



INTERNATIONAL
HELLENIC
UNIVERSITY

University Center of
International Programmes
of Studies (UCIPS)

Email (Office 365)

Adding your academic email to Outlook client

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1. Overview

This document outlines the configuration steps required to add your new Microsoft 365 (O365) email account to the Microsoft Outlook email client.

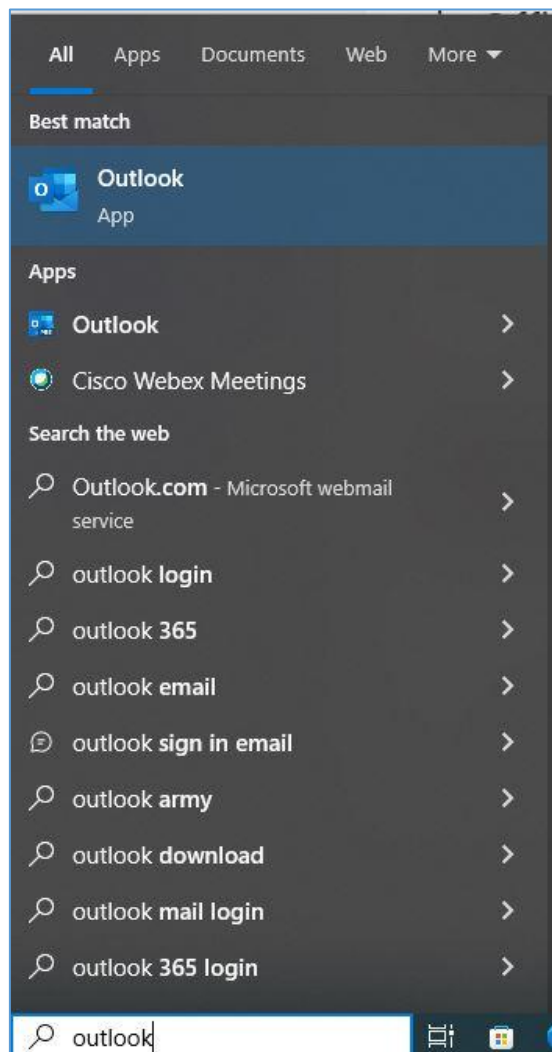
If Microsoft Outlook is not already installed on your computer, you can install the Office 365 version (which includes Outlook) by following the installation instructions provided in this [guide](#).

Important note

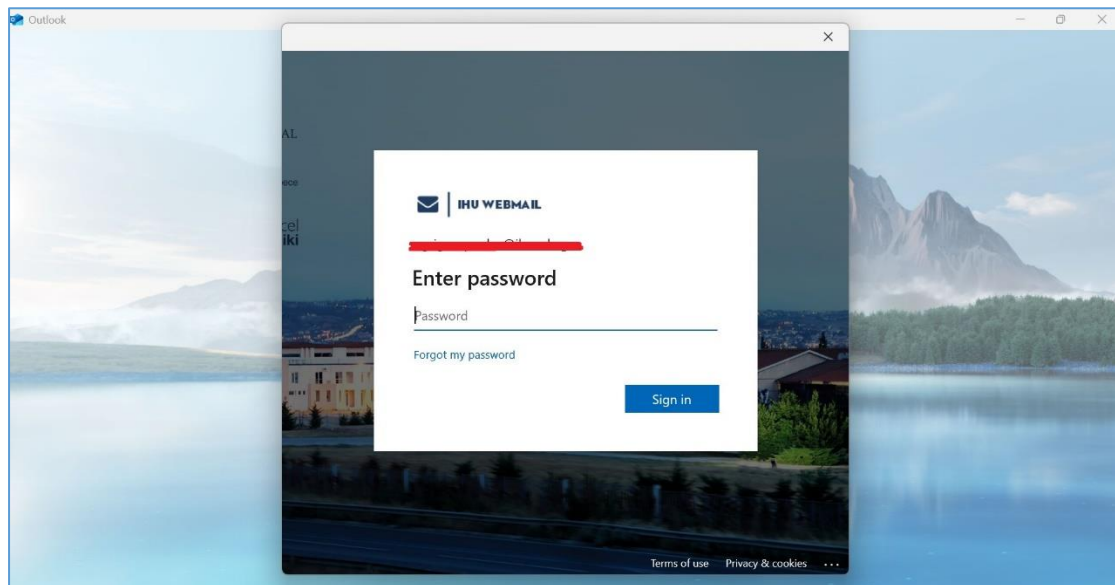
Depending on the version of Microsoft Outlook installed on your computer, the configuration steps required to add your Microsoft 365 (O365) email account may vary slightly.

2. Adding your email account

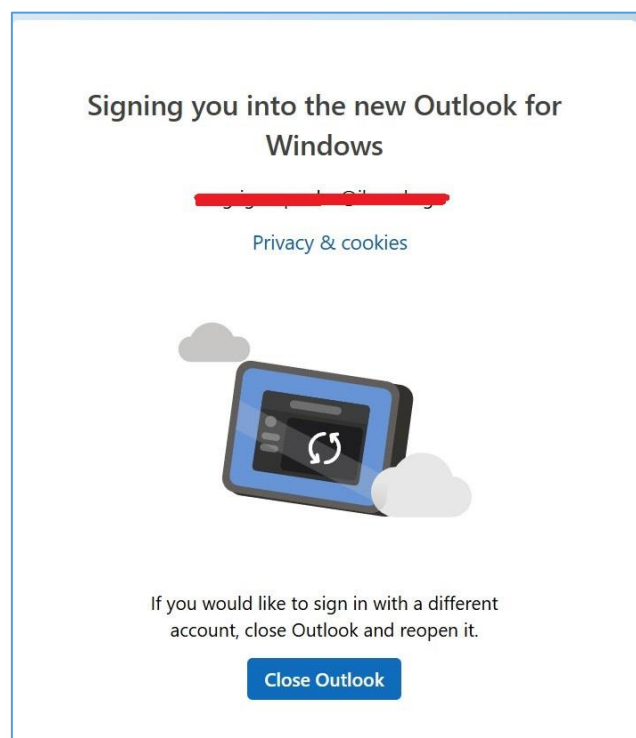
Open **Microsoft Outlook** from the list of programs installed on your computer.



When you launch Microsoft Outlook for the first time, the following window will appear. Enter the password associated with your Microsoft 365 (O365) email account.



In the next step, the following window will appear.



This allows you to access and manage your academic email directly through the Outlook client.