



Setting up Lehman M365 email on MAC using Outlook 2019

STEP 1: Open Outlook and click on Get Started.



STEP 2: Type in your CUNY login user ID and Click on Continue.

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	Please enter your email address	
	Email	
	iose torres24@login cupyedu	
	Continue	

STEP 3: Type in your **CUNY login information** and then Click on **Login**.

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Web Applications Login				
If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the <u>CUNY Acceptable Use of University Data in the Cloud</u> policy.				
Log in with your CUNY Login credentials:				
Username				
jose.torres24@login.cuny.edu				
Password				
Login Forgot Password > New User Forgot Username > Manage your Account				
PROTECT YOUR PERSONAL INFORMATION AND PRIVACY				
ONLY enter your CUNY Login password on CUNY Login websites (ssologin.cuny.edu and login.cuny.edu). NEVER share it with others or enter your CUNY Login password elsewhere without the approval of your campus IT department. More information on CUNY's policies				

STEP 4: Click on Done.

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Home Organize Tools			
0.01		Find a Contact	1
New New Delete Reply R		M Address Book	Send &
Email Items		ill Multiss book	Receive
jose.torres24@login.cuny			
> 🕗 Inbox 4			
🗊 Drafts 3			
Archive			
➢ Sent		selected	
> 🔟 Deleted Items			
Junk Email	jose.torres24@login.cuny.edu		
Clutter	has been added		
Conversation History			
> 🛅 RSS Subscriptions			
> 🛅 Sync Issues	Did you know?		
VoiceOutbox	Outlook supports Google, Yahoo Mail, and iCloud accounts.		
> Smart Folders			
	Add Another Account		
	Done		
	Get Outlook for iOS & Android		

STEP 5: Click on Start Using Outlook.



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Home Organize Tools		? ^		
New New Email Items	Reply Forward Or Automatic Action of the second sec	Tags Filter Filter Image: Address Book Send & Receive		
✓ jose.torres24@login.cuny	Focused Other By: Conversations ∽ ↓	Co Re: Computer Quote request ULISES.GONZALES <ulises.gon 3:58="" at="" p<br="" today="">To: JOSE TORRES3 C: LISSETTE.DIAZ * Thanks very much Lissette, Thanks very much José. Best, Ulises</ulises.gon>		
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	ALEX.TAMMA Quote Request 3:51 PM Hi Jose, Requested quote attached. Thanks, Ale	www.ulisesgonzales.com On Aug 3, 2020, at 11:04 AM, JOSE TORRES3		
	Grammarly Insights We want to send you stellar stats and 3:37 PM Make sure you're logged into Grammarly. Visit M	Sorry for the delay, I was on Vacation last week		
	DIANE.MORGANTE, WILLIAM.TAYLORIII, R Mila Burns- MAC Laptop 3:11 PM Okay I will find out	You should receive a quote from Apple shortly . Please be aware all Laptop purchases must come with a License for Absolute for Insurance and Thief Investigation, see attached		
	LESLIE.LIEMAN • URGENT question re wiping a MAC 3:04 PM Hi Jose – My exiting substitute staff person, Ahr			
	ANNIE.EPPS, ORQUIDIA.ROSADOACEVEDO A&H COA's meeting 2:37 PM Hi Jose, No not yet. Please contact me at 917-9	Jose A. Torres Apple Systems Technician Lehman College, CUNY Information Technology Resources		
🔀 🗐 🕹 🖻 🖓	RAYMOND.DIAZ, RAMON.BELLIARD PO 21663 - Status? 2:36 PM Intern D	Carman Hall Room B77 718-960-7477 <u>www.lehman.edu</u>		
items: 575 inbox: Downloading Connected to: jose.torres24@login.cuny.edu				

NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or <u>help.desk@Lehman.cuny.edu</u> if further assistance is needed.