

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](#)