

3-3-2. Outlook (Windows)

To check your email for your @s address (s+last 7 digits of your student ID number@s.tsukuba.ac.jp) and @u address (s+last 7 digits of your student ID number@u.tsukuba.ac.jp) using Outlook 2019, follow the steps below.

1. If you are using the system for the first time, the account setup screen will appear.



2. If you are already using Outlook with a different account, click the [ファイル] (File) tab in the upper left corner of the screen.



3. Under [アカウント情報], click [アカウントの追加].



4. Enter the email address you want to add (@s address or @u address) in [メールアドレス] and then click [接続].



- In [パスワード], enter the password for your M365 account, and then click [サインイン].



The screenshot shows the Microsoft login interface. At the top left is the Microsoft logo. Below it, the email address "tsukuba@u.tsukuba.ac.jp" is displayed. The main heading is "パスワードの入力" (Password Input). A text input field labeled "パスワード" (Password) is highlighted with a red box. Below the input field are two links: "パスワードを忘れた場合" (Forgot your password?) and "別のアカウントでサインインする" (Sign in with another account). A blue button labeled "サインイン" (Sign in) is highlighted with a red box.

- Multi-factor authentication will be performed because authentication is required according to the multi-factor authentication configuration.
- Click [いいえ、このアプリのみにサインインします].



The screenshot shows a Windows security dialog box titled "すべてのアプリにサインインしたままにする" (Sign in to all apps). The text explains that Windows will remember the account and sign in automatically to apps and websites on this device, reducing the number of logins. A checkbox is checked, and a red arrow points to it with the text "Uncheck". Below the checkbox is the text "組織がデバイスを管理できるようにする" (Allow the organization to manage this device). A note explains that selecting this option allows administrators to manage app installations, settings, and device resets remotely. At the bottom, a button labeled "いいえ、このアプリのみにサインインします" (No, sign in only to this app) is highlighted with a red box. An "OK" button is also visible at the bottom right.

8. If there are no problems in particular, click [完了].



9. If you are registering an account for the first time, the following completion screen appears. Remove the checkmark from [Outlook Mobile をスマートフォンにも設定する] and then click [完了].

