



Setting up your John Jay College M365 Email on MS Outlook Client for Windows Desktops and Laptops

Please note that the steps below assume that Microsoft Office 2019/M365 is already installed on your device. If you will like to install M365 from the licenses assigned for your personal devices, please click [here](#) for the instructions. If you have a college owned device and do not want to use one of your assigned licenses, please reach out to the Help Desk for assistance with installation of Microsoft Office. Please note we can only install Office 2019.


Step1: Click to launch Outlook app from your computer.

Step 2: Type in your CUNY login user name (yourfirstname.yourlastname## - last two digits from your emplid@login.cuny.edu (i.e – John.doe84@login.cuny.edu)) and then click Connect.


A screenshot of the Outlook application's login window. The window has a title bar with a close button (X) in the top right corner. The Outlook logo is centered at the top. Below the logo is a text input field containing the email address "safiul.roni10@login.cuny.edu". To the right of the input field is a small downward arrow icon. Below the input field is the text "Advanced options" followed by a downward arrow icon. At the bottom of the window is a large blue button labeled "Connect".

STEP 3: Click on DONE.

✕

 Outlook

Account successfully added

 **Office 365**
safiul.roni10@login.cuny.edu

Add another email address

Safiul.Roni@jjay.cuny.edu

▼

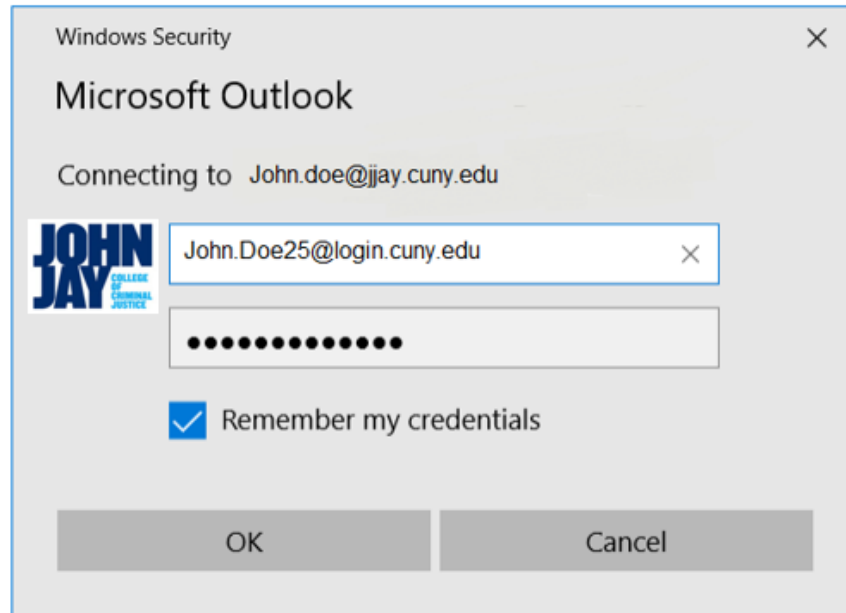
Next

Advanced options ▼

Done

☐ Set up Outlook Mobile on my phone, too

STEP 4: Type in your CUNYfirst password and put a check mark to remember password and then click on OK.



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.
