

Setting Up @MyHunter (Office365) as an Email Client



Overview:

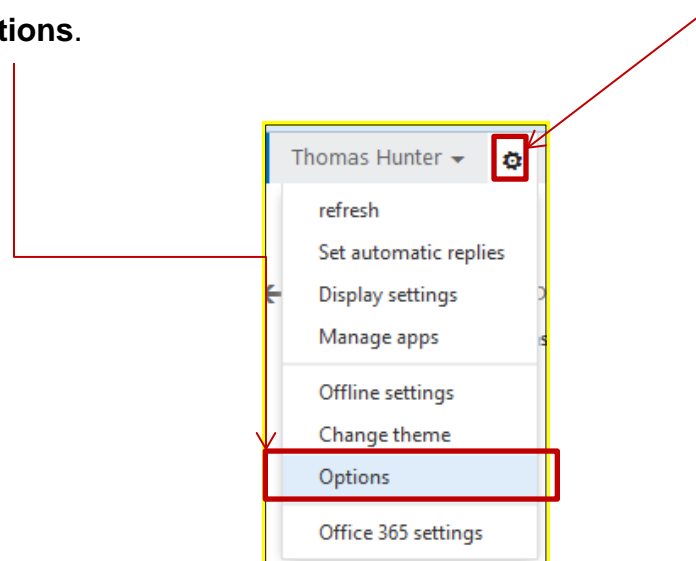
@MyHunter (Office365) may be used as an email client, which means that you can configure your @MyHunter account to receive and reply to email from your other email accounts using one log in.

You need to first log into @MyHunter (Office365)

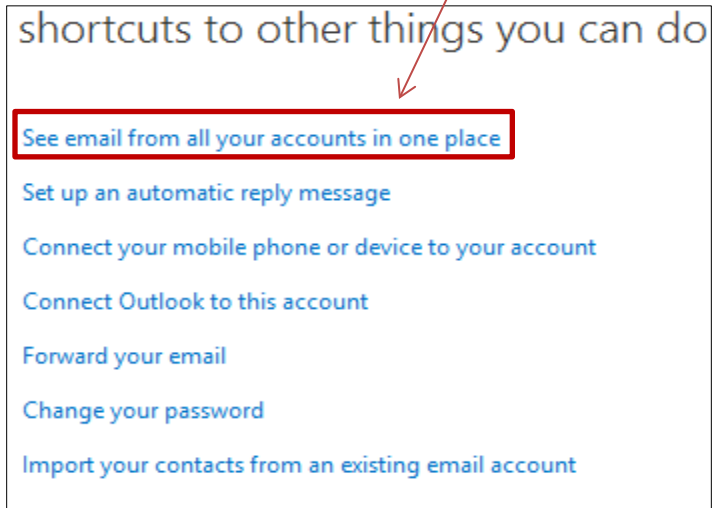
- <https://login.microsoftonline.com> and input your credentials.

Set-up:

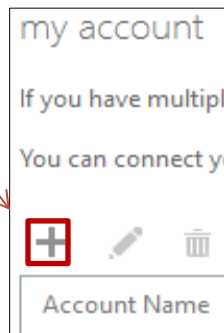
1. Find your name on the upper right hand and click on the Settings (⚙️) Icon.
2. Click on **Options**.



3. Click On “See email from all your accounts in one place”



4. Click on the + plus sign.



5. Enter an outside email address AND password such as (gmail, yahoo, aol, etc.,) then click next.

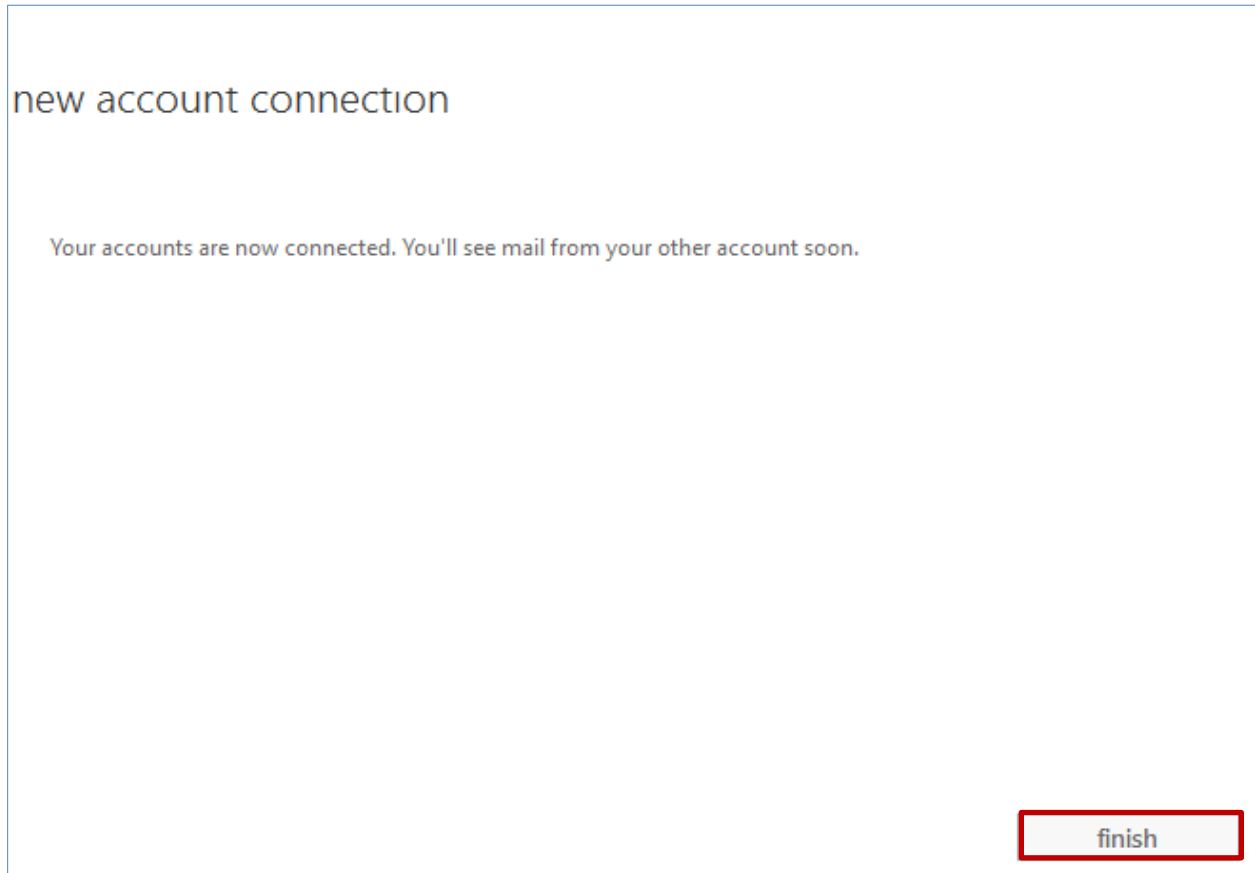
new account connection Help

*Email address:

*Password:

Note: If you receive an error message log into the account you are attempting to set up and confirm you are attempting to establish the connection.

6. You will receive the success screen. Click finish.



7. You will the new email address under Account Name ensure status is OK.

Account Name	Status
trcathuntercollege@gmail.com	OK

8. Click the back arrow on the left hand side you will see your new emails.

