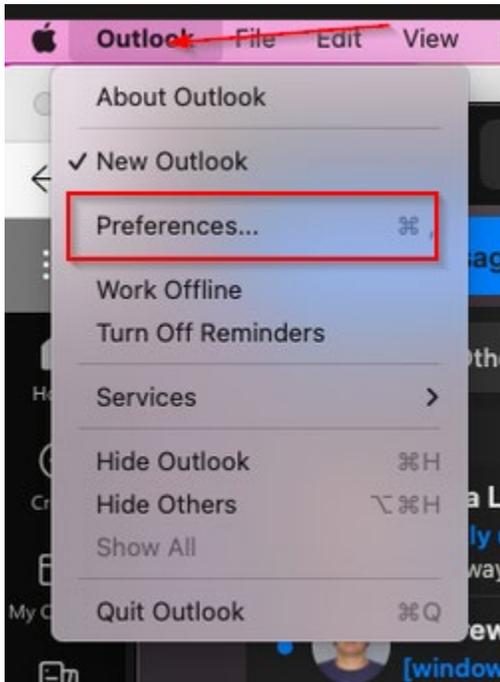
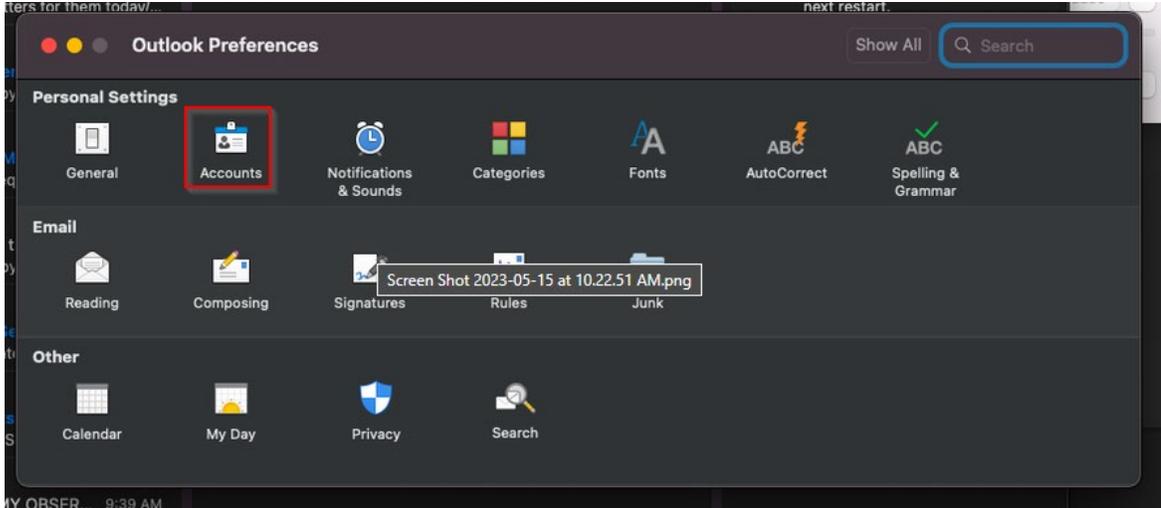


First you will need to remove your existing NRAO Email address

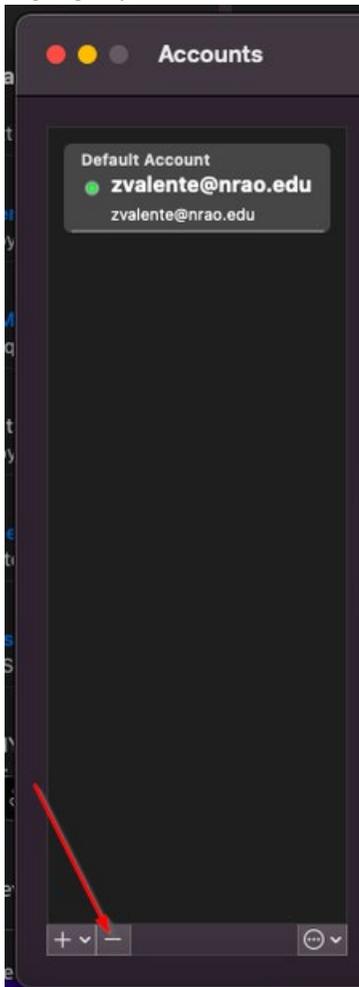
- 1.) With Outlook Open click on Outlook → Preferences



