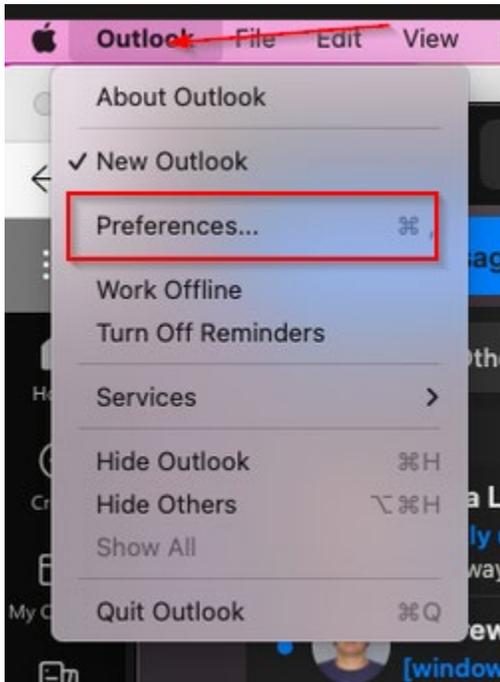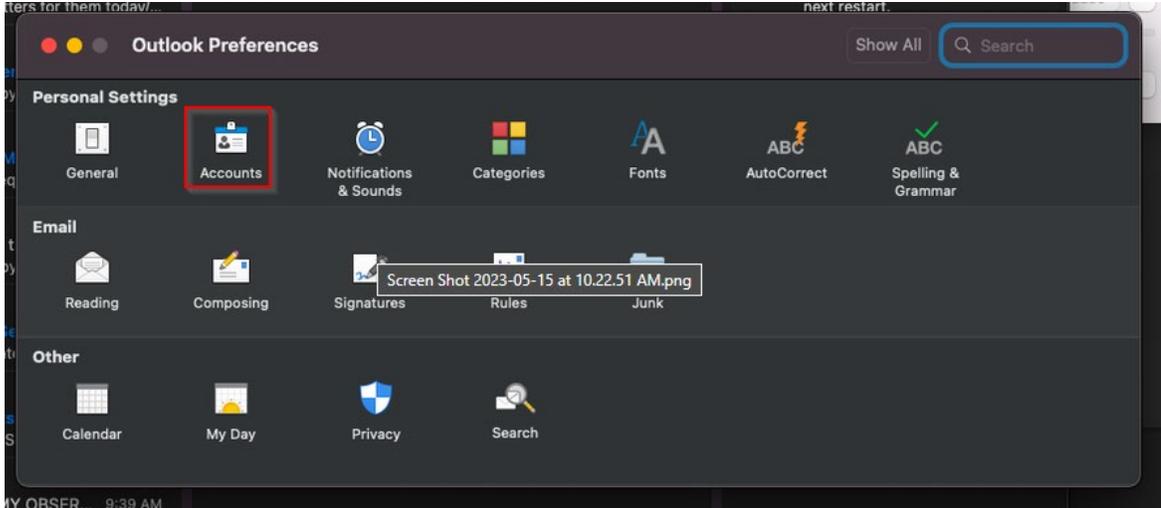First you will need to remove your existing NRAO Email address
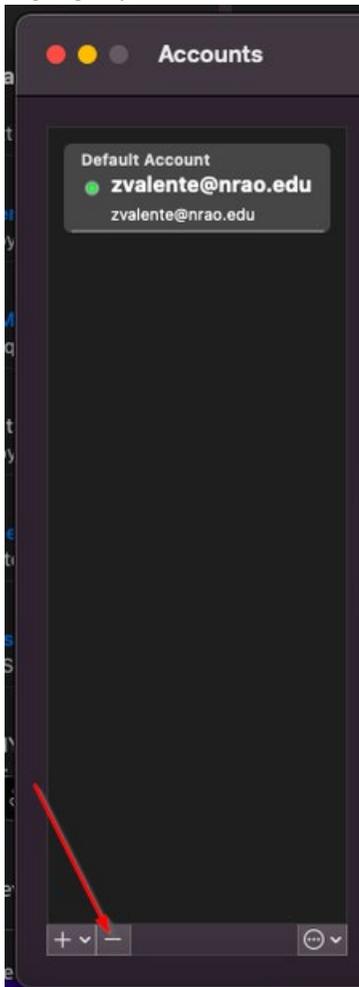
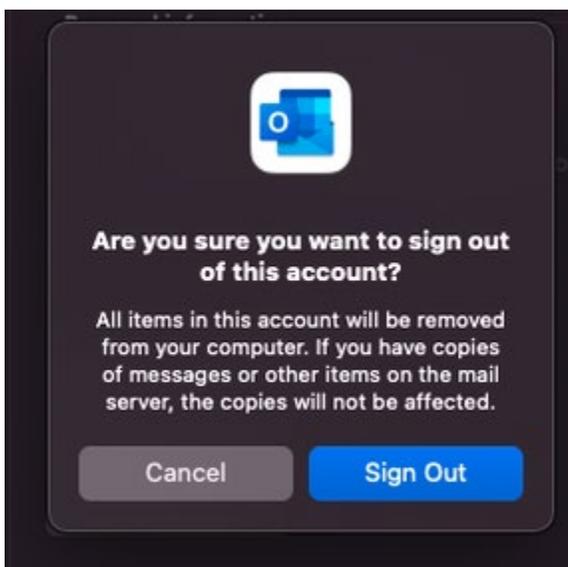1.) With Outlook Open click on Outlook → Preferences

