



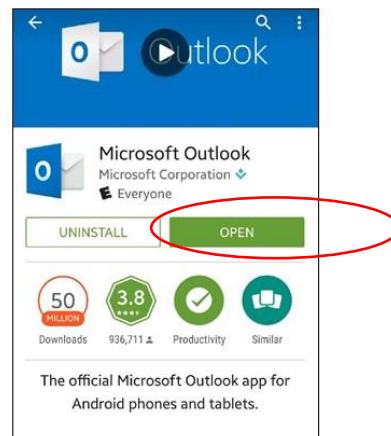
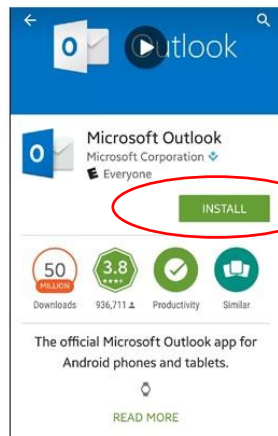
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INSTALLING AND CONFIGURING MICROSOFT OUTLOOK APP

1. Access the app store for your mobile device and search for **Microsoft Outlook** (free application).

Once located click the **Install** button; you need to accept the access terms to proceed, the download and installation will begin.

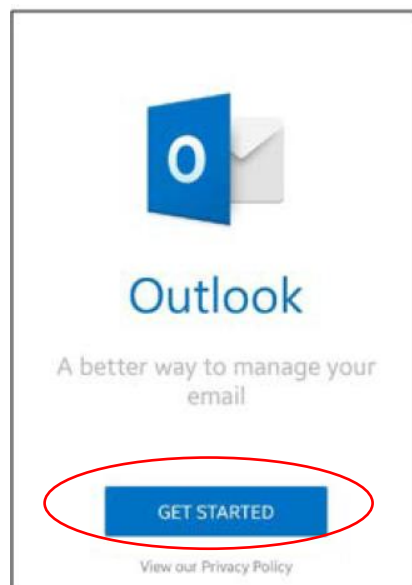
Once the installation has completed, you may launch the app by clicking **Open**.



