

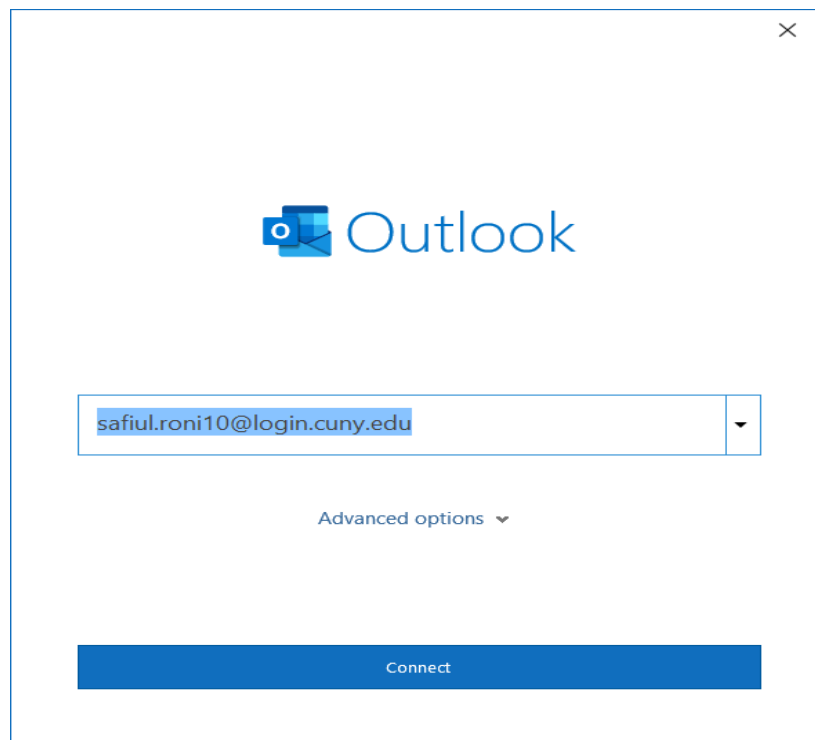


Setting up your Lehman College Faculty and Staff MS 365 Email on MS Outlook Client for Windows Desktops and Laptops

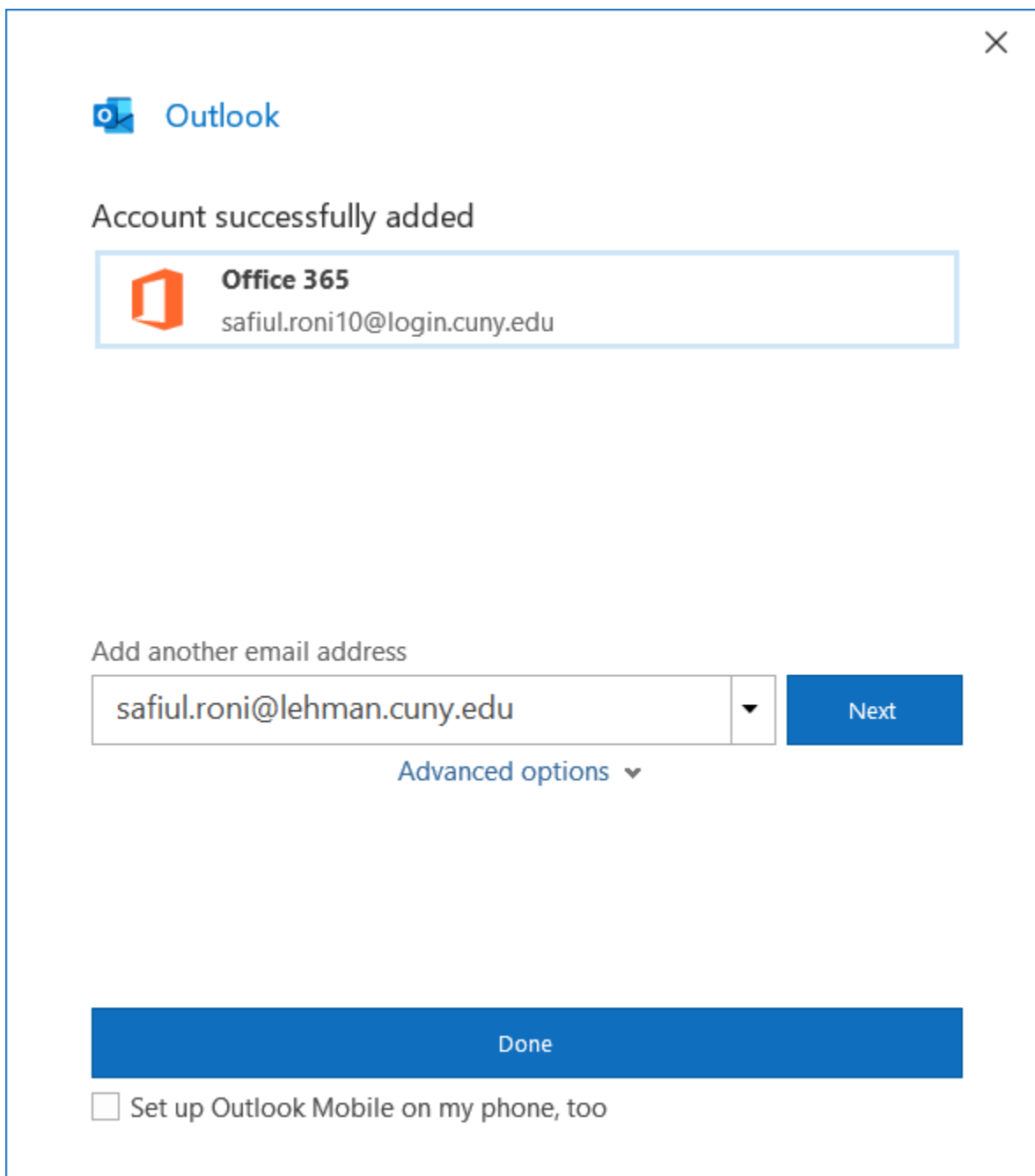
Please note that the steps below assume that Microsoft Office 2019/Office 365 is already installed on your device. If you will like to install Office 365 from the licenses assigned for your personal devices, please click [here](#) for the instructions. If you have a college owned device and do not want to use one of your assigned licenses, please reach out to the Help Desk for assistance with installation of Microsoft Office. Please note we can only install Office 2019.

