

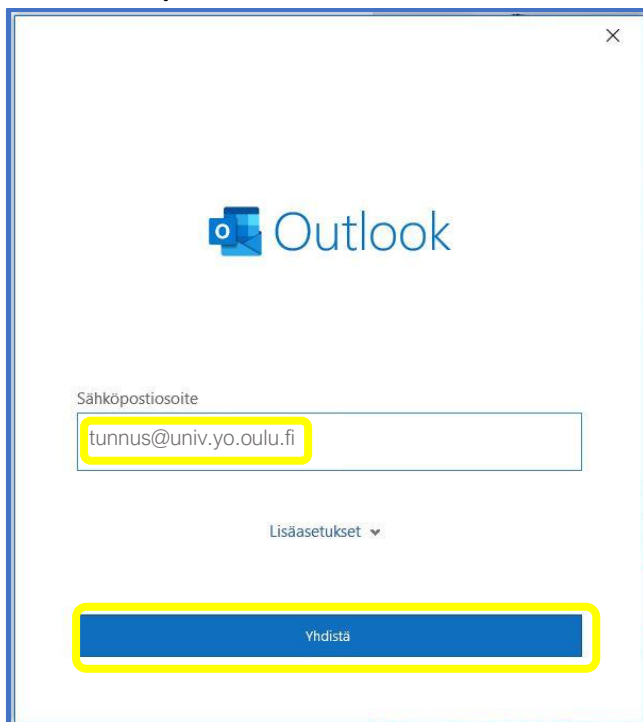
1. Open the Outlook desktop application.
2. Click **Tiedosto / File**.



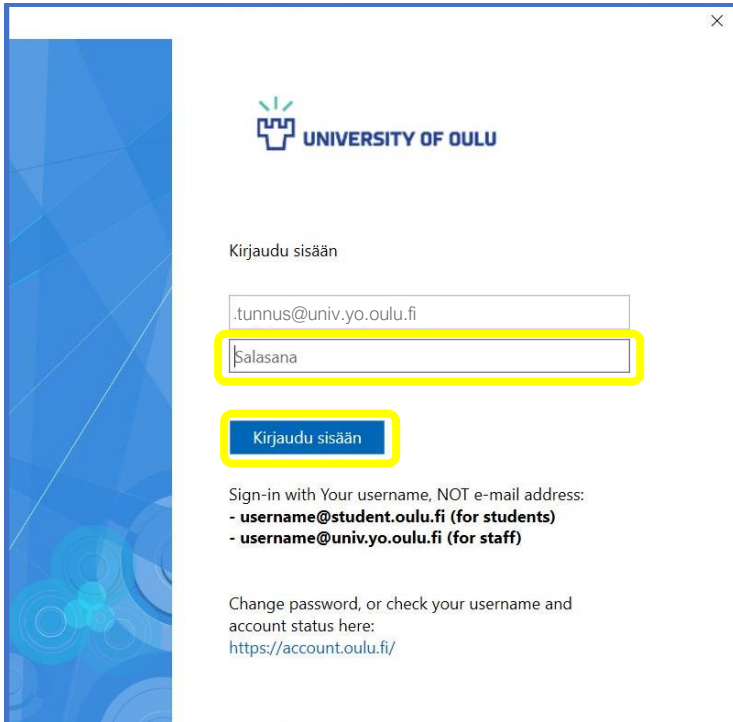
3. Click the button **Lisää tili / Add account**.



4. Type your O365 username, which is for students in form *account@student oulu.fi* and for the staff in form *account@univ.yo oulu.fi*.
Click **Yhdistä / Connect**.