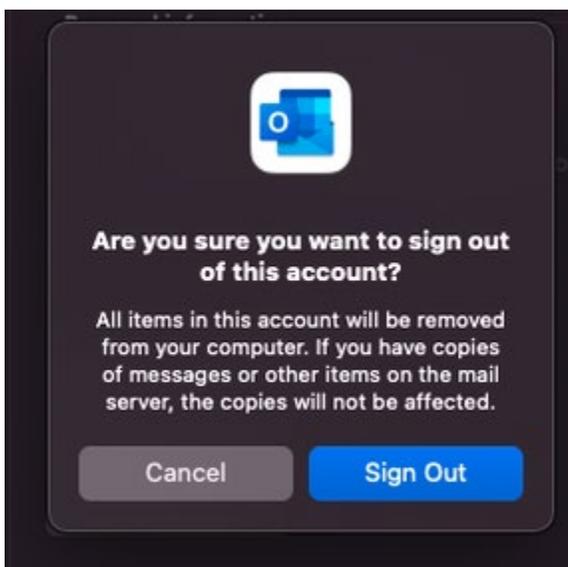
- 2.) Click on Accounts



3.) Highlight your NRAO email account and click on the Minus (-) sign

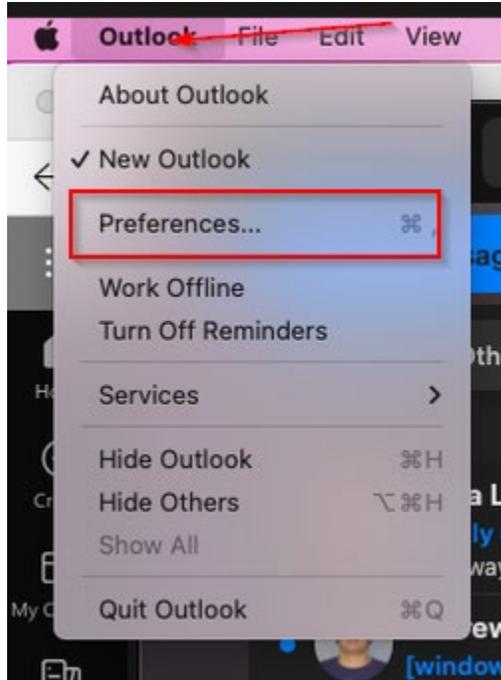


4.) Click Sign Out

