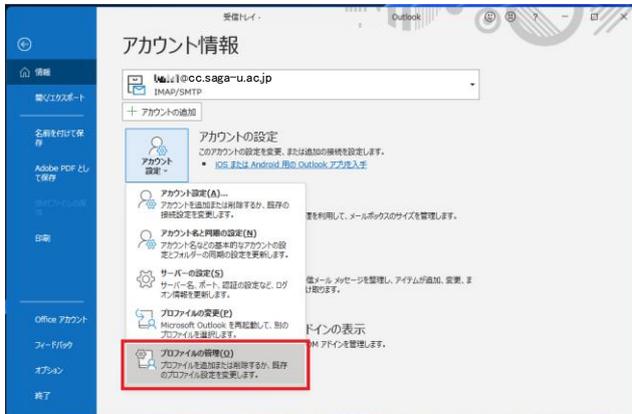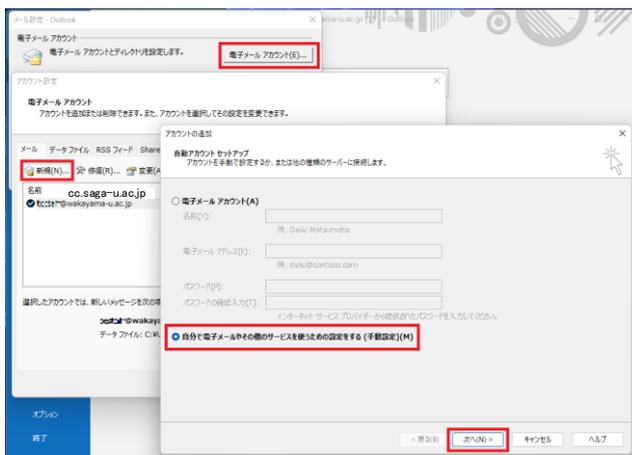# Steps to add an Outlook Modern Authentication account

1. Under File, Account Settings, click Manage Profiles.

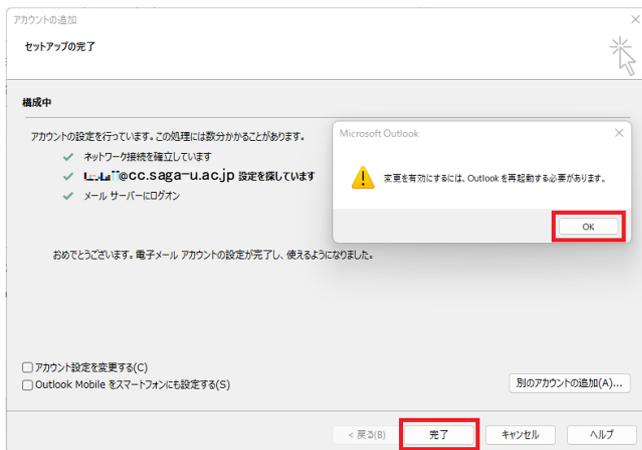2. Under E-mail Accounts, click New.

   Select [Set up e-mail and other services for me (manual settings)], and then click [Next].
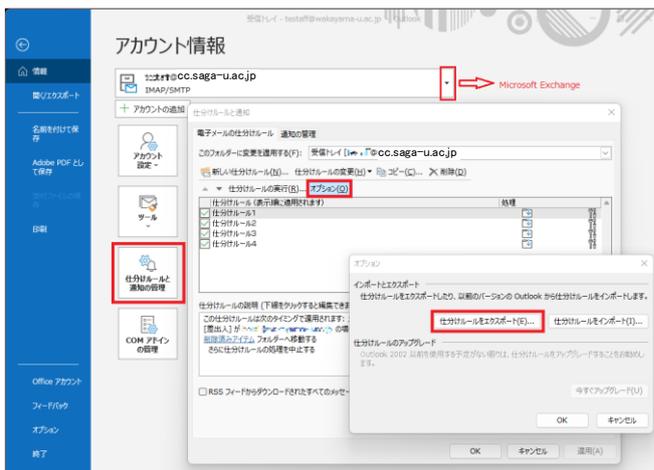

3. Check [Microsoft 365], enter your email address, and click [Next].

4. Click OK on the Outlook restart warning screen, and then click Finish.

5. If you have created a mail sorting rule, export the rule settings file by going to [Export] under [Options] in [Manage Sorting Rules and Notifications] in your IMAP account as shown below.

6. Finally, under "Account Settings", set the Exchange account to "Set as Default" and if all is well, "Delete" the IMAP account that is no longer needed.