

Rotman Alumni Email Account Setup – Outlook (Windows 10)

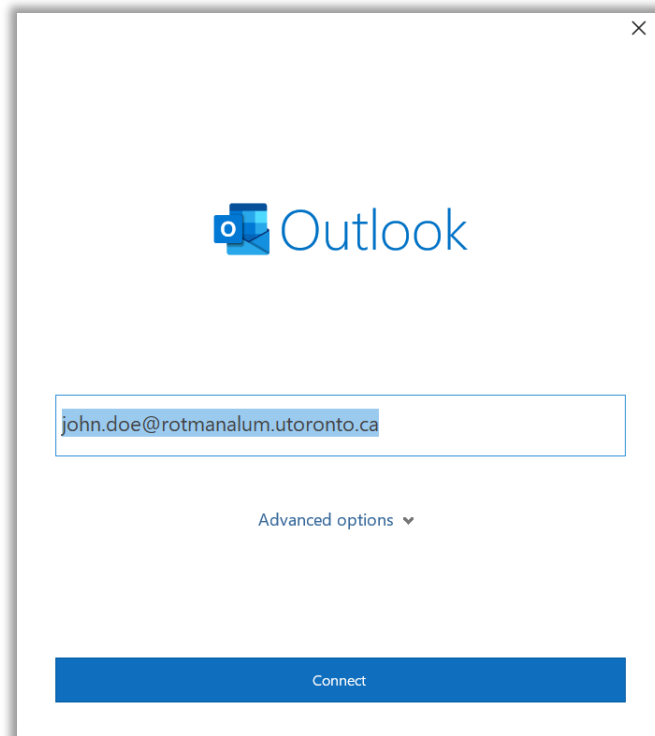
This guide provides instructions for adding your Rotman Alumni email account to Outlook on Windows 10 (desktop mail client). Steps are provided for Outlook running for the first time and if Outlook is already in use.

Get Outlook for Windows: At this point you can still install Microsoft Office (which includes Outlook) through your Student email account (UTmail+). Microsoft Office available from your student account will not expire until November 1st. Installation instructions can be found here

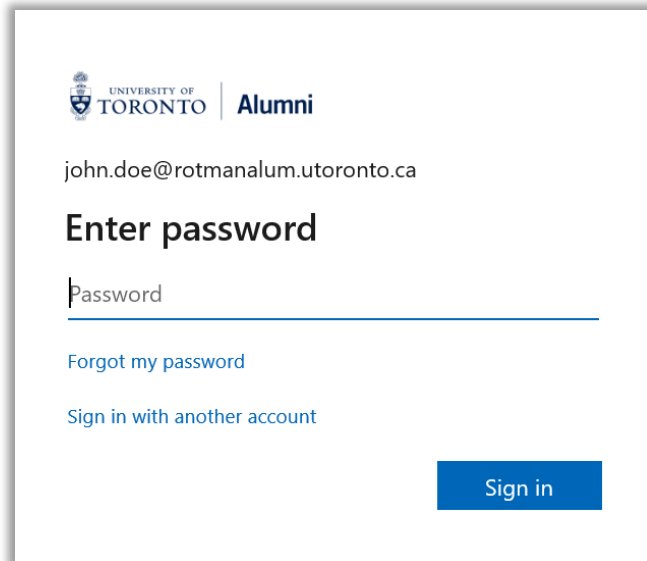
- Office 365 ProPlus for Windows - [Link](#)
- Office 365 ProPlus for Mac - [Link](#)

Here is how to setup your Rotman Alumni Email account in Outlook (First time running)

- Open Outlook.
- Enter your Rotman Alumni email address and click **Connect**.