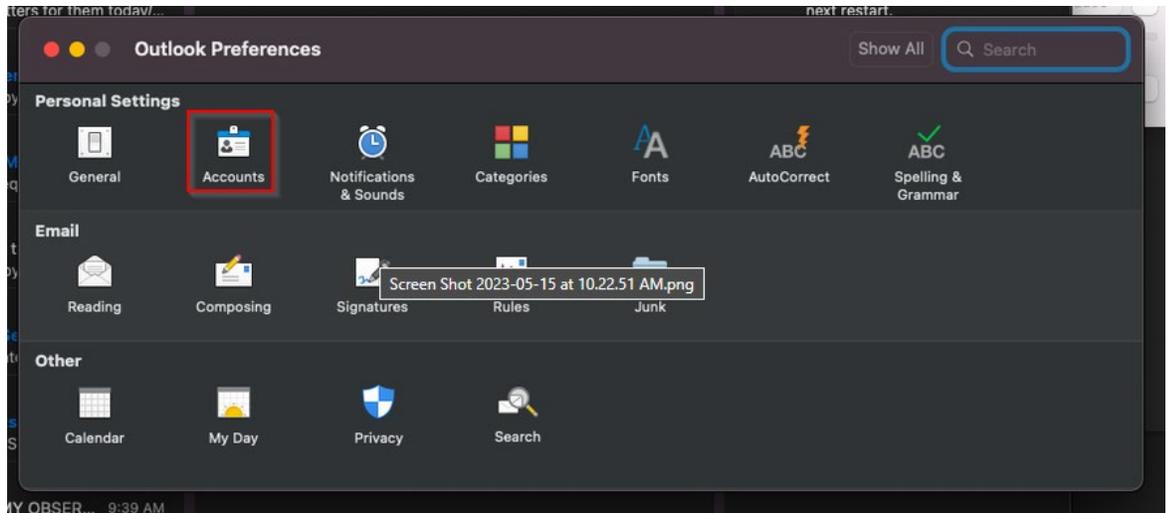


After you have removed your email address you will need to re add your Exchange Online email address

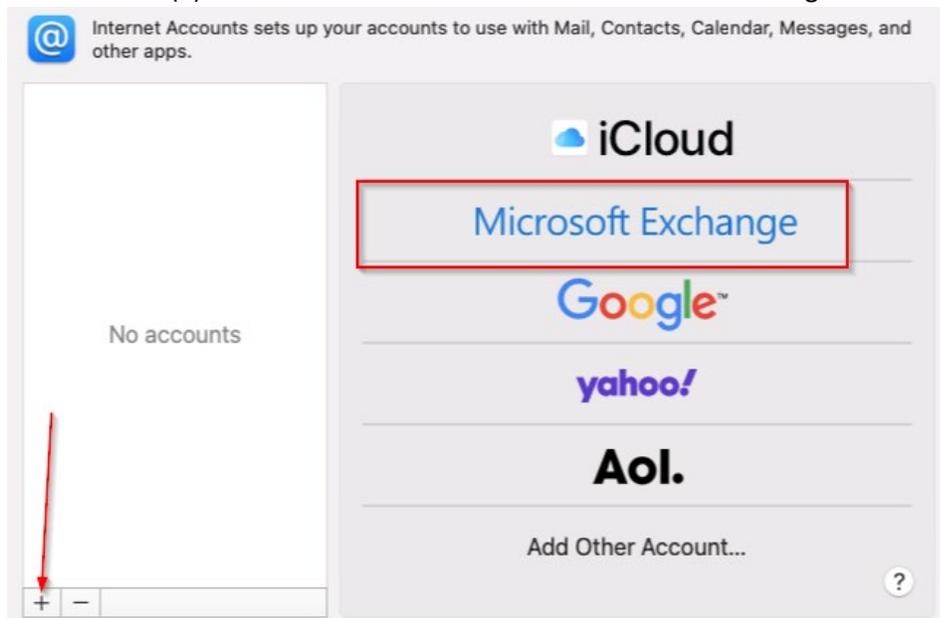
- 1.) With Outlook Open click on Outlook → Preferences



