

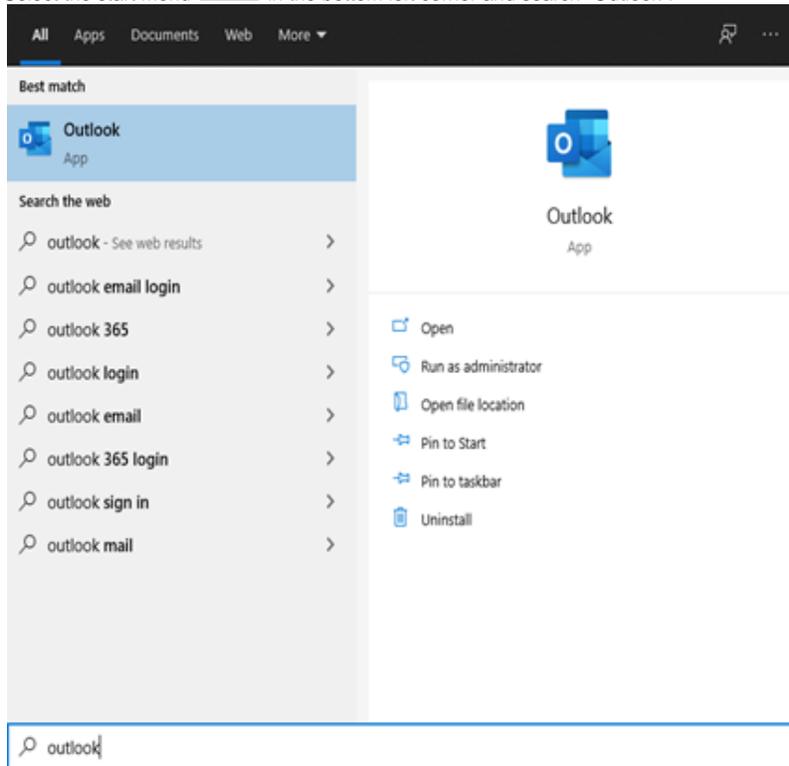
Accessing emails via Outlook app on Windows 10 device

Note: If you do not have Outlook installed, please follow the below link to download and install Office 365:

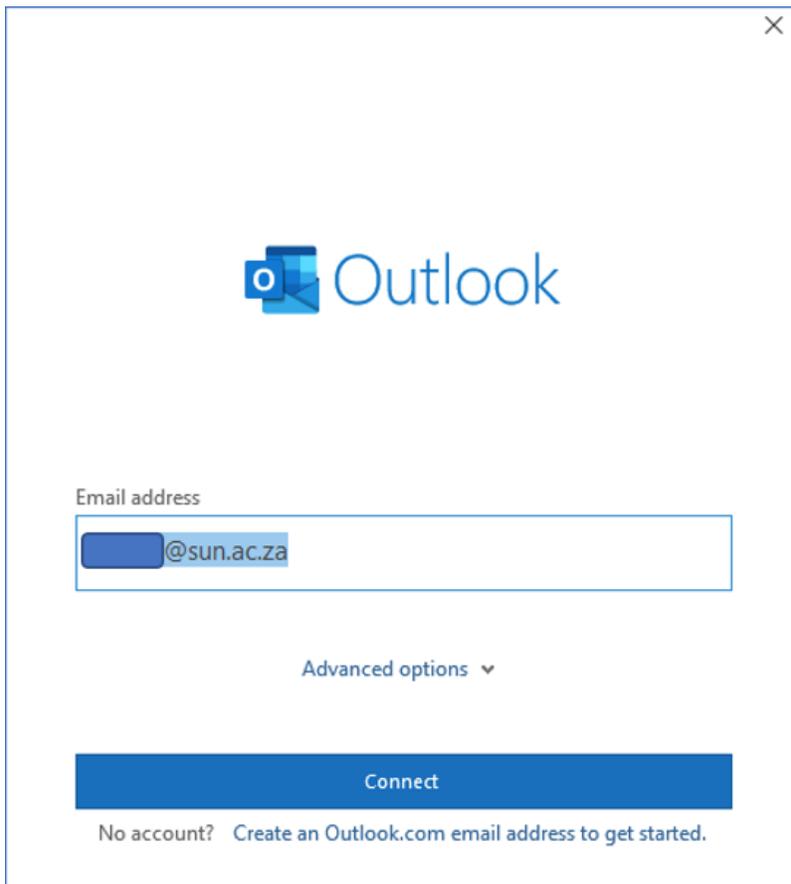
<https://servicedesk.sun.ac.za/kb/display/ITHUB/Installing+office+365>