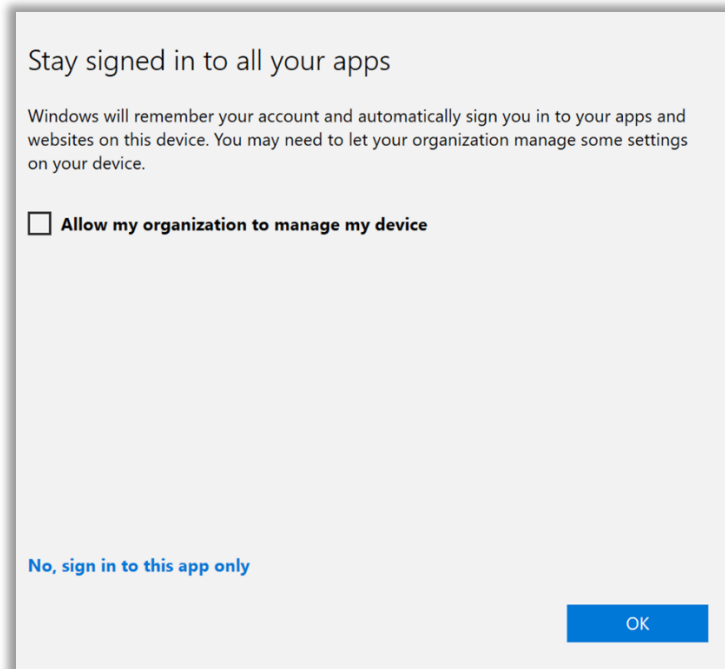


- Enter your password and select **Sign In**.



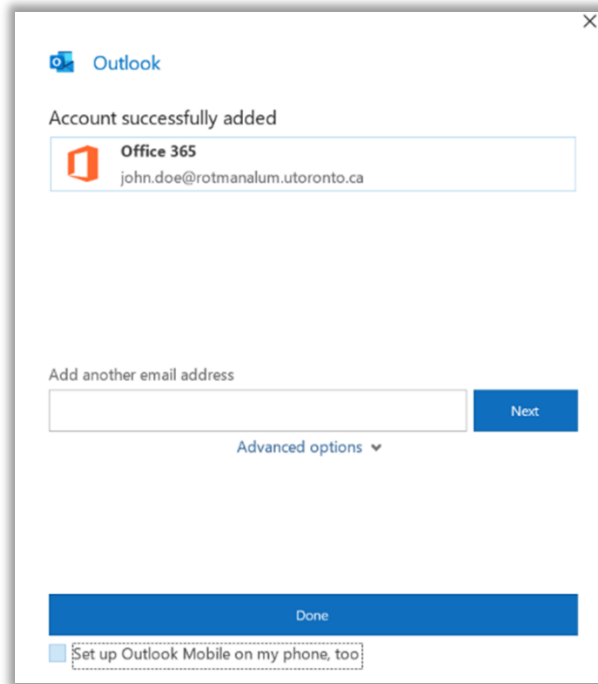
The image shows a sign-in page for the University of Toronto Alumni. At the top left is the University of Toronto logo, followed by the text "UNIVERSITY OF TORONTO | Alumni". Below this is the email address "john.doe@rotmanalum.utoronto.ca". The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button labeled "Sign in".

- Uncheck **Allow my organization to manage my device**.
- Click **No, sign in to this app only**.



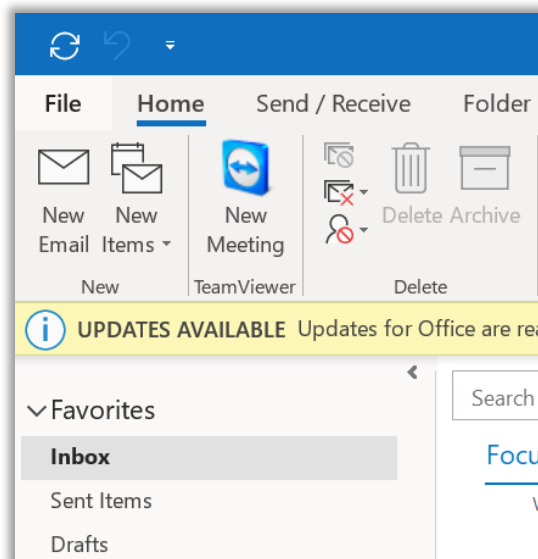
The image shows a dialog box titled "Stay signed in to all your apps". The text inside reads: "Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device." Below this text is a checkbox labeled "Allow my organization to manage my device", which is currently unchecked. At the bottom left is a link that says "No, sign in to this app only". At the bottom right is a blue button labeled "OK".