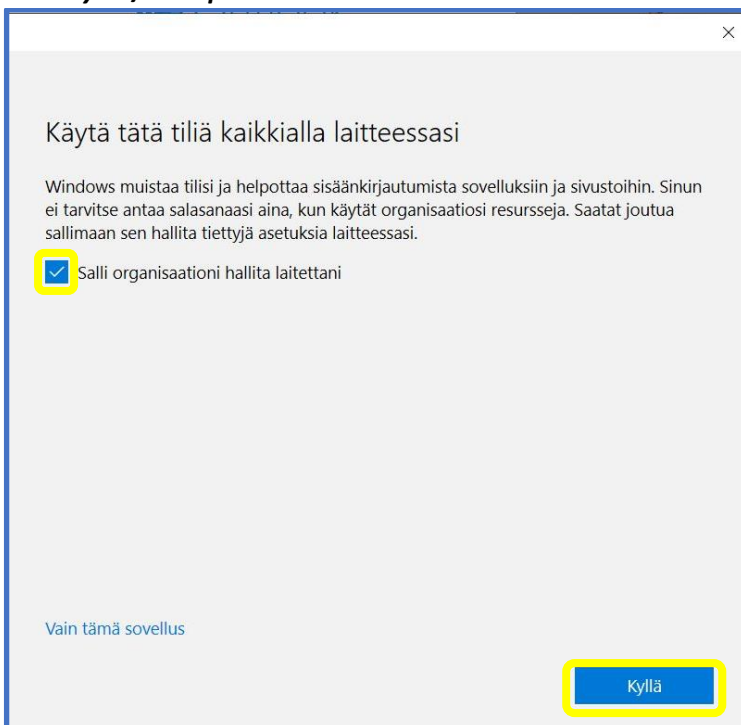


5. Type your password and then click **Kirjaudu sisään / Login**.



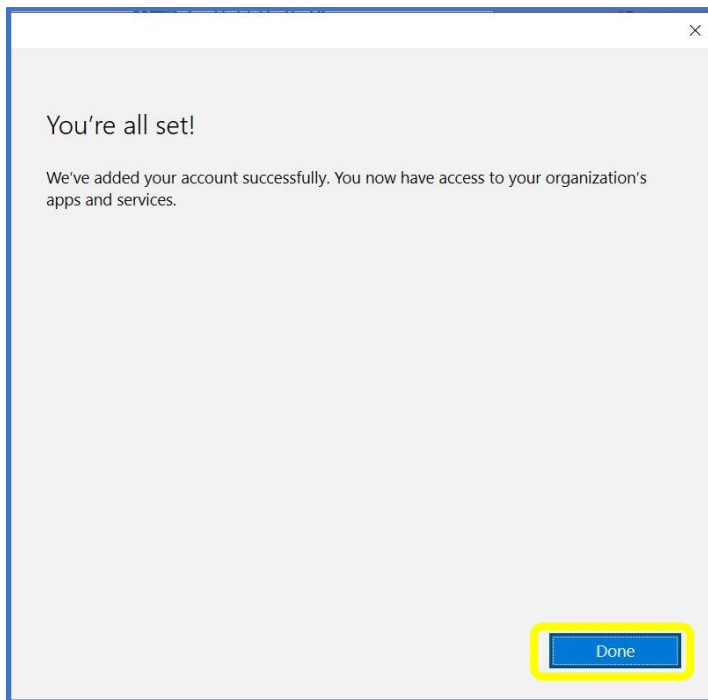
The image shows a login window for the University of Oulu. At the top left is the University of Oulu logo. Below it, the text "Kirjaudu sisään" is displayed. There are two input fields: the first contains ".tunnus@univ.yo.oulu.fi" and the second is labeled "Salasana" (Password) and is highlighted with a yellow box. Below the password field is a blue button labeled "Kirjaudu sisään", also highlighted with a yellow box. Below the button, there is a sign-in instruction: "Sign-in with Your username, NOT e-mail address:" followed by two bullet points: "- username@student.oulu.fi (for students)" and "- username@univ.yo.oulu.fi (for staff)". At the bottom, there is a link to change password or check account status: "Change password, or check your username and account status here: https://account.oulu.fi/".

6. Click **Kyllä / Accept**.

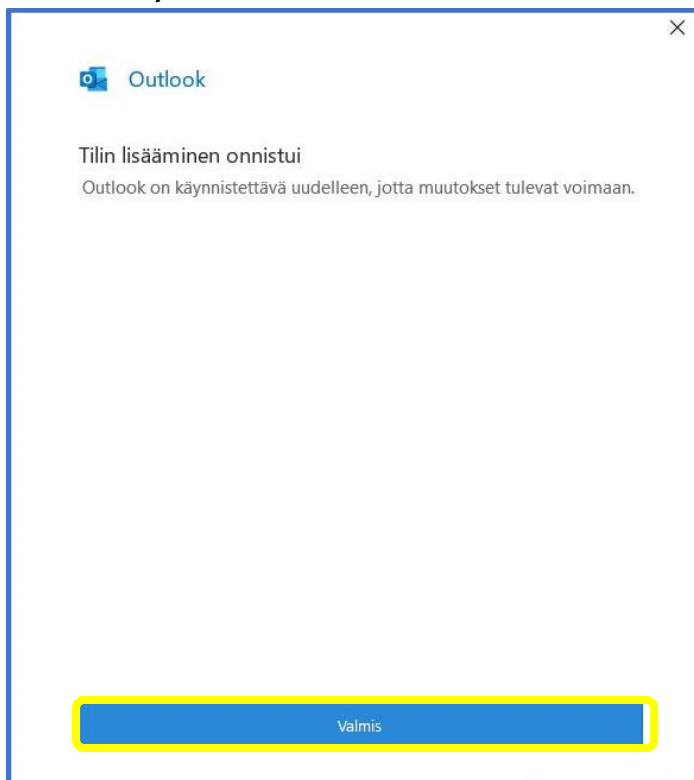


The image shows a Windows permission dialog box. The title is "Käytä tätä tiliä kaikkialla laitteessasi". The main text reads: "Windows muistaa tilisi ja helpottaa sisäänkirjautumista sovelluksiin ja sivustoihin. Sinun ei tarvitse antaa salasanaasi aina, kun käytät organisaatiosi resursseja. Saatat joutua sallimaan sen hallita tiettyjä asetuksia laitteessasi." Below this text is a checked checkbox with the label "Salli organisaationi hallita laitettani". At the bottom left, it says "Vain tämä sovellus". At the bottom right, there is a blue button labeled "Kyllä", highlighted with a yellow box.

7. Click **Done**.



8. Click **Valmis / Done**.



9. Close Outlook and then open it.

10. Your new mailbox is now visible in Outlookissa and the name of it is your email address: for students *firstname.lastname@student oulu.fi* and for the staff *firstname.lastname@oulu.fi*.