Step-by-step guide

1. Select the start menu  in the bottom left corner and search "Outlook".



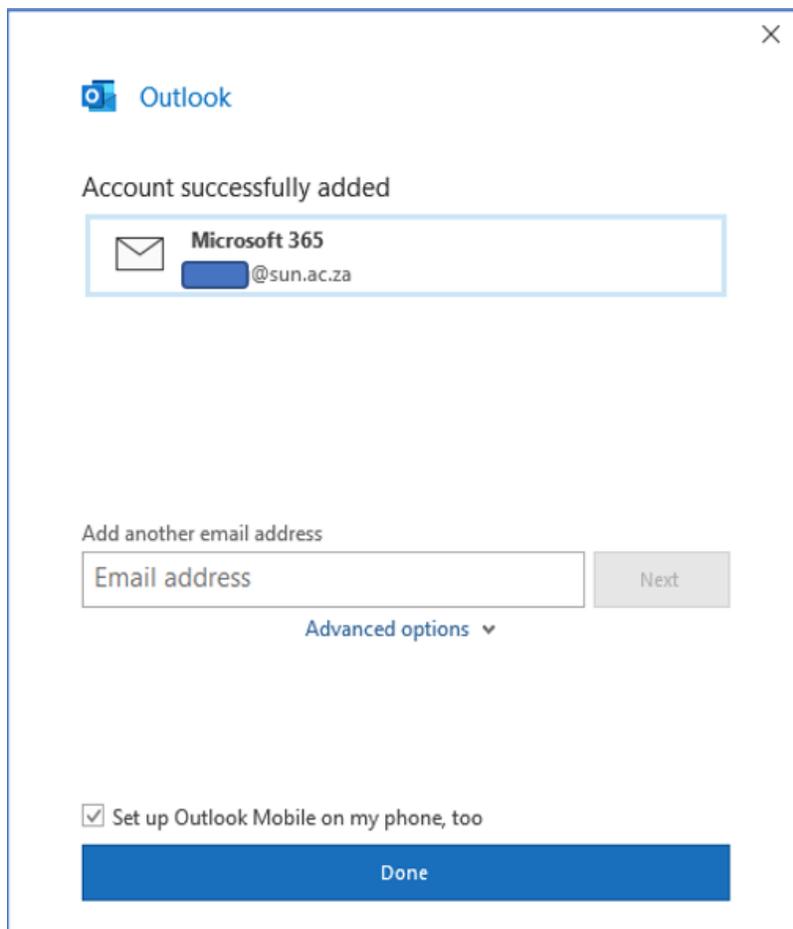
2. Select the Outlook app option which will open the following dialog box. Enter your **university email address** if this does not auto-populate in the white space. Next enter your **mysun password** when prompted. Select "Connect".



The image shows a dialog box for connecting an Outlook account. At the top center is the Outlook logo, which consists of a blue square with a white 'O' and the word 'Outlook' in a blue sans-serif font. Below the logo is a text input field labeled 'Email address'. The input field contains a blue rectangular cursor followed by the text '@sun.ac.za'. Below the input field is a link labeled 'Advanced options' with a downward-pointing chevron icon. At the bottom of the dialog is a large blue button with the text 'Connect'. Below the button is a link that reads 'No account? Create an Outlook.com email address to get started.'

3. Finally, your Account will be successfully added after you see the dialog box below.
Note: Kindly deselect "Set up Outlook Mobile on my phone, too" and select "Done". This will open the Outlook app with a complete view of your

email account.



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