

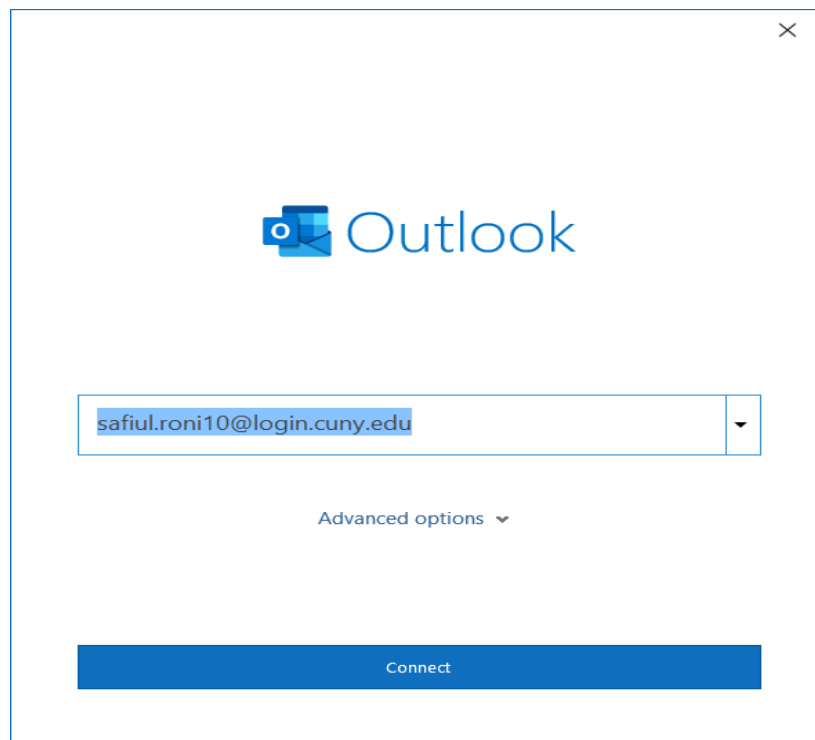


Setting up your Lehman College Faculty and Staff MS 365 Email on MS Outlook Client for Windows Desktops and Laptops

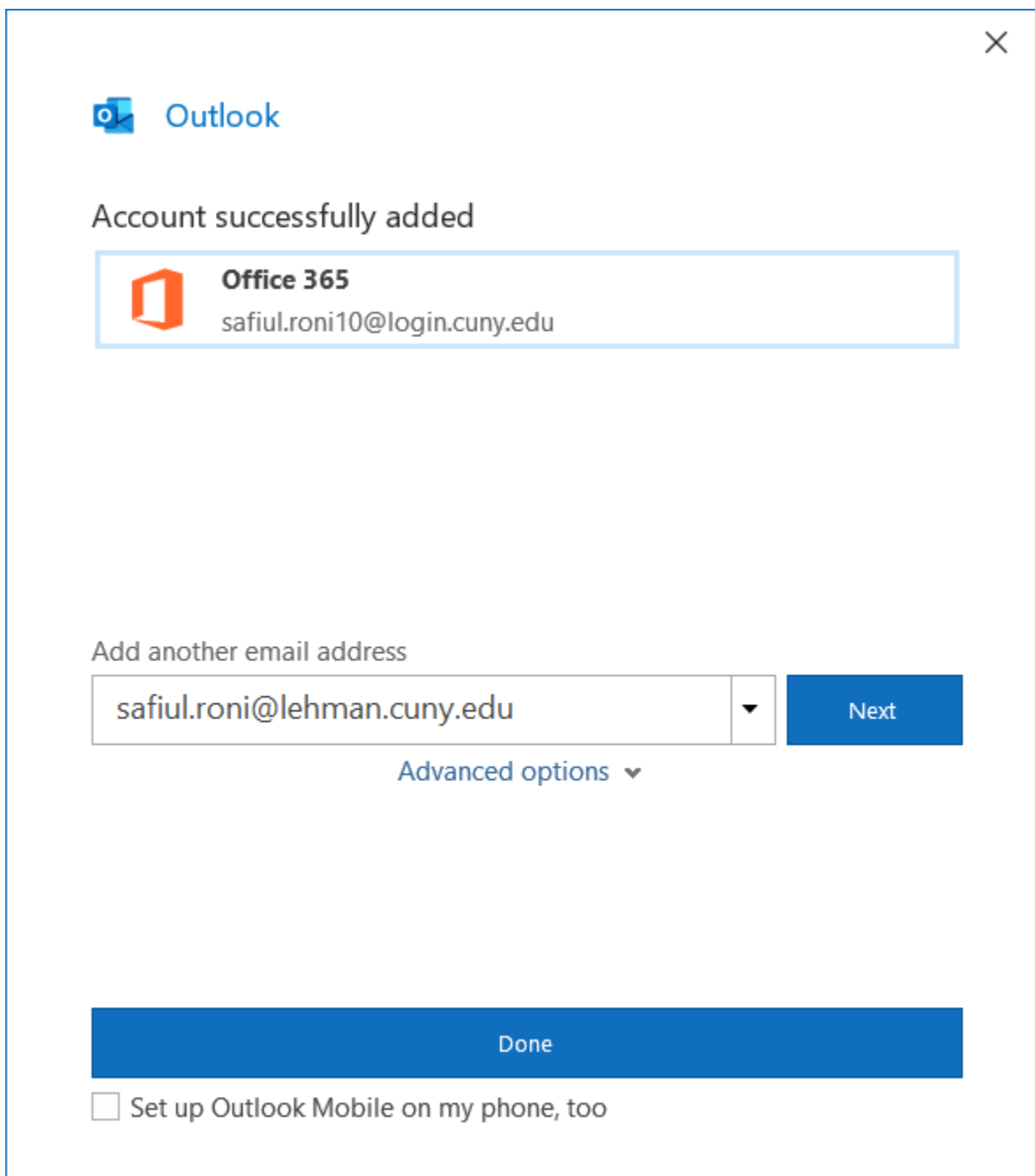
Please note that the steps below assume that Microsoft Office 2019/Office 365 is already installed on your device. If you will like to install Office 365 from the licenses assigned for your personal devices, please click [here](#) for the instructions. If you have a college owned device and do not want to use one of your assigned licenses, please reach out to the Help Desk for assistance with installation of Microsoft Office. Please note we can only install Office 2019.

