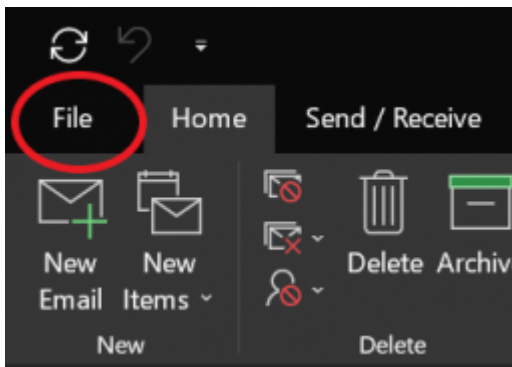


Set up Trinity Email in Outlook on Windows

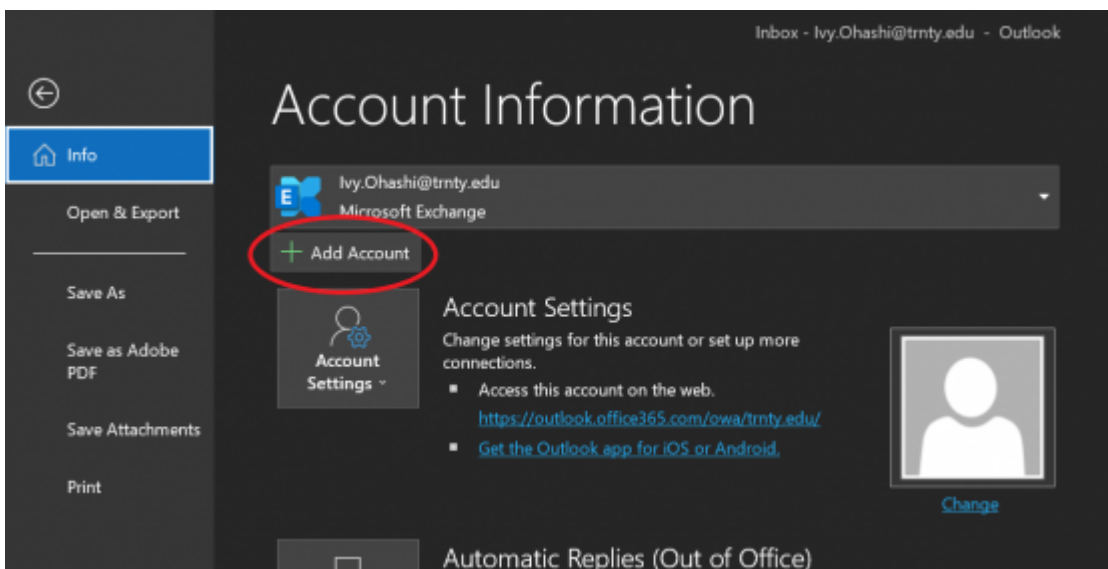
Your Trinity email may be accessed at <https://mail.trnty.edu>, but many users set it up in Microsoft Outlook, as it has more functionality. (All staff, faculty, and students have access to Microsoft Outlook as part of the Office suite while active at Trinity. A link to install Office can be found after logging in with your Trinity account at office.com.) In order to set up your Trinity email in Outlook on your **Windows** device, you may follow these instructions:

1. If you already use Outlook and have previously added other emails, click **File** to start the process to set up your Trinity email.

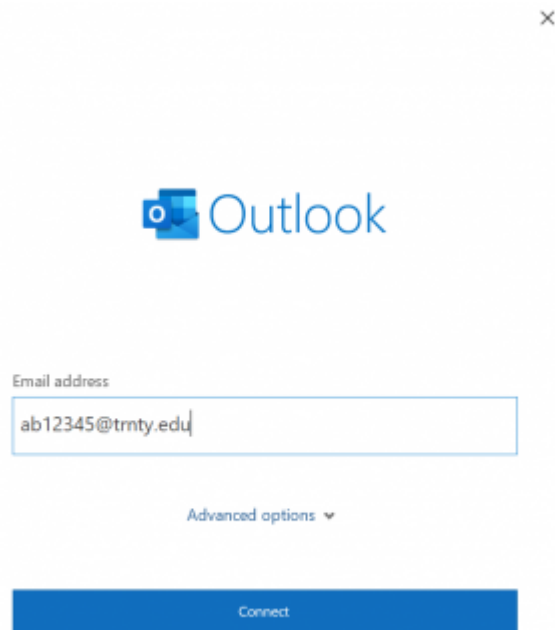
If you are starting Outlook for the first time, skip to **step 3**.



