forgot my password](#)

[Sign in with another account](#)

Sign in

Then your emails will start to populate after a few minutes

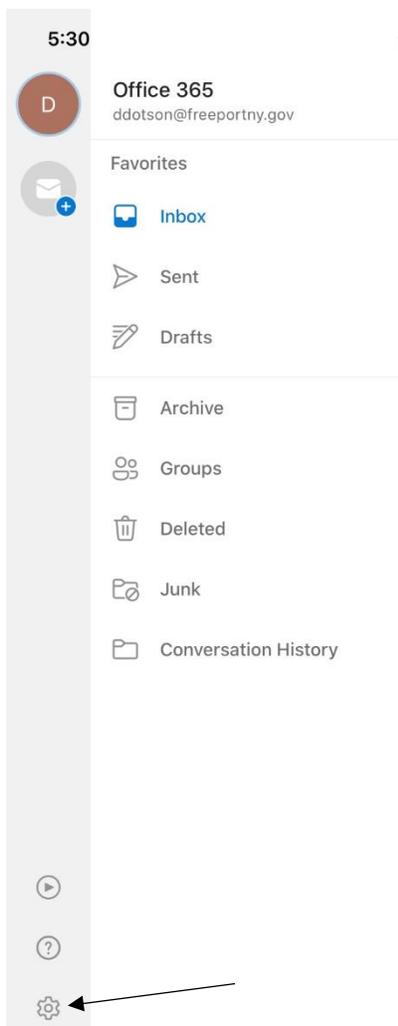


Settings and folders.

If you want to view or change your folders, click on the letter



## This screen will show



Click on that gear to access your settings. Within this menu, you will be able to change your signature, among other things



## Settings

Help & Feedback >

### Mail Accounts

 Office 365  
ddotson@freeportny.gov >

[Add Mail Account](#)

### Storage Accounts

 OneDrive  
office365@villageoffreeport.onmicrosoft.com >

[Add Storage Account](#)

### Mail

Notifications >

Default ddotson@freeportny.gov >

Signature  
[REDACTED] >

Swipe Options Set Up / Archive >

Focused Inbox 

Badge Count Focused Inbox >