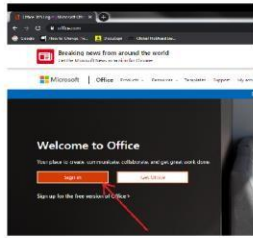# How to install O365 and Authenticate Haskell E-mail

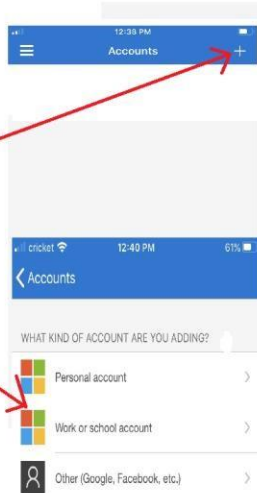1. Go to Office.com and click sign in with your haskell.edu webmail credentials.

2. You will receive a prompt to secure your account via Microsoft Authenticator.
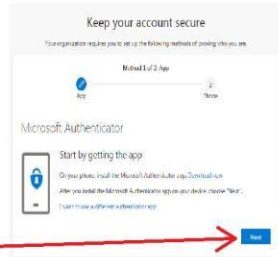
3. Download the Microsoft Authenticator app from your phone/tablet/device's app store.
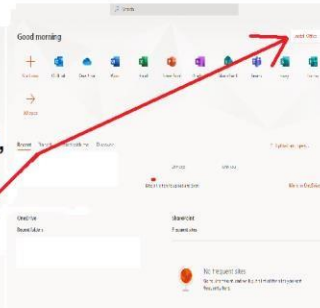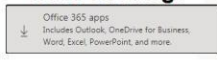
4. Once downloaded, tap the "+" icon to add an account. On the next screen, select "work and school" to add your haskell.edu account.
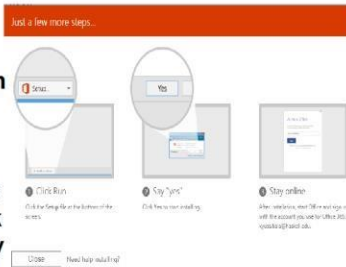
5. Back to the web browser, you will be prompted to scan the Haskell QR email code. Scan this code with your mobile device after the Authenticator prompts you.

6. Once logged in and verified, you will want to install the Office applications such as Word, Excel, etc. Do this by clicking the button labeled " Install Office ∨ " Then clicking:

   Office 365 apps
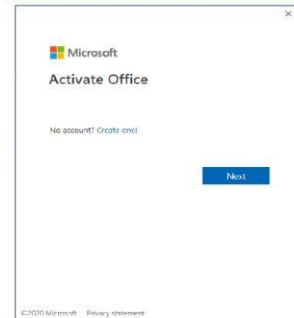   Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, and more.

7. Remove ANY version of Office that is installed on your device and run the setup that's been downloaded. This step will not work if Office is already installed.

8. Stay connected to the internet while this installation occurs. Any disconnects will interrupt the process.

9. Once Office is installed, open Word, Excel, etc. It will prompt you to login with your haskell.edu credentials. This will activate Office for your personal use.

10. Finally, Office.com will show you the available apps to use; including Outlook. This is where your Haskell E-mail will be accessed.

Outlook