## **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"





4. Once completed select "Done" or add another email address.



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