Getting Started Checklist for Office 365

- Login to Washburn computers using email address as username and WUAD password (the same you usually use to log into the computer)

- Setup your desktop Outlook program

  OR

- Access the Outlook Web App at http://login.microsoftonline.com

  Login using your email address (first.last@washburn.edu) and WUAD password (the one you log into your computer with)

  If you logged into your computer with your email address and are accessing Outlook Web App in Internet Explorer then your login information will be passed automatically after you enter your email address

- Set up your mobile device(s)

  Apple
  Android
  Windows Phone