

How to import (connect) your existing email account(s) to Office 365

The screenshot displays the Office 365 Outlook interface. The top navigation bar includes the Office 365 logo, the Outlook title, and the Internet Services logo. The left sidebar shows the 'Options' menu with 'Connected accounts' highlighted under the 'Accounts' section. The main content area is titled 'Connected accounts' and features a table with columns for 'Account', 'Status', and 'Action'. A modal dialog titled 'Connect your email account' is open, prompting for 'Email address' and 'Password'. The right sidebar contains various settings sections, including 'Automatic replies', 'Display settings', 'Offline settings', 'Manage add-ins', 'Theme', 'Notifications', and 'My app settings'. Five yellow callout boxes with numbered instructions are overlaid on the interface:

1. Click Settings (pointing to the gear icon in the top right)
2. Click Mail (pointing to the 'Mail' link in the 'My app settings' section)
3. Connected Accounts (pointing to the 'Connected accounts' link in the left sidebar)
4. Click add (pointing to the plus icon in the 'Connected accounts' table)
5. Enter details of account to connect with (pointing to the 'Email address' and 'Password' fields in the modal dialog)

Follow the above 5 steps, then complete onscreen instructions to add the email account to your Office 365 account.