2.) Click on Accounts

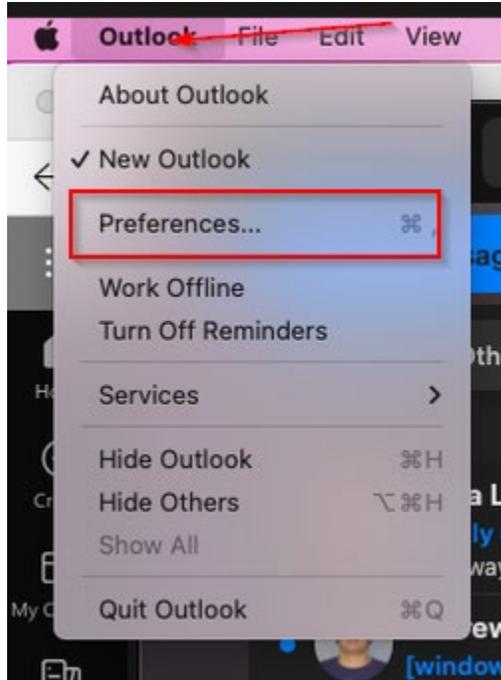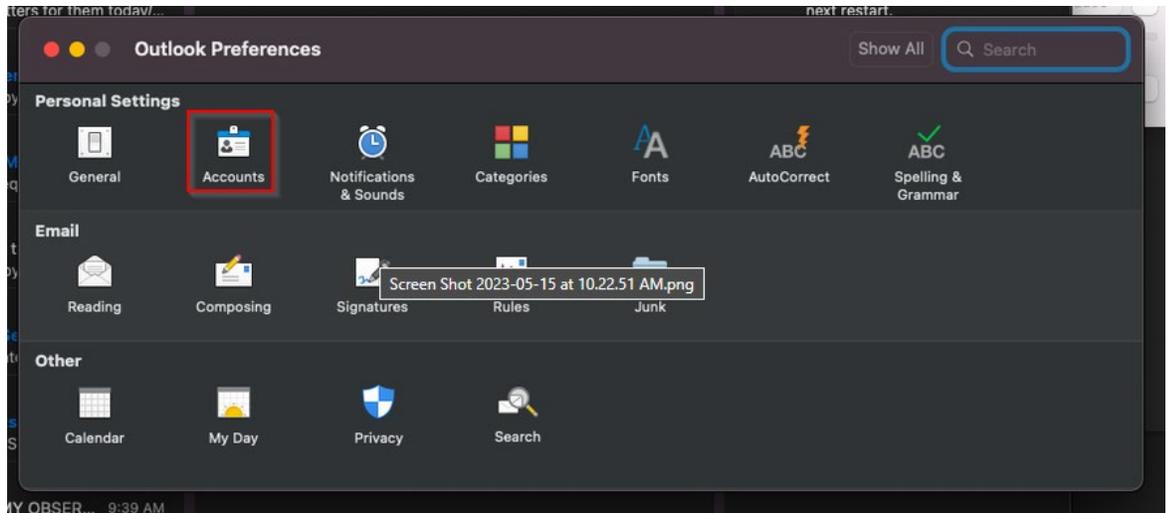3.) Highlight your NRAO email account and click on the Minus (-) sign

