



Microsoft 365 Email Access User Guides



Already using Outlook on your computer? Begin here on Page 2.
Using Gmail? Please skip to Page 4.

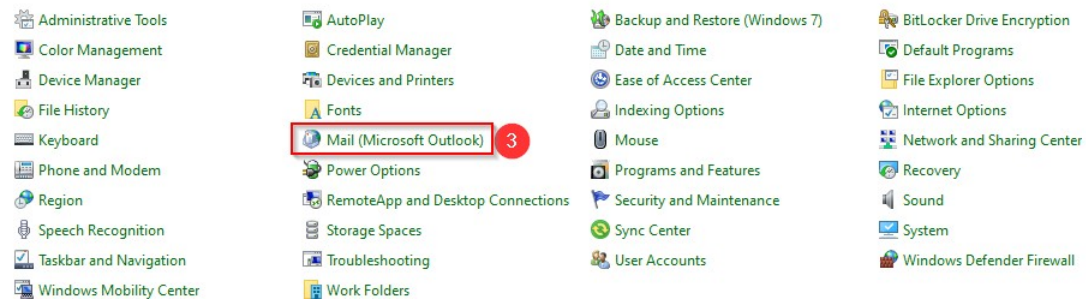
Outlook – Remove Google Email Profile

If the Outlook client app is in use on your computer today, you will need to remove the Google email profile

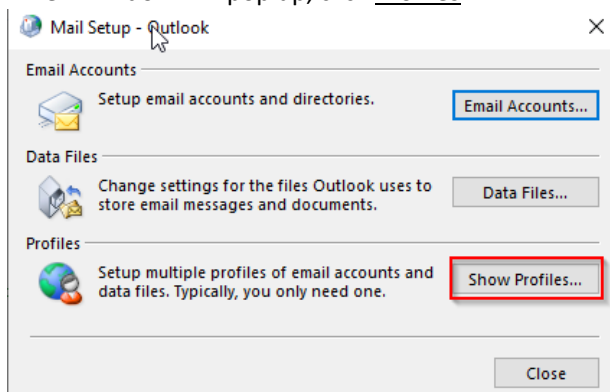
1. In the windows menu on the bottom left, search for Control Panel and open it
2. In the top right change the view to Small Icons
3. Click Mail (Microsoft Outlook)

Adjust your computer's settings

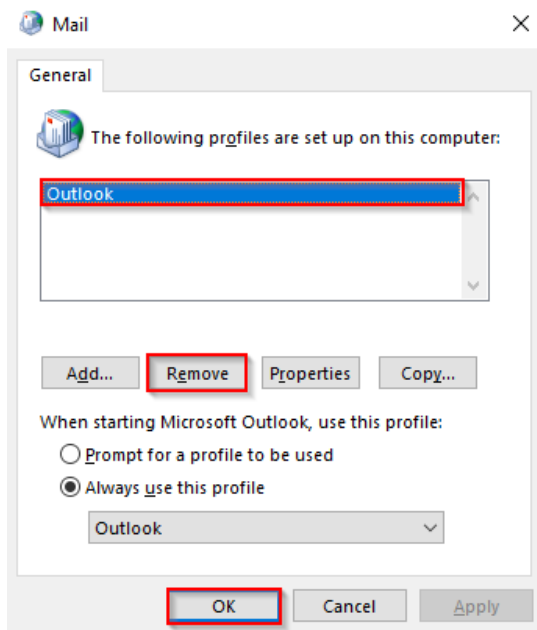
2 View by: Small icons



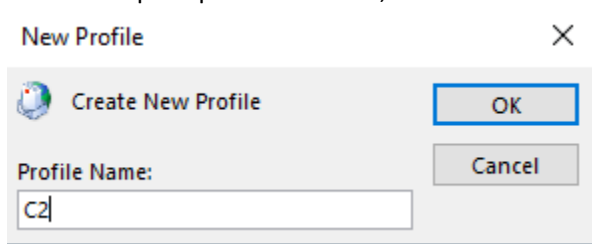
4. A new window will pop up, click Profiles



5. A new window will appear with Outlook (or something similar) highlighted, click Remove then Okay



6. A prompt will come up making sure you want to remove this, click Yes
7. Open Outlook desktop client
8. You will be prompted for a name, this can be whatever you like.



9. Click Done on the next prompt
10. Follow the steps "Outlook App – Setup a New Email Profile" to complete the setup of Outlook.