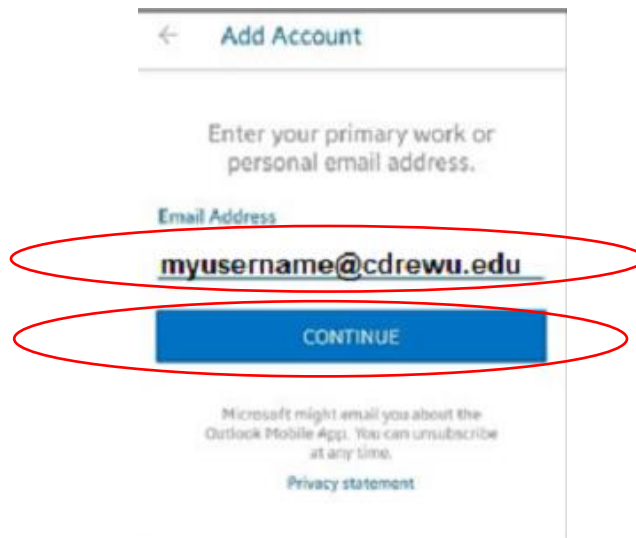


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2. Click on **GET STARTED**



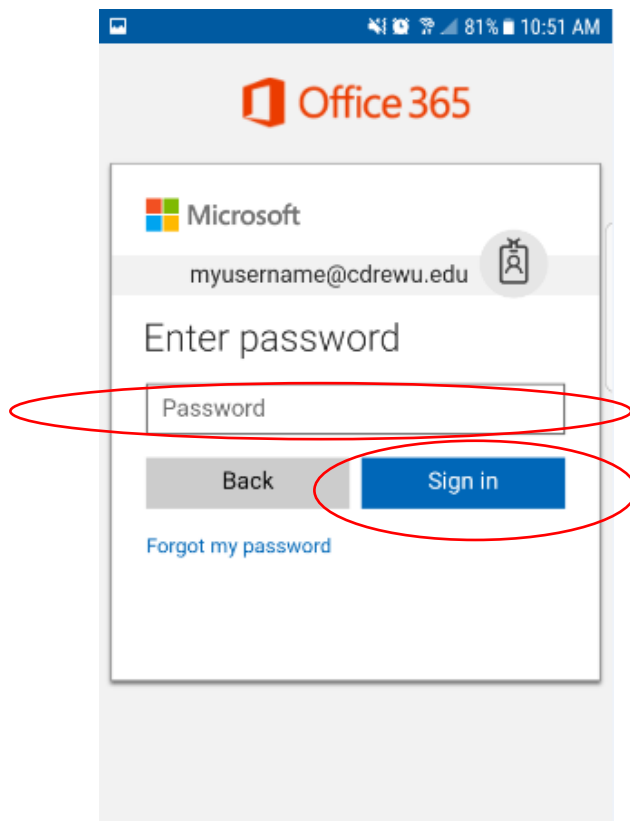
3. Type your **CDU Email** address and click **CONTINUE**.





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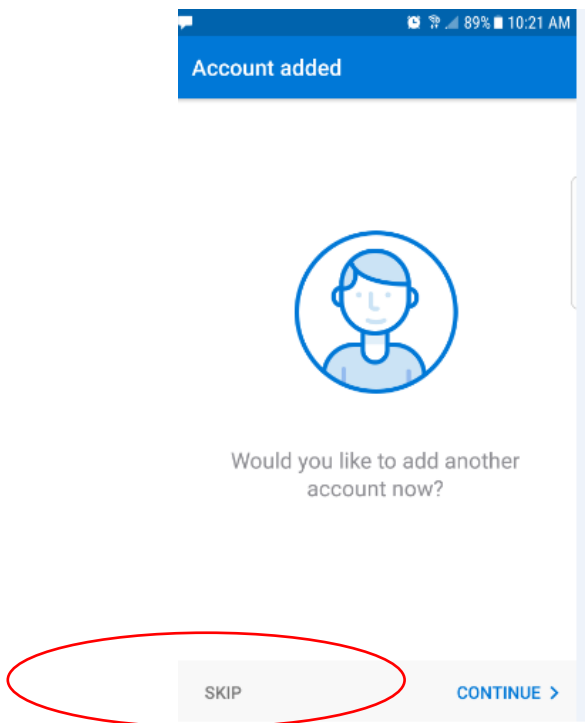
4. Type your **CDU Password** and click **SIGN IN**





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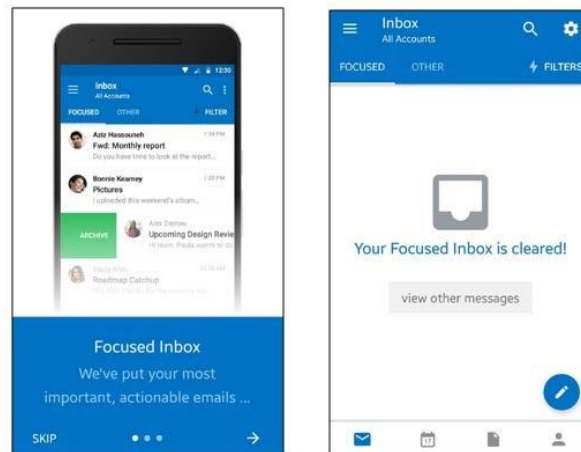
5. Click on **SKIP**





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- Once you sign in, you are presented with a brief tutorial of some of the features of the Microsoft Outlook app. You will then be directed to your Focused Inbox.



- You will now have an Outlook shortcut icon on your home screen and in your Applications folder; click the icon to access your email.



FOR TECHNICAL ASSISTANCE, EMAIL THE I.T. HELPDESK AT helpdesk@cdrewu.edu