1. From the **Applications** menu, select **Email**. Type your full e-mail address, for example **ID@student.asu.edu.bh**, and your password, and then select **Next**.
2. Select **Exchange account**.
3. Enter the following account information and select **Next**.
4. **Exchange Server** with   **outlook.office365.com**
5. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others.
6. Select **Done** to complete the e-mail setup and start using your account.