Add an Email Account to Outlook Desktop Client

Add an email account

Once your Microsoft 365 Outlook account is live, you will need to add it to your Outlook desktop client.

1. Open your Outlook desktop client.

2. Click on **File** menu item.

3. Click **Add Account** button.

4. Enter your CUNY Login username in the pop-up window and click **Connect**.

5. Once the **Web Applications Login** page loads, enter your CUNY Login credentials and click **Login**.
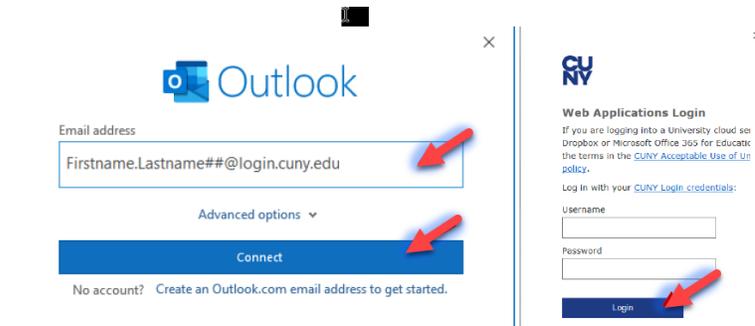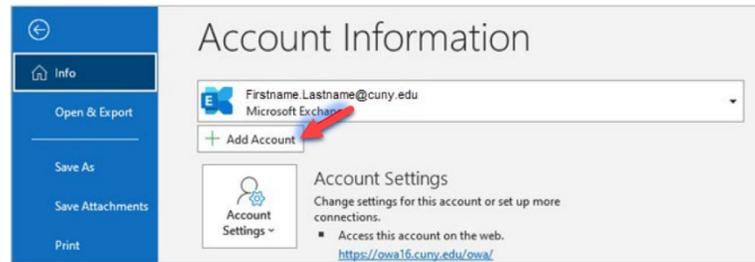
You will see the mailbox associated with your newly added account on the left side, below your other accounts. You can expand and collapse mailboxes in the left menu