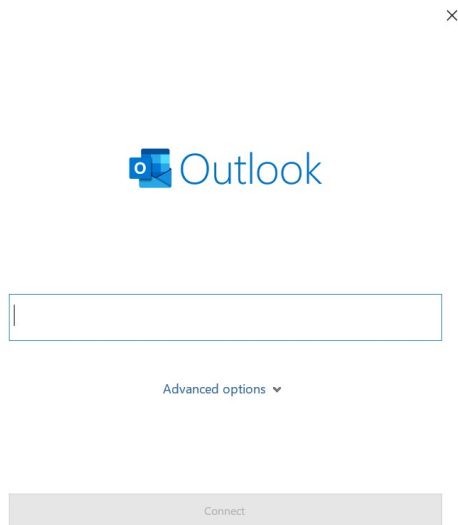


# CONFIGURE OUTLOOK

This guide assumes that you have already configured two factor authentication. If you have not done so yet please reference [this article](#) to set it up.

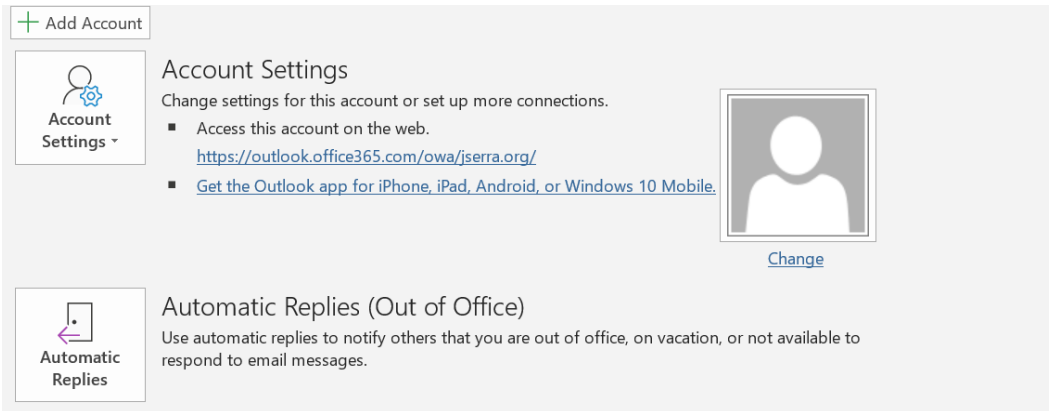
1. Find and open the Outlook application from the Start menu (Windows) or from the Launchpad (Mac).
2. If you have never configured Outlook before, a window will pop up for you to enter your email address.
  - a. If you have already configured Outlook with another email address, please skip to [these instructions](#).



3. Enter your JSerra email address (***firstname.lastname@jserra.org***). Click Connect.
4. Enter your password.
  - a. If you are a new student and have not yet reset your password with IT, your temporary password will have been sent to you.
  - b. If you are unsure of your password and need to reset it, please visit the IT Department in Busch Hall, email [support@jserra.org](mailto:support@jserra.org), or call (949) 493-9010.
5. You will be asked to provide your second form of authentication that was set up previously. Once you have approved the sign in request or entered the code, sign in is complete and your mailbox will be set up.

## If Outlook has been previously configured:

1. Click File in the upper left corner. You should see that the Info tab in the left pane is highlighted. To the left of that pane, the window will display "Account Information."
2. Click the button **Add Account**.



3. In the new window that pops up, enter your JSerra email address in the blank field (***firstname.lastname@jserra.org***). Click the **Connect** button.
4. In the next window, confirm that you entered your email address correctly and enter your JSerra password.
  - a. If you are a new student and have not yet reset your password with IT, your temporary password will have been sent to you.
  - b. If you are unsure of your password and need to reset it, please visit the IT Department in Busch Hall, email [support@jserra.org](mailto:support@jserra.org), or call (949) 493-9010.
5. Check the box to "Remember my credentials" and click the **OK** button.
6. You will be asked to provide your second form of authentication that was set up previously. Once you have approved the sign in request or entered the code, sign in is complete and your mailbox will be set up.