Getting Started with Outlook

Log into Outlook online

1. Using your browser, visit https://microsoft365.com and select the **Sign in** button located in the upper right corner
2. Enter your full UTK email address and select the **Next** button:
   - Faculty and Staff use NetID@utk.edu
   - Students use NetID@vols.utk.edu
3. If prompted, select the option for **Work or school account**
4. Enter your NetID password and select **Sign in**
5. Authenticate using Duo when prompted
6. On the *Stay signed in?* display, select **Yes**
7. After logging in, select the *App Launcher* icon in the top left corner
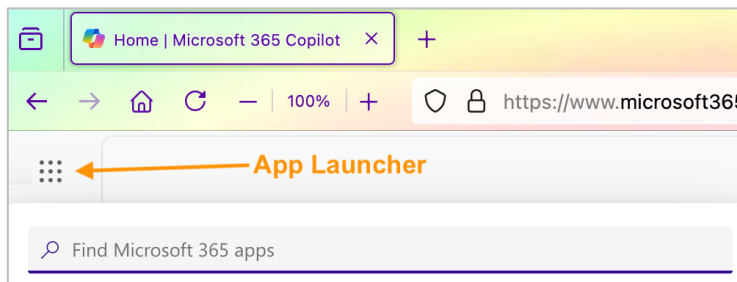
8. From the list of apps, locate and select the Outlook icon
9. A new browser tab will open to Outlook online where you can begin using your email account

Compose a new email

1. Select **New mail**
2. Enter recipient email address(es) in the *To* field or select *To* for contacts and the global address list
3. Add a message subject
4. Type your message
5. After you finish composing your message, select **Send**
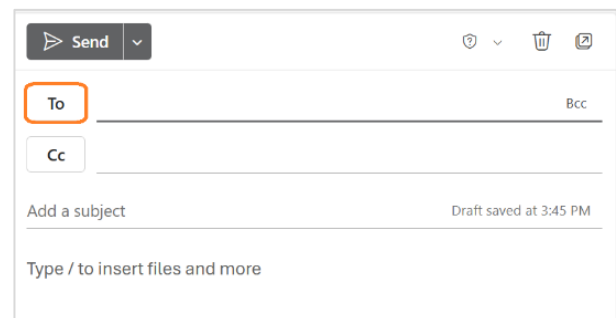
For additional guidance, visit our Microsoft Outlook training page.