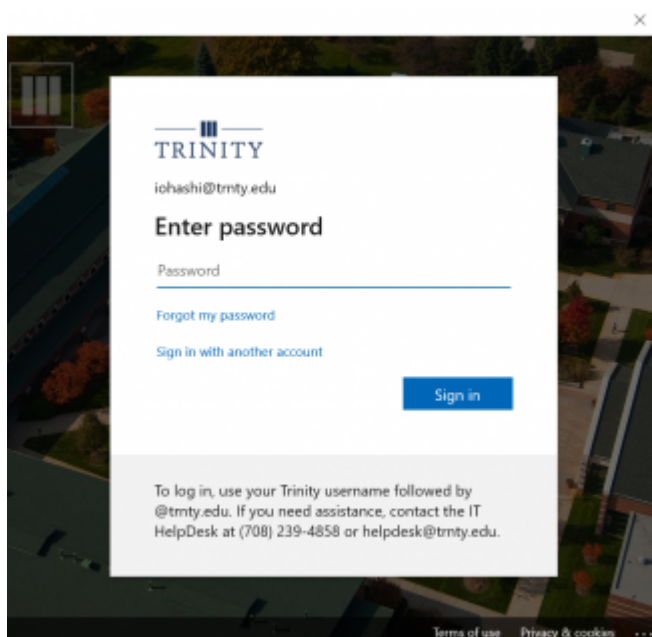
2. Click **Add Account**.



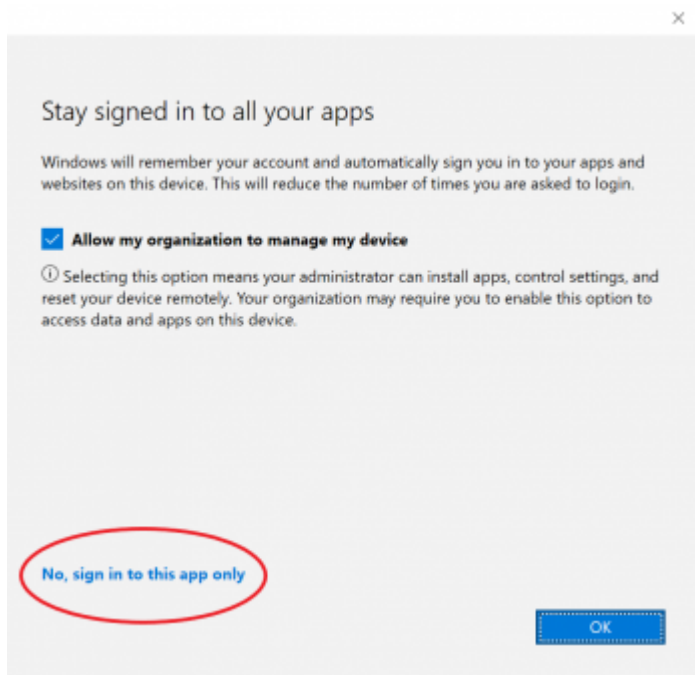
3. Enter your Trinity email address in the form of **ab12345@trnty.edu** (for students) or **jdoe@trnty.edu** (for faculty/staff) and click **Connect**.



