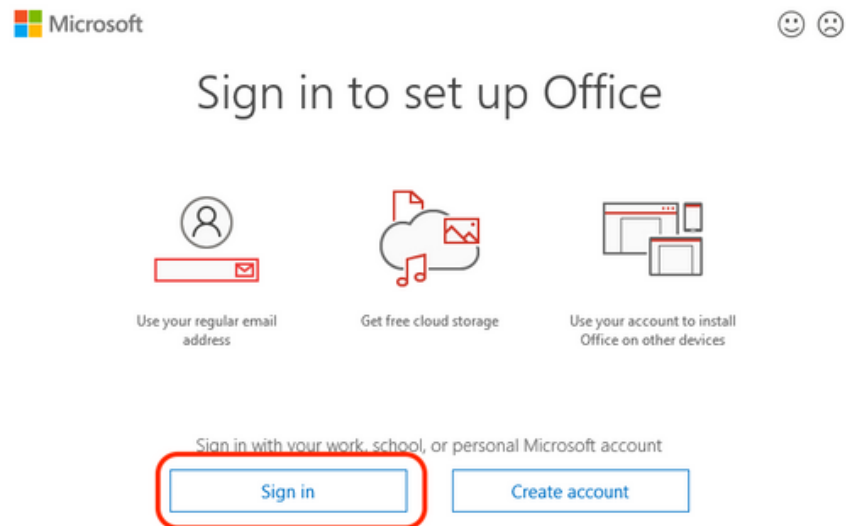# How to configure your EHL email on your Windows PC

1. A pop-up with the words sign-in will appear on the first open of Outlook. Click on **Sign-In**.

2. If the above pop-up does not appear, go to step 4.

3. Enter your EHL email address then click on **Connect**.

How to configure your EHL email on your Windows PC
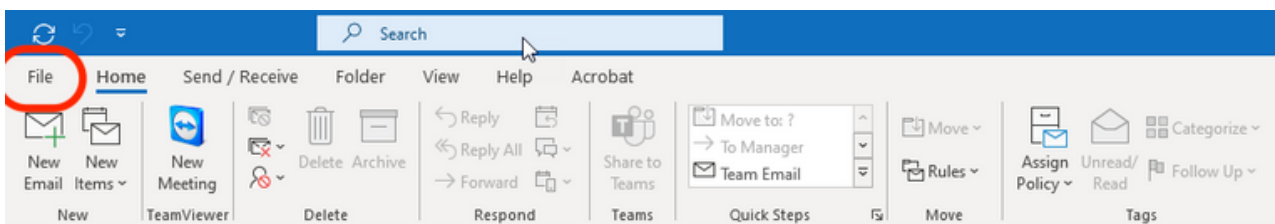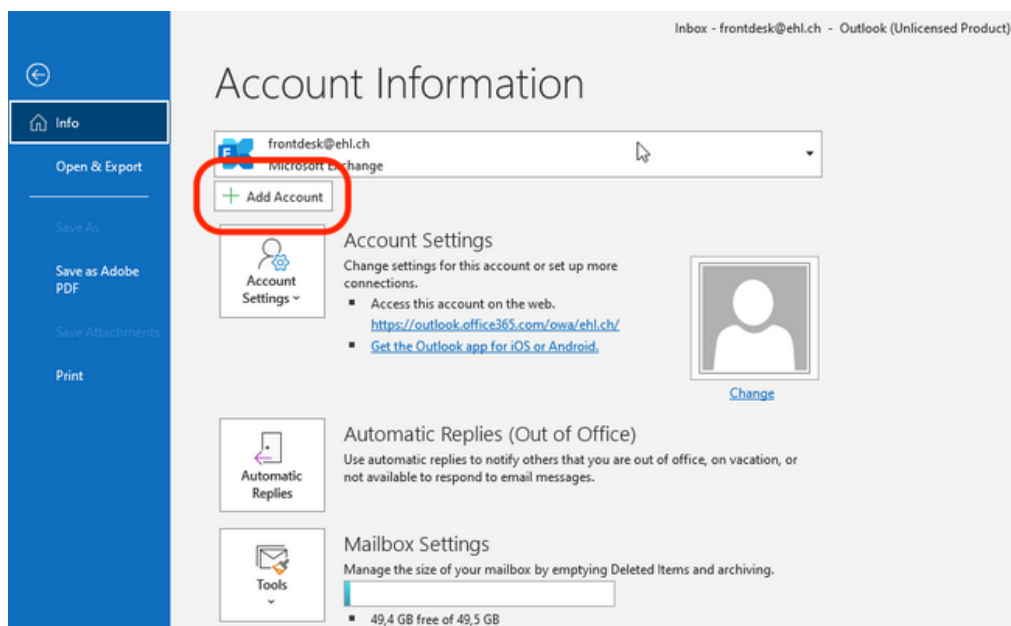
4. Follow the instructions on the screen to complete the sign-in.