- Uncheck **Set up Outlook Mobile on my phone, too** and click **Done**.

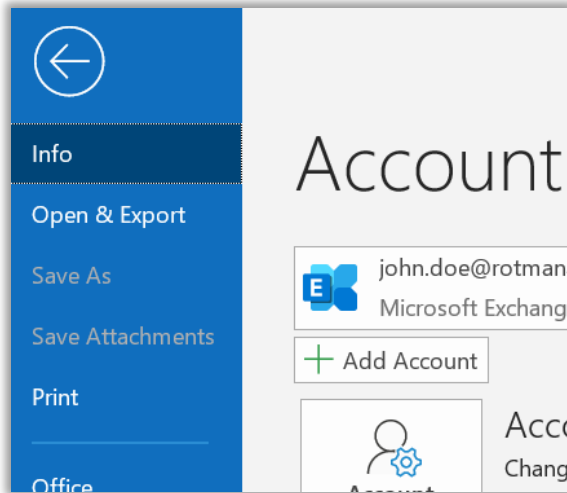


Here is how to setup your Rotman Alumni Email account in Outlook (Outlook already in use)

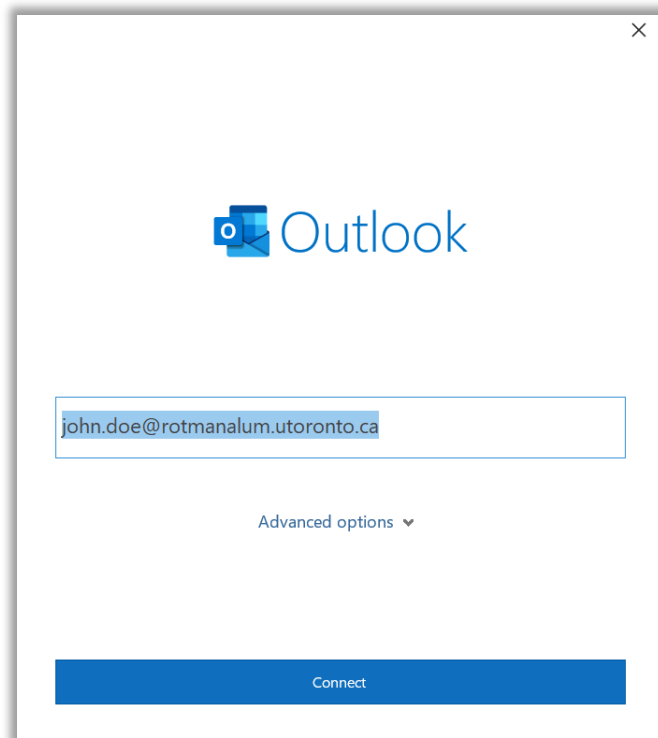
- Open Outlook.
- Click **File** from the top menu.



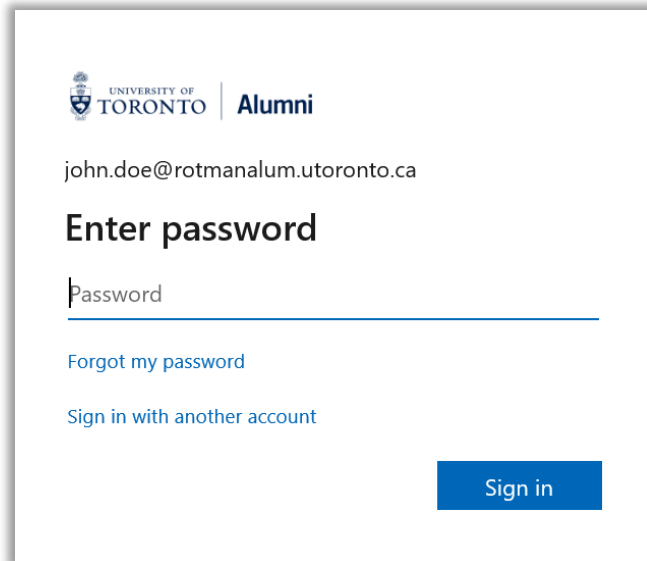
- Click **Add Account**.



