

Windows Mail Setup Instructions for Students

Windows Mail supports Microsoft 365 multi-factor authentication and does not require an app password. It works in a similar way to Outlook on the Microsoft 365 portal.

1. Windows Mail Setup Procedure

- ① When you open Mail, click [+ Add Account].



- ② Click Office 365 on the Add Account screen.



- ③ Enter your university email address.
student number@edu.cc.saga-u.ac.jp



- ④ Click Work or School Account.



- ⑤ Enter your password.



- ⑥ Follow the prompts to complete Microsoft 365 multi-factor authentication.



- ⑦ Click [No, sign in to this app only].



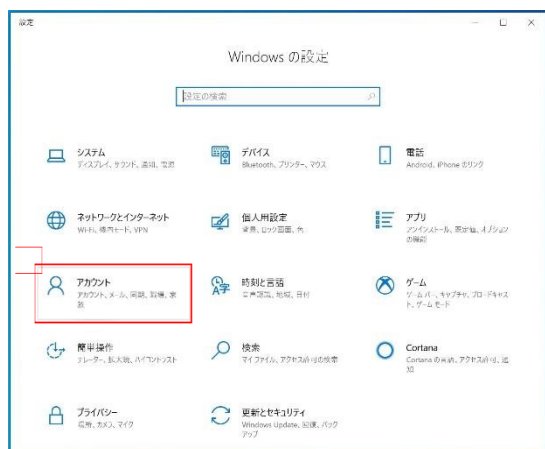
⑧ Click [Done].



2. Removing a Windows Mail Account

If you want to delete an email account that you have set up in Windows Mail, follow the steps below.

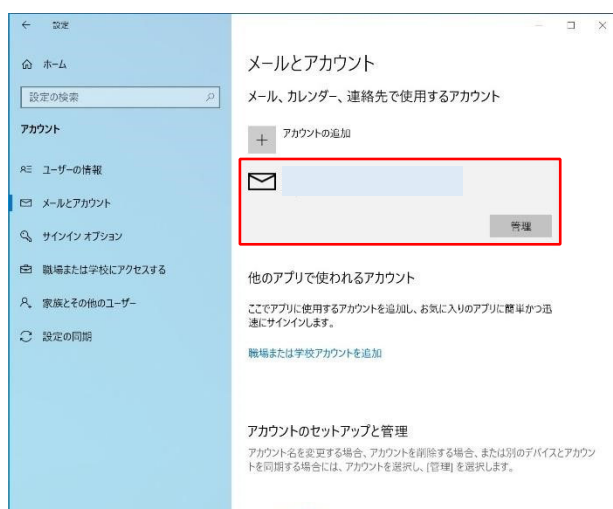
① Open [Settings] from the Start menu, then click [Accounts].



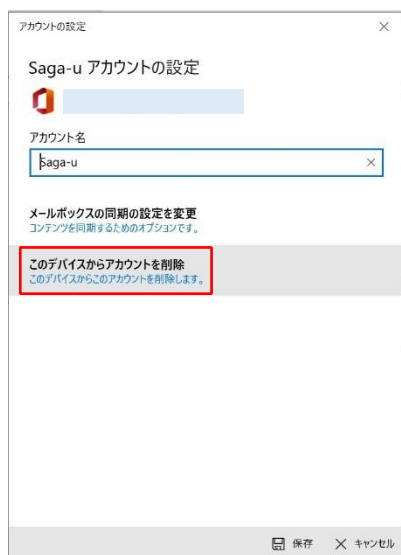
② Click Mail and Accounts.



- ③ Click the email address in the red box and click the Manage button.



- ④ Click Remove account from this device.



- ⑤ Click the Delete button.



- ⑥ Click Finish.
The account has now been removed.

