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**.

Microso	ft			☺ ☺			
	Sign in to set up Office						
	8						
	Use your regular email address	Get free cloud storage	Use your account to install Office on other devices				
Sign in with your work, school, or personal Microsoft account Sign in Create account							

- 2. If the above pop-up does not appear, go to step 4.
- 3. Enter your EHL email address then click on **Connect**.



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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

	Inbox - frontdesk@ehl.ch - Outlook (Unlicensed Product)
(c) Info	Account Information
Open & Export	frontdesk@ehl.ch Microsoft Dehange
Save As Save as Adobe PDF Save Attachments Print	Account Settings Account Settings Account Settings Account Settings for this account or set up more connections. Access this account on the web. https://outlook.office355.com/owa/ehl.ch/ Get the Outlook app for iOS or Android, Change
	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.
	Mailbox Settings Manage the size of your mailbox by emptying Deleted Items and archiving. 49,4 GB free of 49,5 GB

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

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Email address							
Advanced options 🖌							
	Connect						
No account?	Create an Outlook.com email address to get started.						

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

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File Home Send / F	Receive	Folder Vie	w Help	Acrobat					
New New Email Items - Meeting	🕼 Ignore 🔯 Clean U 🔏 Junk ~	Delete Arc	hive Reply	Reply Forward All	Meeting	Share to Teams	Move to: ? Team Email Reply & Delete	→ To Manager ✓ Done ✓ Create New	Move Rules
New TeamViewer		Delete		Respond		Teams	Qui	:k Steps	Fai Move
Inbox									
Drafts	[2]								
Sent Items									
Deleted Items									
Archive									
> Conversation History									
Junk Email									
Outbox									
RSS Subscriptions									
> Search Folders									
> Groups									
Boîte de réception	74								
Brouillons									
Éléments envoyes									
Archive	3								
Boîte d'envoi									
Courrier indésirable									
> Historique des conversations									
RSS Feeds									
Search Folders									
> Groups									
7 aroups									

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