If you wish to add another account, please follow these steps:

- In the header bar, click on **File**.

- Then click on **Add account**

- Enter your EHL email address then click on **Connect** (see next page).

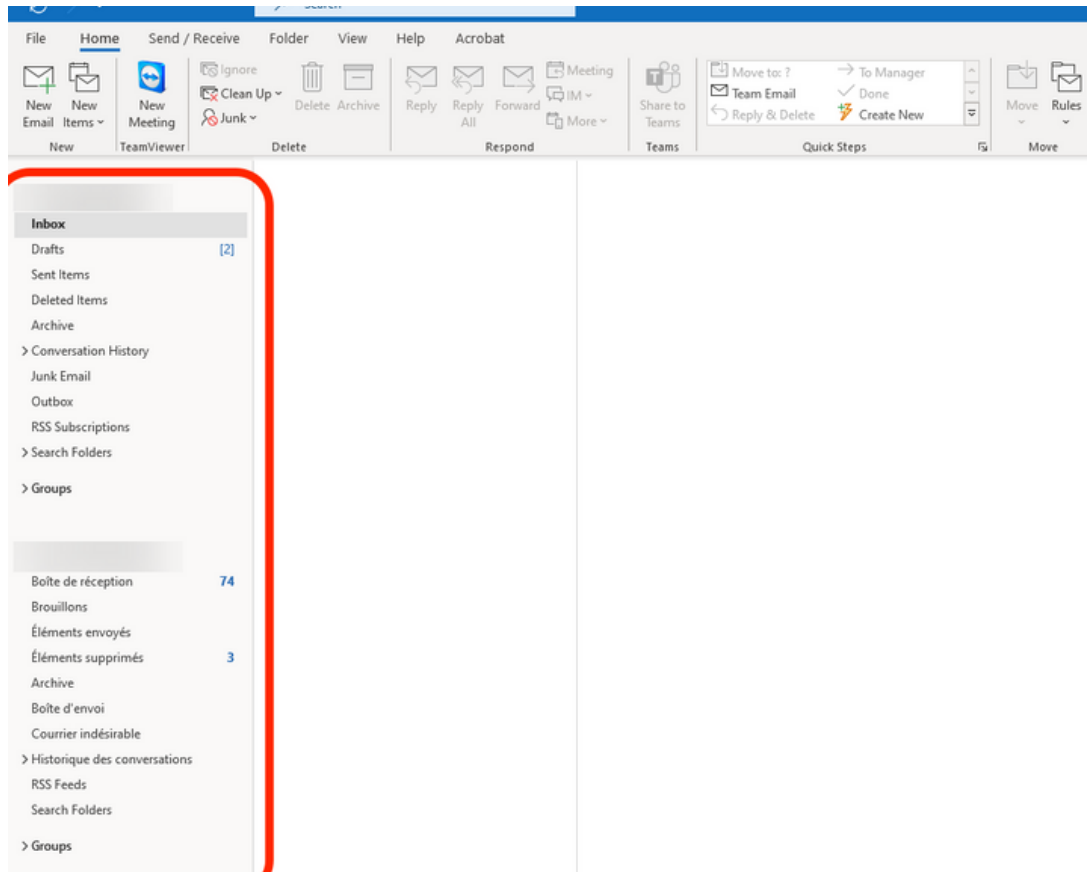# How to configure your EHL email on your Windows PC

- Follow the instructions on the screen to finish the sign-in.
- Restart Outlook
- Your new mailbox will appear on the left (see next page).

If you encounter any issues, please open a ticket by using our **service catalogue** or by sending us an **email**. We will get back to you in the shortest possible time.

https://services.ehl.edu
itservicedesk@ehl.ch

Your Digital Support Team