


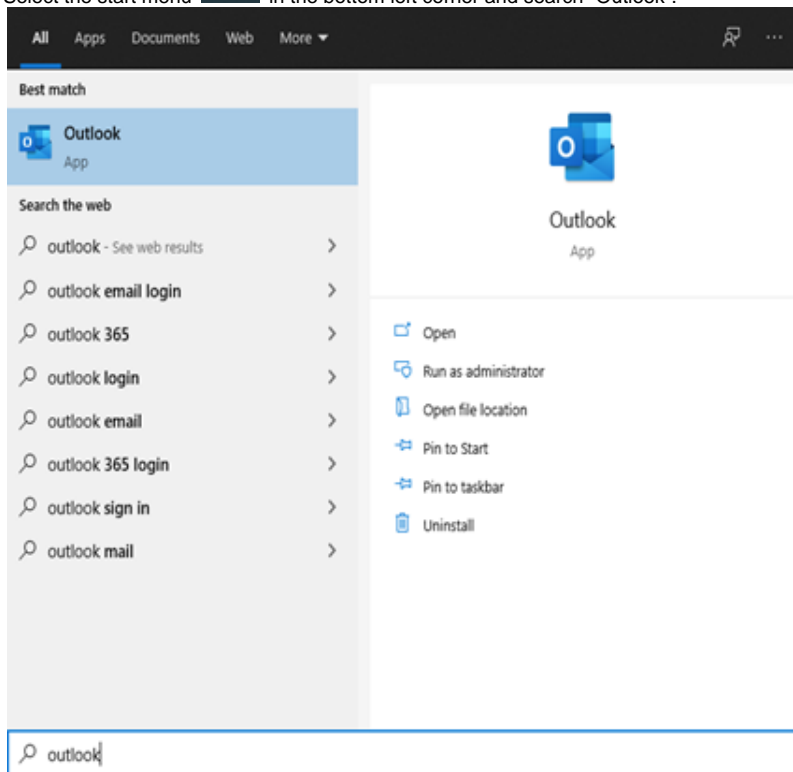
Accessing emails via Outlook app on Windows 10 device

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".

✕



Email address

Advanced options ▾


Connect

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.

 Outlook

Account successfully added

 **Microsoft 365**
 @sun.ac.za

Add another email address

Next

Advanced options ▾

☒ Set up Outlook Mobile on my phone, too

Done

Related articles

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