
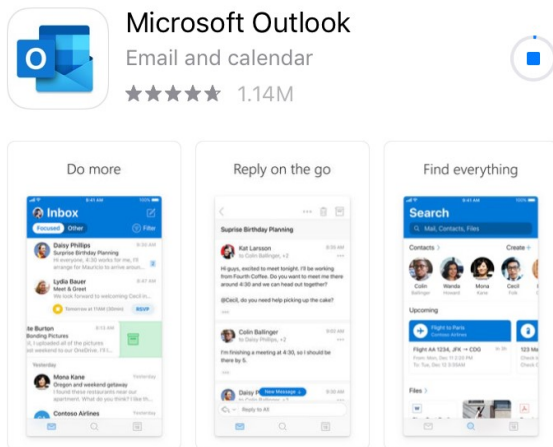


How to Set Up Office 365 Education Email on the Microsoft Outlook App

 This page is no longer being updated. Please refer to the [Knowledge Base](#) to view the most updated information.

1. Download the Microsoft Outlook App from the App Store. The App looks like this:



2. Once the download is complete, open the app and enter your Username as your [BearPassLogin@missouristate.edu](#), ([abc123@missouristate.edu](#) for faculty/staff or [abc123@live.missouristate.edu](#) for students).

- Then Click "Add Account"

Add Account



Enter your work or personal email.

BearPassLogin@live.missouristate.edu

Add Account

[Privacy & Cookies](#)

3. This will take you to a new page where you will enter your *BearPass Password* and then hit "Sign In"



bearpasslogin@live.missouristate.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

4. Outlook will ask you if you would like to add another account, you can click "**Maybe Later**"
5. The next page will be a guide to different features of the Outlook App, you can click the **arrow** on the bottom right to read through them or "**Skip**" in the bottom left to skip them.
6. Outlook will then ask if you want to Enable Notifications, you can either hit "**No Thanks**" or "**Turn On**" based on your preference
7. Congrats! You should be looking at your inbox now!