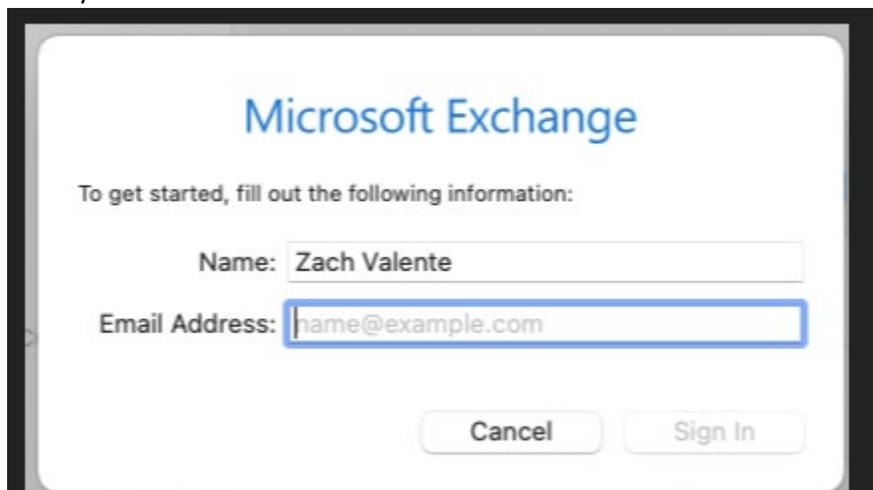
- 2.) Click on Accounts



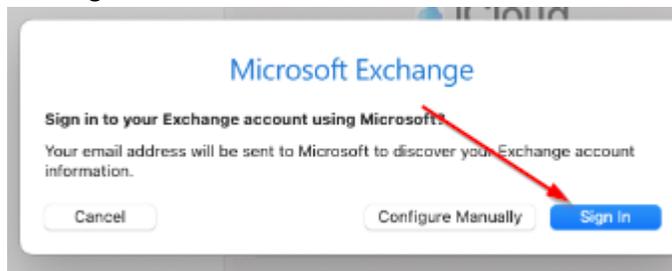
3.) Click the Plus (+) to add an account and then click Microsoft Exchange



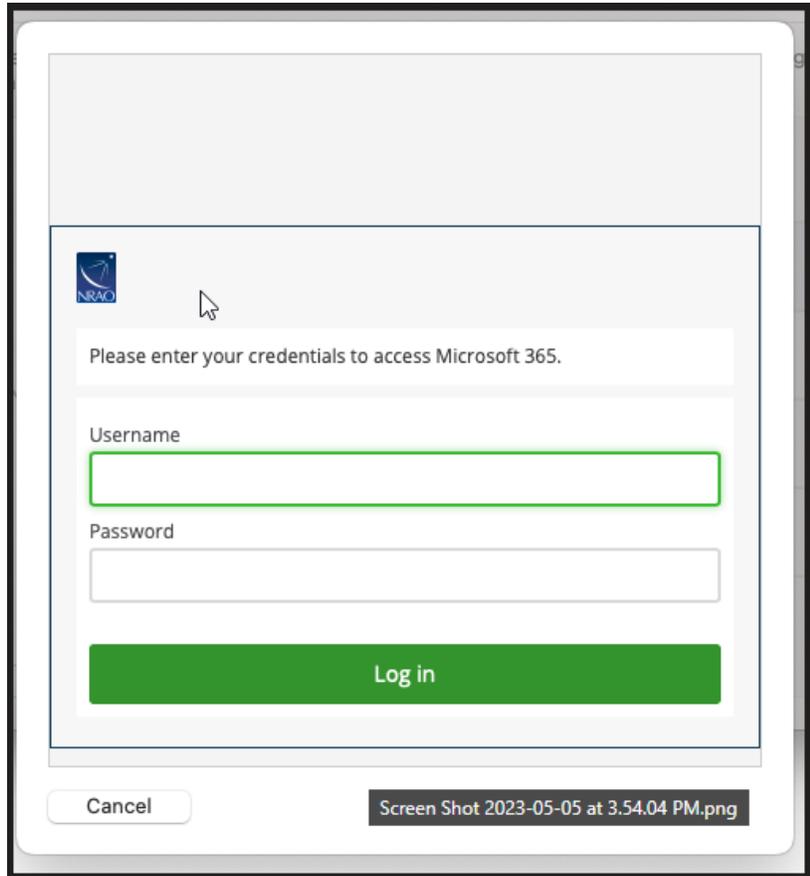
4.) Enter your name and email address



5.) Click Sign In



6.) You will be redirected to Duo Enter your username and password



The screenshot shows a login dialog box with a light gray background. At the top left is the NRAO logo, a blue square with a white crescent moon and the letters 'NRAO' below it. To the right of the logo is a mouse cursor. Below the logo is a white rectangular box containing the text 'Please enter your credentials to access Microsoft 365.' Underneath this is a 'Username' label followed by a white text input field with a green border. Below the username field is a 'Password' label followed by a white password input field with a gray border. At the bottom of the form is a large green button with the text 'Log in' in white. At the bottom left of the dialog is a 'Cancel' button. At the bottom right is a dark gray rectangular box containing the text 'Screen Shot 2023-05-05 at 3.54.04 PM.png'.

7.) Choose your authentication method



Device:

Choose an authentication method

Duo Push RECOMMENDED

Passcode

Remember me for 10 days

[What is this?](#) [Need help?](#)

Secured by Duo

Screen Shot 2023-05-15 at 10.17.49 AM.png