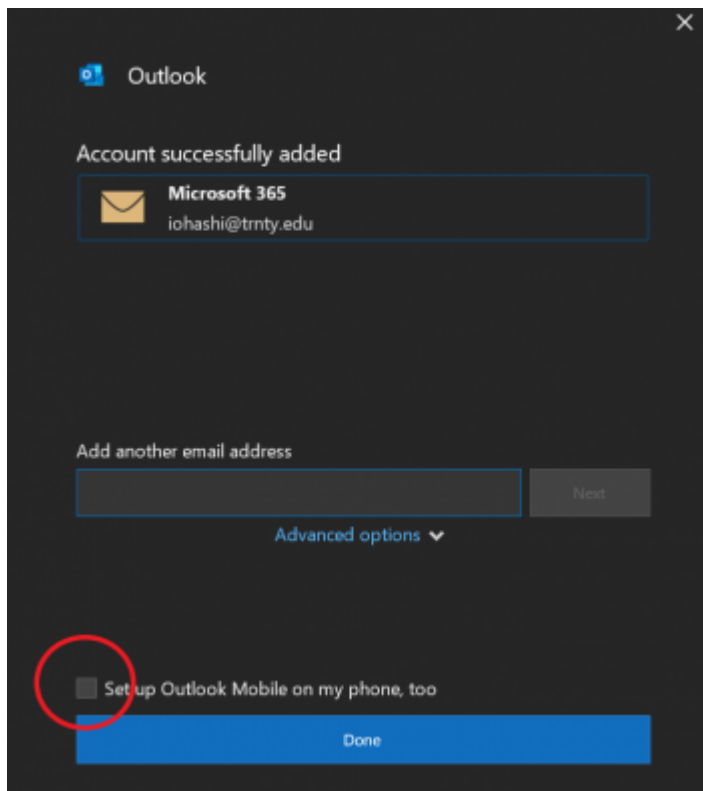
4. Enter your Trinity password and complete the multi-factor authentication (MFA) approval prompt if you have it set up.



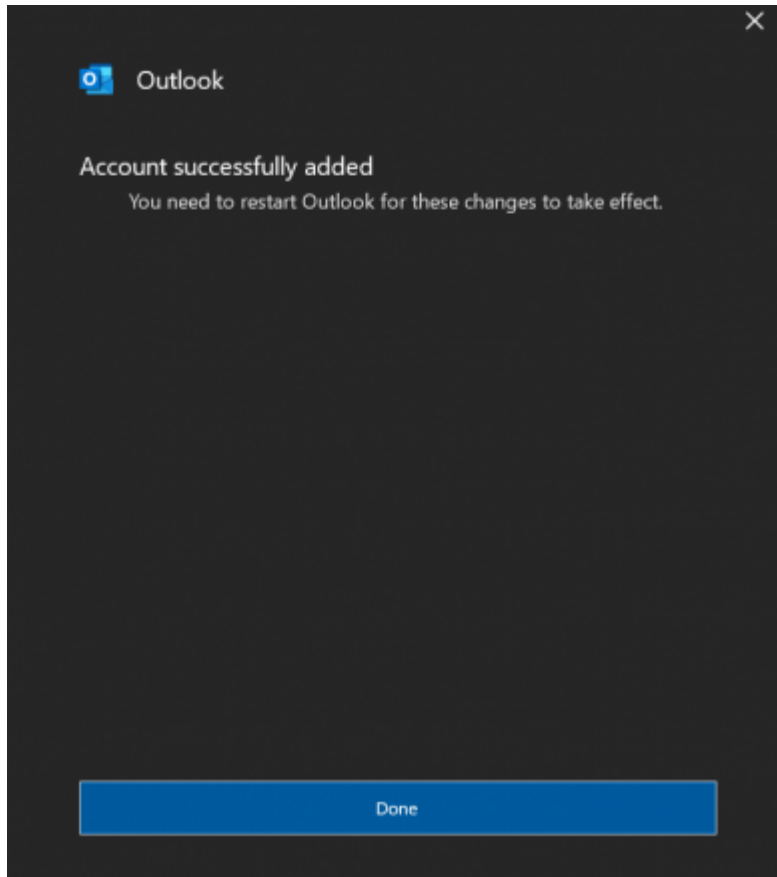
5. On the next screen, DO NOT click OK, but instead click **No, sign in to this app only**.



6. You will get a confirmation screen indicating your account was successfully added - **uncheck** the box for "Set up Outlook Mobile on my phone, too" and click **Done**.



7. If you are adding your Trinity account to an instance of Outlook that you have already been using for other email addresses, you will be prompted to restart Outlook. Do so by closing Outlook and then reopening the app.



8. Outlook may take up to 15 minutes to set up your Trinity mailbox, especially if there is a significant amount of content in your mailbox. You may also receive the below popup as your mailbox is being set up.