Step1: Click to launch Outlook app from your computer.

Step 2: Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click **Connect**.

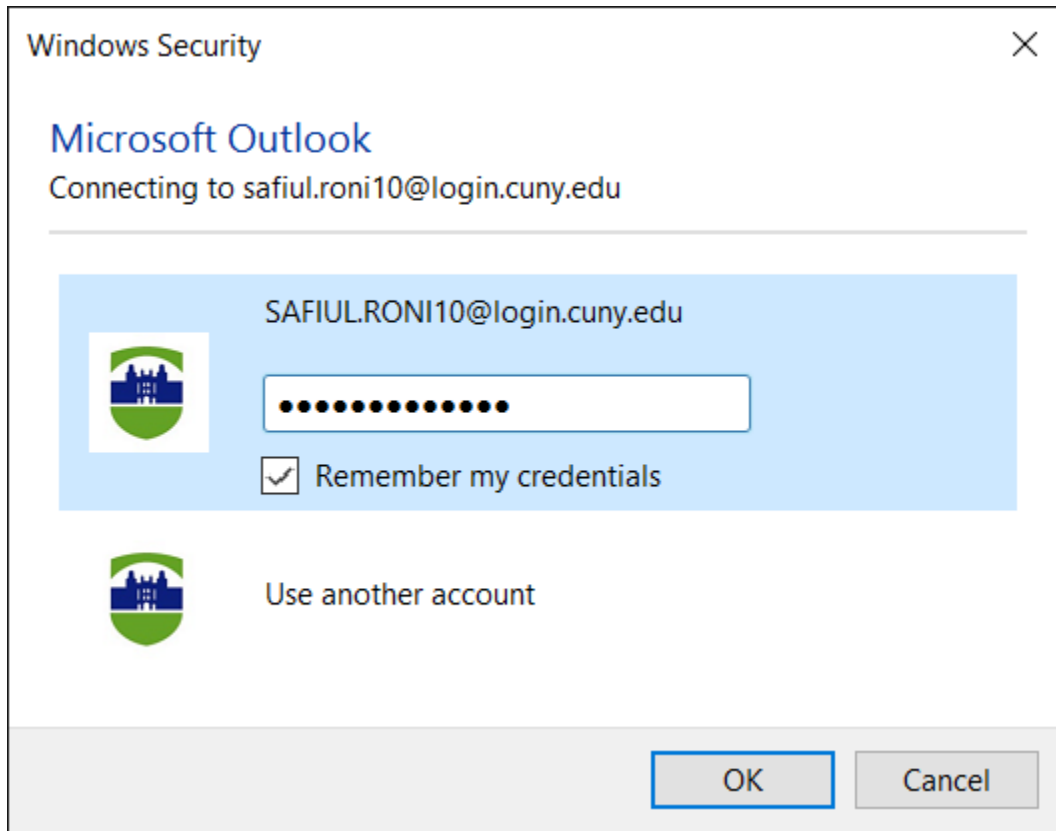


STEP 3: Click on **DONE**.



The screenshot shows the Outlook application window with a close button (X) in the top right corner. The Outlook logo is in the top left. The main heading is "Account successfully added". Below this, a box highlights the added account: "Office 365" with the email address "safiu1.roni10@login.cuny.edu". Underneath, there is a section "Add another email address" with a text input field containing "safiu1.roni@lehman.cuny.edu" and a dropdown arrow. To the right of the input field is a blue "Next" button. Below the input field is the text "Advanced options" with a downward arrow. At the bottom, there is a large blue "Done" button. Below the "Done" button is a checkbox labeled "Set up Outlook Mobile on my phone, too".

STEP 4: Type in your CUNYfirst password and put a check mark to remember password and then click on **OK**.



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.