

**NEW EMAIL LOGIN INSTRUCTIONS**

EMAIL: [http://mail.office365.com](http://mail.office365.com/)

USERNAME: Firstname.lastname@baptistu.edu

PASSWORD: password will remain the same unless you changed it \*\*Make sure you change your time zone to Central US/Canada if logging in for the first time.

**Downloading Outlook on your IPhone or Android**

**How to setup the Outlook app on your Android phone**

1. Tap the Play Store **app**, then.
2. Tap in the Search Box.
3. Type **Outlook** and tap **Microsoft Outlook**.
4. Tap Install, and then tap Accept.
5. Open the **Outlook App** and tap Get Started.
6. Enter your full TC e-mail address, for. ...
7. Firstname.Lastname@baptistu.edu
8. Enter your TC password, and then tap Sign in.
9. You will be asked to Add another account,

**Setting Up Outlook with Your Office 365 Email on Your iOS Device**

1. Download the Microsoft **Outlook app** from the Apple **App** Store.
2. Tap on the **Outlook app**
3. Tap Get Started.
4. Enter your campus email address and then tap Add Account. ...
5. Firstname.lastname@baptistu.edu
6. Enter your campus password and then tap Sign In. ...
7. If you would like to add another email account, tap Add.