

Setting Up:

Step 1 - Open Outlook - Click on the Outlook Desktop icon on your Desktop or if it does not appear here click start and type 'Outlook'.



Step 3 – Enter your password – Enter your password and click 'Next'.

×	
Enter password	×
Enter the password for firstname.sumame@tudublin.ie	
Password	
Forgot my password	
Sign in with another account	
Privacy statement	_
argin un	

Step 5 – Complete Setup – Click **'Done'** and allow Outlook to complete setup by creating a local copy of your mailbox. (This may take a minute or two).

	×	
You're all set!		×
We've added your account successfully. You now have access to your organization's apps and services.		
Done		

Step 2 – Enter your email – Enter your email address in the provided field and click **'Next'**.

	×
Welcome to Outlook	
Enter an email address to add your account.	
firstname.surname@tudublin.ie	
Advanced options v	
Connect	

Step 4 – Allow Windows to remember your account – Or
this screen click 'Yes'.

	×	
Use this account everywhere on your device Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may read to allow thrun to manage certain settings on		×
Vour Genice.		
This app only Yes		

Step 6 – First Time Setup – On first time setup you will be asked to try the new focused inbox.





- Ribbon: The Ribbon is where the most commonly used tools will be shown. Take note of the tabs across the top of the ribbon which have other tools and utilities.
- Search: This is your search tool. Type what you want to search here.
- Folder Navigation: This is where you navigate through your mailbox. Shared mailboxes you have access to will be here too.
- Mailbox: This is where mail for the currently selected mailbox, folder or search will be listed. Unread items will show in bold. Select the mailbox or folder on the Navigation pane to change what is listed here.
- Bottom Navigation: This is where you can navigate between Mail, Calendars, People and Tasks.
- Status Bar: Here you will see you connection status and last sync time.
- Preview: This will preview the content of the currently selected email in the Mailbox. To pop out mail you can double click on the mail in the mailbox.

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All folders									nó ar aon ghníomh a dhéanfar bunaithe a	do thoil. Tabhair ar aird, mura tú an seola	Is ó OT Bailo Átha Cliath a tháinig an ríog	that if you are not the named addressee, this email or attachments is prohibited.	I want to wish you a happy first day in T This email originated from TU Dublin. If y	Welcome to TU Dublin	Student User O Firstname Su	× ▼ 🛛 🖓 Reply 🖓 Reply All	Quick Steps 3 Move	to: ? Paint Manager Mover Paint Mover <td>a want to do</td> <td>Inbox - firstname.surname@tudublin.ie - Outlook</td>	a want to do	Inbox - firstname.surname@tudublin.ie - Outlook
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