- Enter your Rotman Alumni email address and click **Connect**.

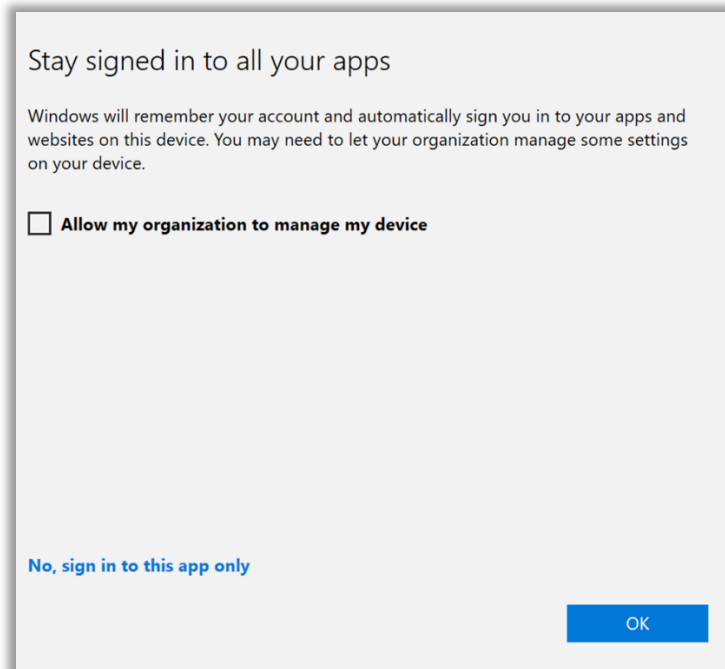


- Enter your password and select **Sign In**.



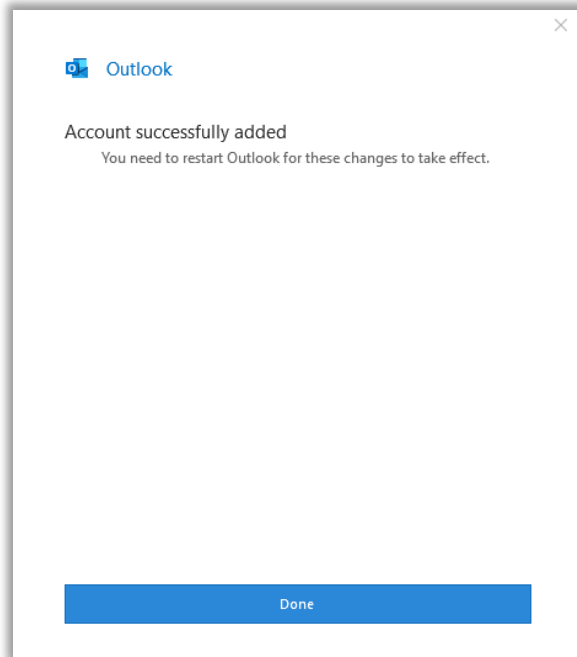
The image shows a sign-in page for the University of Toronto Alumni. At the top left is the University of Toronto logo, followed by the text "UNIVERSITY OF TORONTO | Alumni". Below this is the email address "john.doe@rotmanalum.utoronto.ca". The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field are two links: "Forgot my password" and "Sign in with another account". At the bottom right is a blue button labeled "Sign in".

- Uncheck **Allow my organization to manage my device**.
- Click **No, sign in to this app only**.



The image shows a dialog box titled "Stay signed in to all your apps". The text inside reads: "Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device." Below this text is a checkbox labeled "Allow my organization to manage my device", which is currently unchecked. At the bottom left is a link that says "No, sign in to this app only". At the bottom right is a blue button labeled "OK".

- Click **Done**.



 Outlook

Account successfully added

You need to restart Outlook for these changes to take effect.

Done