Step1: Click to launch Outlook app from your computer.

Step 2: Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click **Connect**.




STEP 3: Click on **DONE**.



Outlook

Account successfully added

 **Office 365**
safiul.roni10@login.cuny.edu

Add another email address

safiul.roni@lehman.cuny.edu

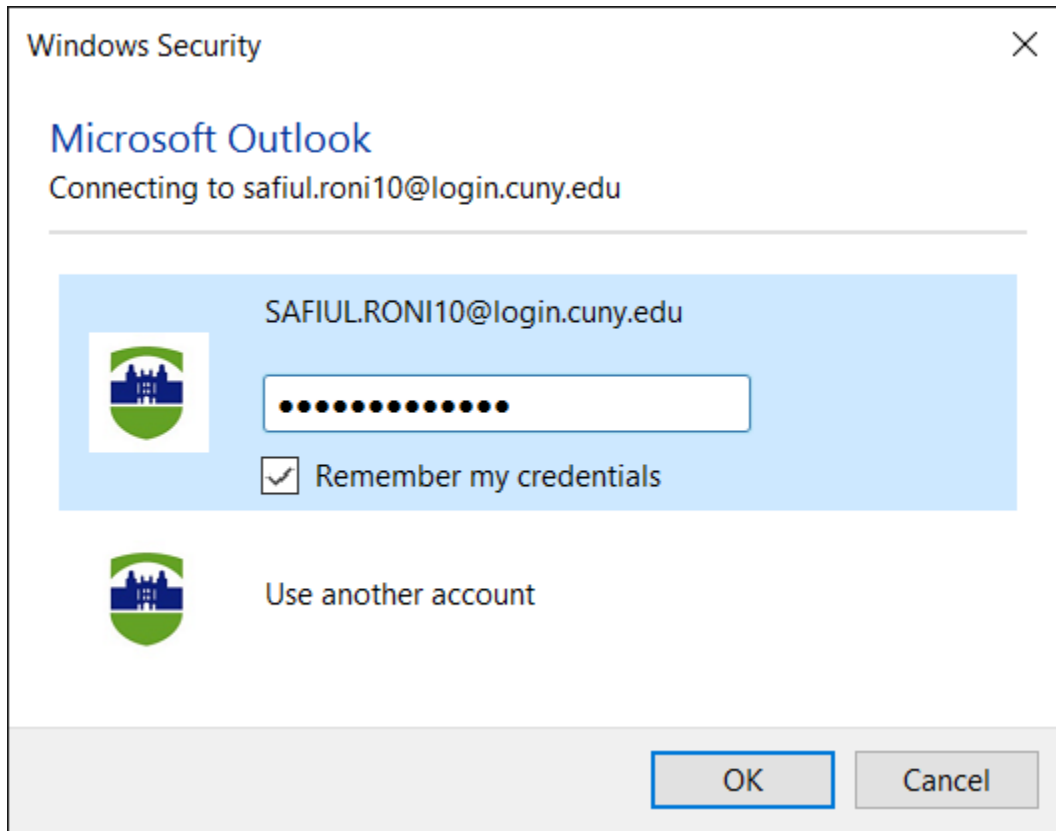
Next

Advanced options ▼

Done

Set up Outlook Mobile on my phone, too

STEP 4: Type in your CUNYfirst password and put a check mark to remember password and then click on **OK**.



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.