Email Setup on Windows 10

1. Press the Windows button and enter Mail. Click on the Mail app.



2. Click Add Account and Select Office 365.



3. Enter your CUW/CUAA email and select Next.



4. Enter your username as well as your Portal password.

CONCORDIA UNIVERSITY WISCONSIN & ANN ARBOR		
	Username	
	F00123456	
	Password	
	••••••	
Remember me on this computer		
	SIGN IN	
Click Here for Help		

5. Check **Allow my organization to manage my device** and click **OK**. After a few seconds the will get a message saying you have added your account successfully.

Stay signed in to all your apps Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device. Allow my organization to manage my device You're all set!

We've added your account successfully. You now have access to your organization's apps and services.