4.) Click Sign Out

After you have removed your email address you will need to re add your Exchange Online email address
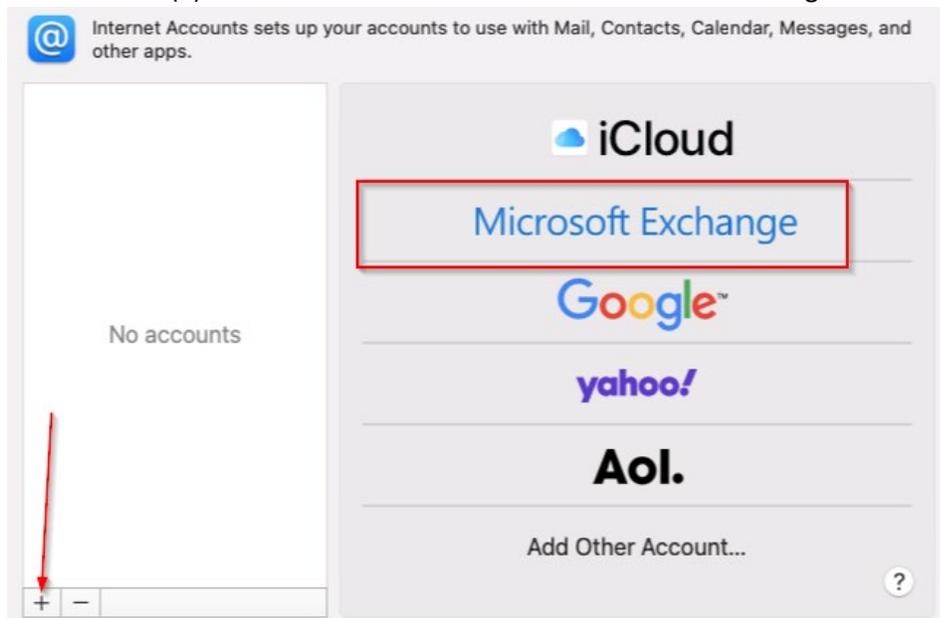
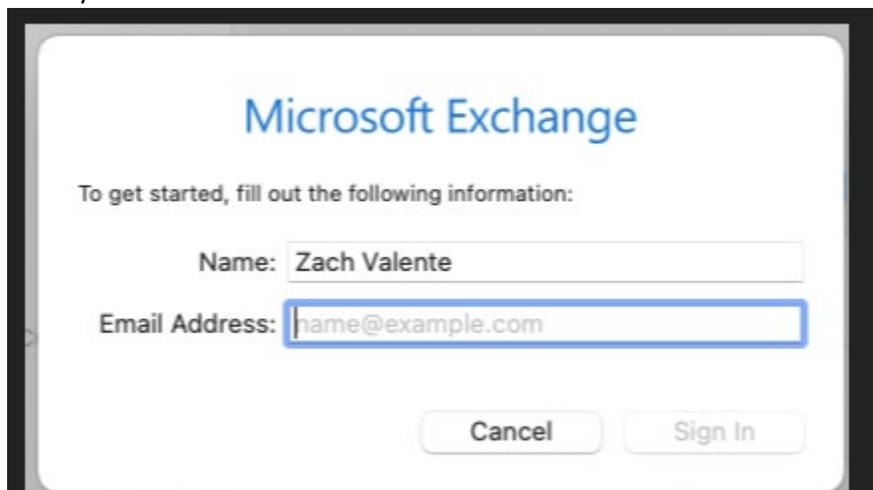1.) With Outlook Open click on Outlook → Preferences
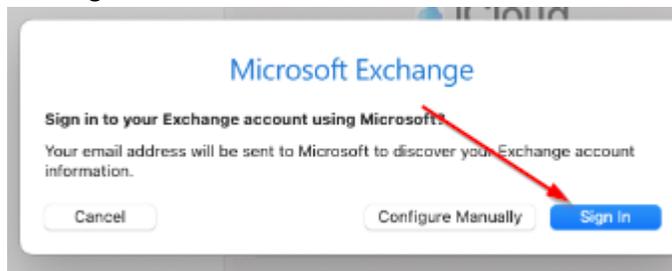

