

Setting up Outlook – video transcript

In this tutorial, you will be shown how to sign into Outlook.

In step 1, you are going to have to navigate to your personal email to look for the “Welcome To Maximus” email. This will have the Outlook Login instructions.

In this example, we are using Gmail

Once you locate the email, navigate to the URL within the body of the mail which will have, “outlook.maximus.com” and click on that link.

You will use your Maximus User ID and Password to log into Outlook in this screen.

The next step should take you directly to your email.

It is possible that you will get a prompt to click on a redirect link for Office 365.

If that’s the case, click on that link and when it comes time to login, use your `FirstNameLastName@maximus.com`
