

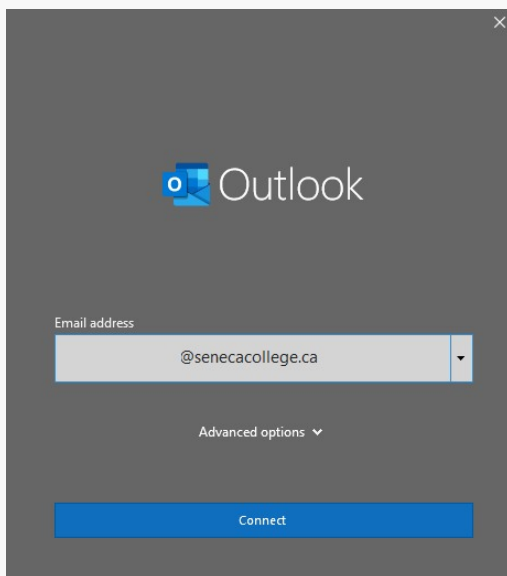
Outlook for Mac or Windows

Version 4

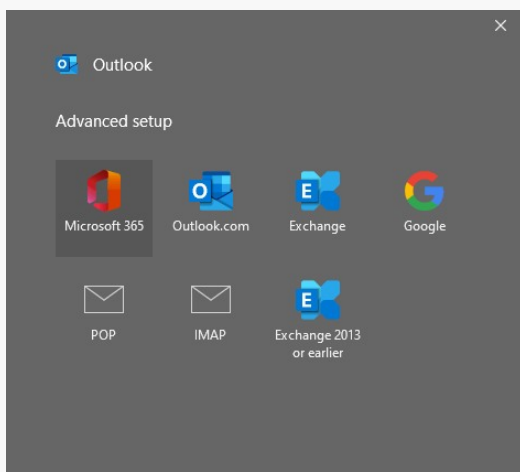
Published 9/24/2021 by [Jennifer Kim](#) Last updated 1/18/2022 4:30 PM by [Nadine Chautilal](#)

Microsoft Outlook is the preferred email client to send and receive email on Windows PCs. The following instructions are valid for Outlook 365

1. Launch Outlook from your Windows PC or Mac.
2. First launch will ask you to enter your Seneca email address

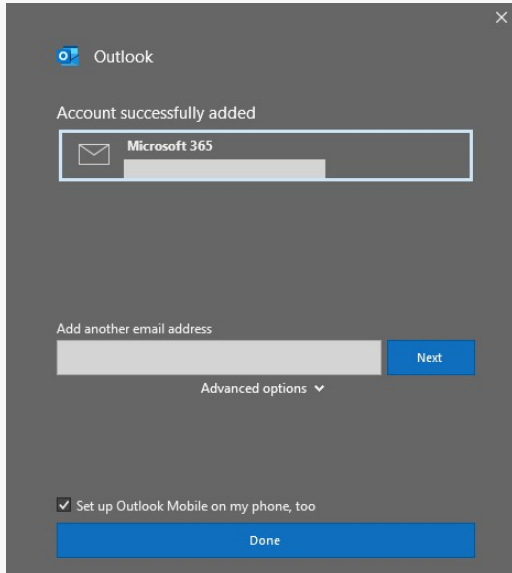


3. A page will pop up asking the service to log into, select "Microsoft 365"



Go back

4. Once completed select “Done” or add another email address.



tags : email-clients, its-services, outlook-for-mac, outlook-for-windows