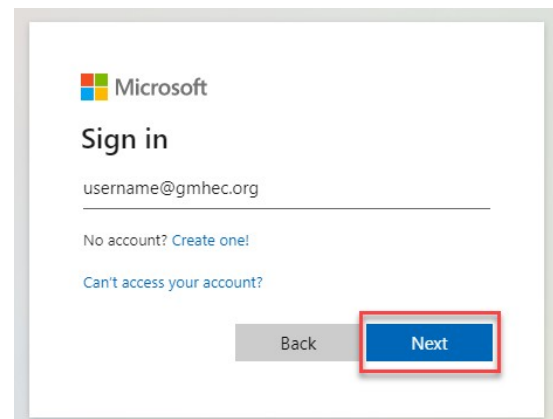
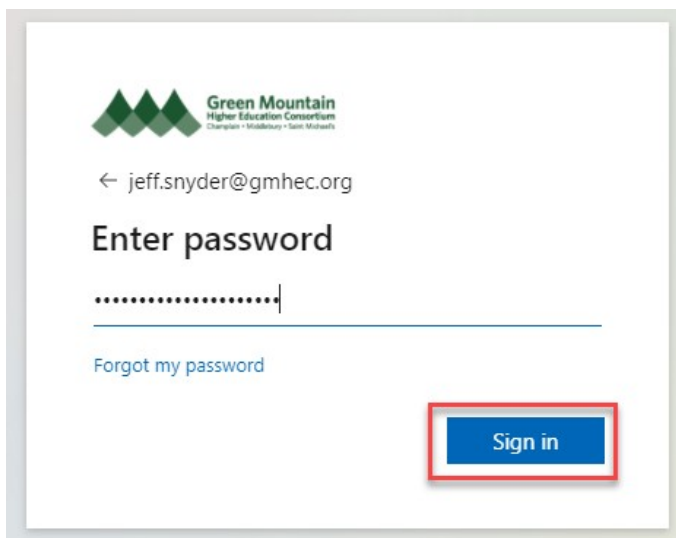
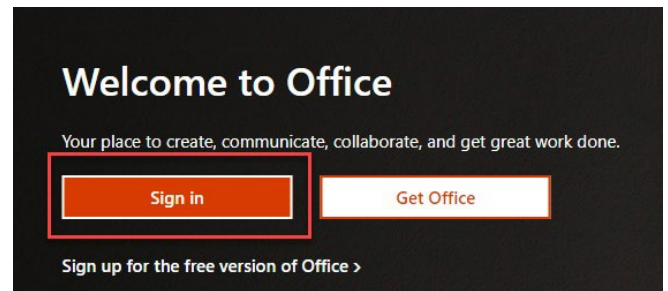


Instructions for accessing your email in a browser using Office 365

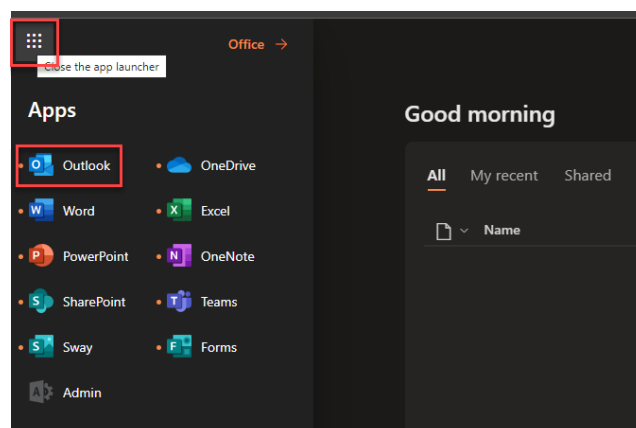
Microsoft 365 Web Portal – Email Access

To access Microsoft 365 email through a web browser, follow these steps.