2.) Click on Accounts

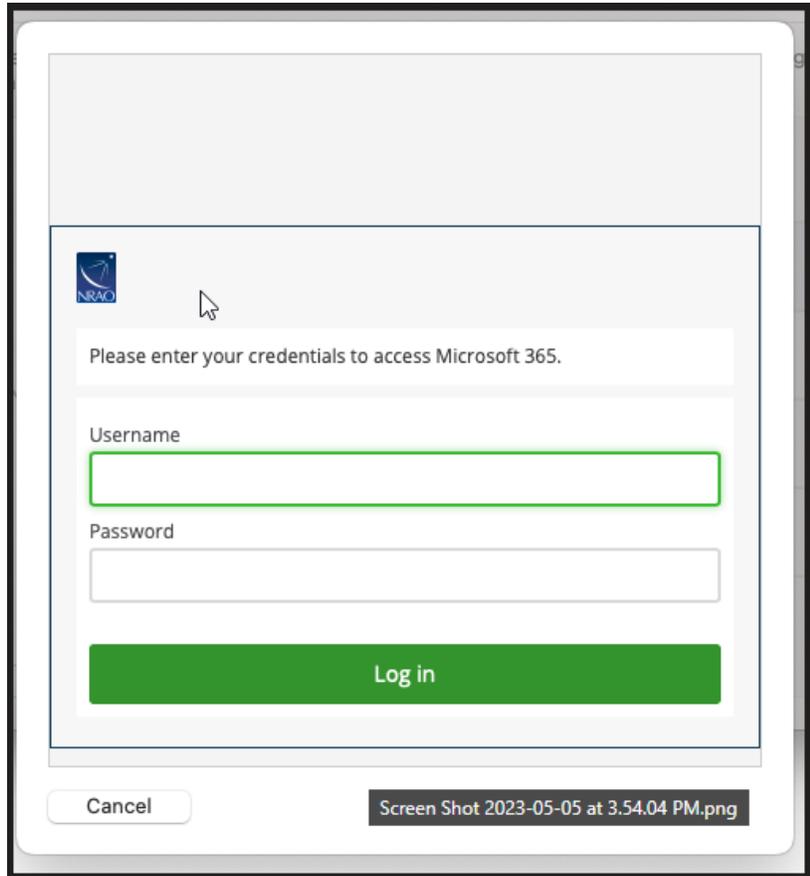3.) Click the Plus (+) to add an account and then click Microsoft Exchange

4.) Enter your name and email address

5.) Click Sign In

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

7.) Choose your authentication method