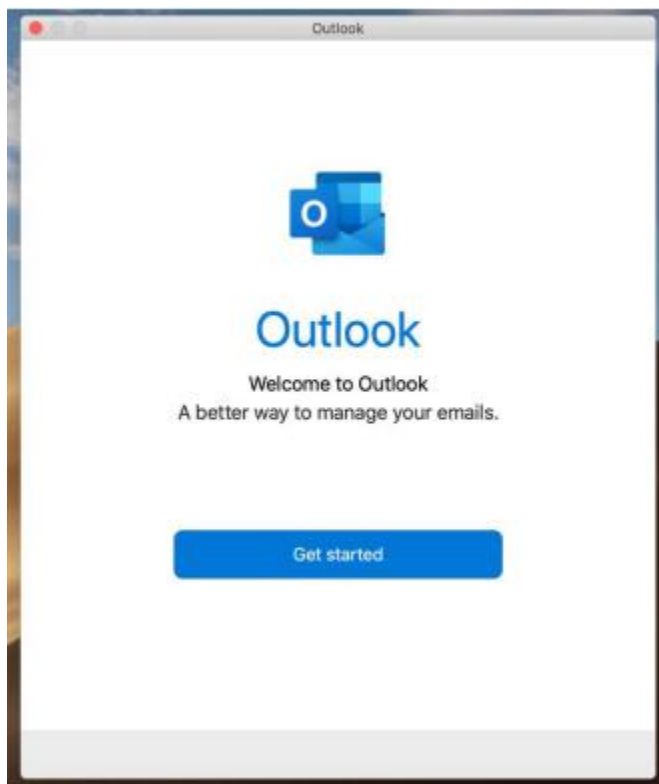


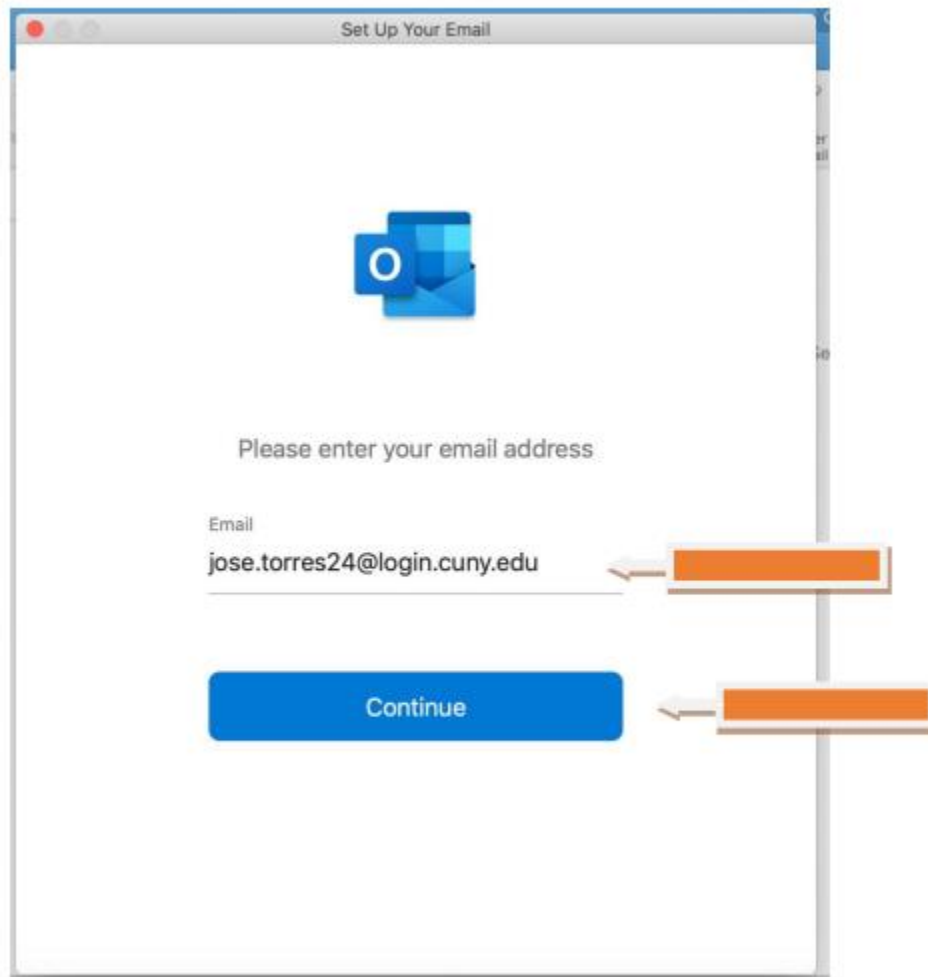


Setting up John Jay M365 email on MAC using Outlook 2019

STEP 1: Open Outlook and click on **Get Started**.



STEP 2: Type in your **CUNY login user ID** and Click on **Continue**.



