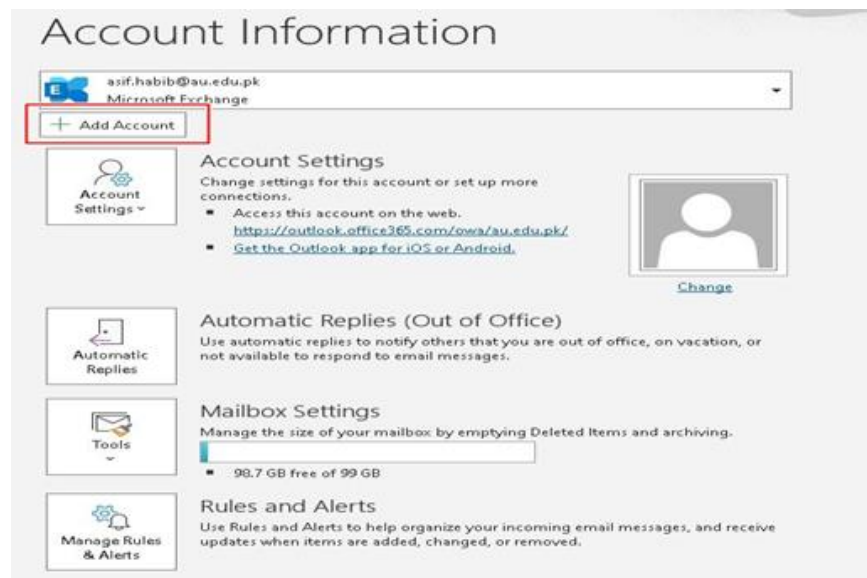


Microsoft 365 / Outlook Configuration Guide

1. **Open Microsoft Outlook Application**
2. Open **"File Menu"** and Click **"Add Account"**



3. **Enter your email address** login@au.edu.pk and then **click Connect.**



4. Click on “Microsoft Exchange”



You can now **click Finish**.

5. Click on “**Send and Receive Menu**” and then “**Send and Receive All Folders**” button with the same name