1. Go to: <https://www.Office.com>
 - a. Click → Sign In
2. Enter your GMHEC Email address
 - a. Click → Next
3. Enter your Password
 - a. Click → Sign In



4. Open Outlook from the App Launcher



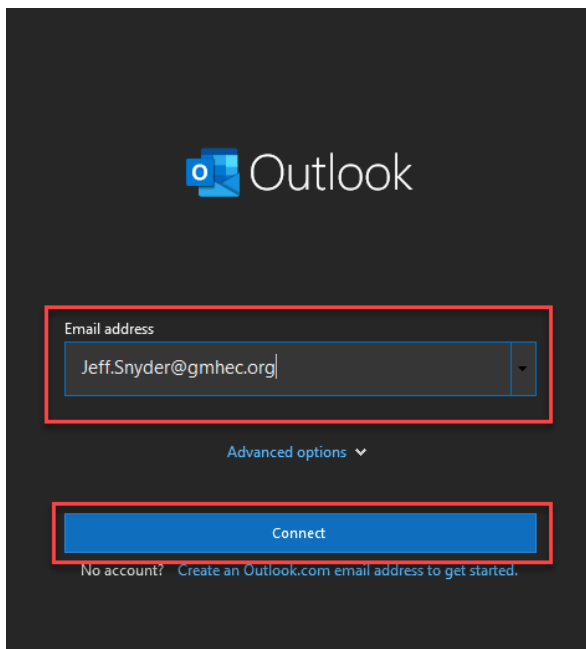


Instructions for accessing your email using Outlook App on your computer

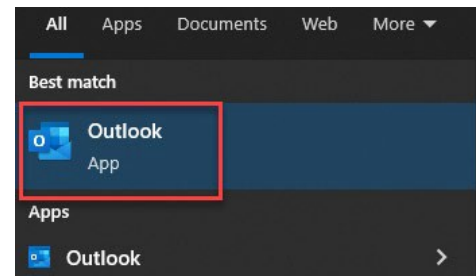
Outlook App – Setup a New Email Profile

This walkthrough describes connecting the Outlook app installed on a computer to Microsoft 365 Email by signing in and creating a local email profile in Outlook.

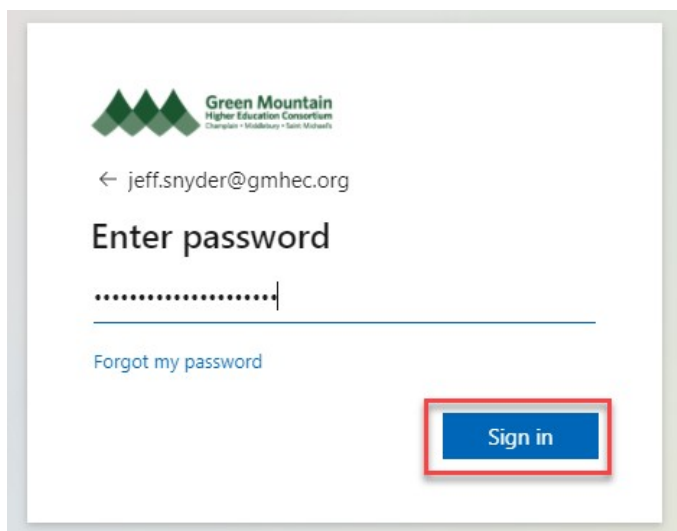
1. Open the Outlook App on your computer
 - a. In the bottom left corner search for “Outlook”
2. When Outlook Opens enter your GMHEC Email Address
 - a. Click → Connect



The screenshot shows the Outlook application window. The title bar includes 'All', 'Apps', 'Documents', 'Web', and 'More'. The 'Best match' section highlights the 'Outlook App' with a red box. Below this, the 'Apps' section also lists 'Outlook' with a red box. The main content area shows the Outlook logo and a search bar. The search bar contains the text 'Jeff.Snyder@gmhec.org' and is highlighted with a red box. Below the search bar is a link for 'Advanced options'. At the bottom, there is a blue 'Connect' button highlighted with a red box. Below the button is a link that says 'No account? Create an Outlook.com email address to get started.'



3. Enter your Password for your GMHEC Account
 - Click → Sign In



The screenshot shows the login screen for the Green Mountain Higher Education Consortium. The header includes the Green Mountain logo and the text 'Green Mountain Higher Education Consortium'. Below this is the email address 'jeff.snyder@gmhec.org'. The main heading is 'Enter password'. Below the heading is a password input field with a red box around it. Below the password field is a link for 'Forgot my password'. At the bottom right, there is a blue 'Sign in' button highlighted with a red box.



Instructions for accessing your email using Office 365 App on your phone

iOS and Android – Connect to Microsoft 365 Email

Follow the reference below to access Microsoft 365 Email on an iOS and/or Android device. We suggest using the Outlook email app to connect to Microsoft 365 email.

1. [Download the Outlook Mobile app on your device](#)
2. [Setup Outlook for iOS and Android](#)