## STEP 1: Click File at the top left of Outlook

10 C		9 Inbox - JArnold@standrewumc.org - Outlook	0 0 - 0
File Home Send / Receive	Folder View Adobe PDF Attachments	Q Tell me what you want to do	
ABB 2			
pen Quick Save Save All Ren	nove Select Copy Show		
Print As Attachments Attac	hment All Message		
Actions	Selection Message	비미 중에 고려했다. 방법에 가지 않는 것	
Favorites	Search Current Mailbox P Current Mailbox	C. Reply E Reply All C. Forward	
Inbox	All Unread Mentions * Newest +	Donna Fenwick Jemiter Amid	8 1 10:05
Deleted Report 21	Dense Frendsk	Prayer Stats	
Deleted tierrs 21	Prayer Stats 10:05 AM	Prayer Request Stats R	
JArnold@standrewumc.org	Donna Ferwick	44 ± 15 KB	
Inbox	Dr. Sheron Patterson		
Answering Service	News from the North Texas		
) CCM	Cheapflights Travel	Donna Fenwich	
Costa Rica Aug 2016	Win a Caribbean Cruise for T 10:03 AM Deal Alert: Enter for your	Administrative Assistant	
Costa Rica May 2015	Nat'l Asses for Polati	214-291-8011 www.standrewumc.org	
> Masiona	2017 NARME Summit Registr 10:02 AM	AST ANDREW	
Prayer requests online Dealts		UNITED METHODIST CHURCH	
Sent items	SermonSpice 10 Days und Paim Sunday		
Deleted Items 21	the second se		
Conversation History	Robin G. Mahfood		
Junk Email [16]	Crisis follow-up 9:47 AM Jennifer, A few days ago I		
Outbox	Carol Blazewicz		
RSS Feeds	Prayers for Elaine Forrest 9:32 AM		
Search Folders	For your information. Carol		
Groups	James Repp Participate in a compensated 8:49 AM		
Archives	Proclaim Sermons		
	Sermon for this Sunday April 8:25 AM		
	LinkedIn		
	Jennifer, more than 95,000 8:25 AM		
	6		
	Costco Wholesale Costco Travel: Compare. Bo 3:25 AM		
	Save on rental cars, vacation		
	The Upper Room dai		
	The Upper Room daily 201 AM		
🖬 🛋 🖸 🚥	Amazon.com		
ems: 4,481	Your Amazon com order of * 1:31 AM		All folders are up to date. Connected to: Microsoft Exchange 🔲 💷 🗕 🖬 + 10
			1017.014

## STEP 2: Click Office Account on the left side.

			labor - Masile Betadaman an - Palasi	
	Accou	nt Information	пира - литовалиянопскить сиу - чилоок	
Open & Expr Save As	jarnold@s Microsoft	tandrewunc.org Echange		
Save as Jobbe PDE 12 Save Attachments	Add Account     Account     Settings -	Account Settings Change settings for this account or set up more connections. Access this account on the web. https://oxifoek.offics205.com/ows/standerswmc.org/. Get the Outlook app for iPhone. IPsid. Android. or Windows 10 Mobile.		
Office Account Feedback Support Options Eat	Automatic	Change Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to report to email messages.		
	Tools	Mailbox Settings Menage the size of your mailbox by emptying Deleted items and archiving.		
	Manage Rules & Alerts	Rules and Alerts Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.		
	Manage Add- ins	Manage Add-ins Manage and acquire Web Add-ins for Outlook:		

STEP 3: Look at the Product Information (Subscription) to see if your email is listed here. If you need to activate, use your email and new office 365 password.