The screenshot shows a window titled "Set Up Your Email". At the top center is the Microsoft Office logo. Below it, the text "Please enter your email address" is displayed. Underneath, the word "Email" is followed by the text input field containing "jose.torres24@login.cuny.edu". Below the input field is a blue button labeled "Continue". Two orange callout boxes with arrows point to the email input field and the "Continue" button, respectively, indicating the steps to follow.

STEP 3: Type in your **CUNY login information** and then Click on **Login**.

CUNY

Web Applications Login

If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the [CUNY Acceptable Use of University Data in the Cloud policy](#).

Log in with your [CUNY Login credentials](#):

Username
jose.torres24@login.cuny.edu

Password

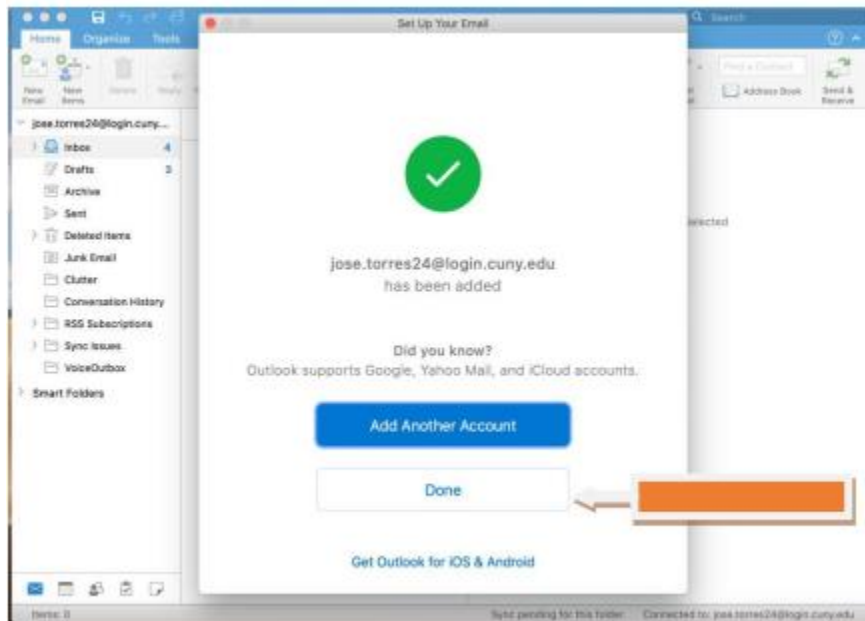
Login

[> Forgot Password](#) [> New User](#)
[> Forgot Username](#) [> Manage your Account](#)

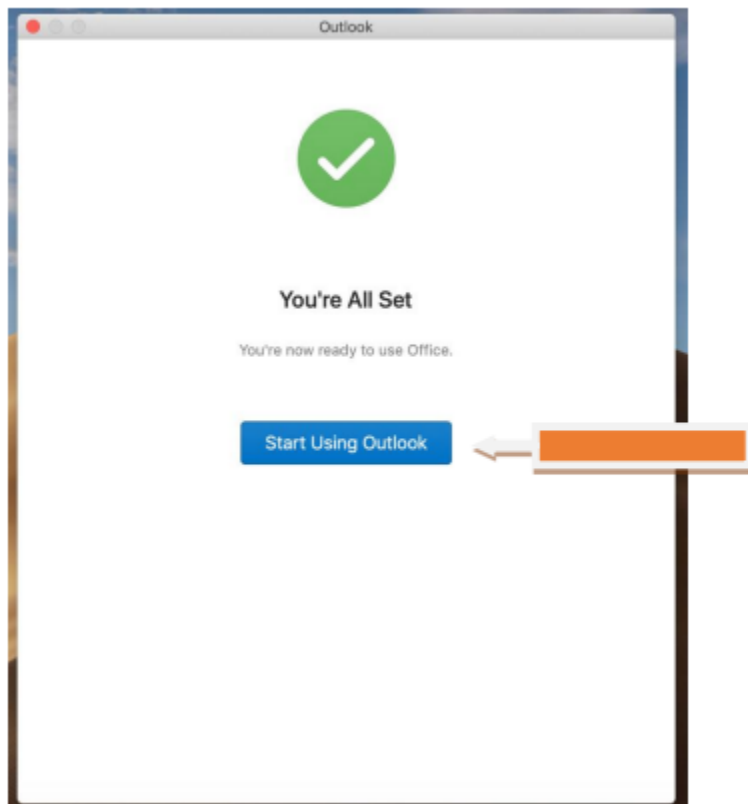
PROTECT YOUR PERSONAL INFORMATION AND PRIVACY

ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies regarding user accounts and credentials can be found in the

STEP 4: Click on **Done**.



STEP 5: Click on **Start Using Outlook**.



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the DoIT Help Desk (L2 in the New Building or (212)237-8200 or helpdesk@jjay.cuny.edu) if further assistance is needed.
