How to sign into Outlook Desktop Application



1. Open Outlook from the Start Menu

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Welcome to Outlook	
Welconne to Odtlook	
Enter an email address to add your account.	
username@sfis.k12.nm.us -	
Advanced options 🗸	
Connect	

- 1. Enter sfis.k12.nm.us email address (ex. <u>username@sfis.k12.nm.us</u>)
- 2. Click "Connect"

Windows S	ecurity		×
Micros	oft Outlook		
Connecti	ng to TStaff@sfis.k12.nn	n.us	
Я	username@sfis.k12.nr	n.us	
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	Remember my creating the second se	dentials	
	ОК	Cancel	

- 3. You will be prompted to enter your password
- 4. Check the "Remember my credentials" box
- 5. Click "Ok"



- 6. Almost done! Just uncheck the "Set up Outlook Mobile..." box
- 7. Click "Ok"

弱 5 +	inbox - TStaff@drfs.k12.nm.us - Outlook	α – σ ×			
File Home Send / Roceive Folder View Help Q Tell me what you want to do					
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Drag Your Favorite Folders Here 4	Starch Current Malibox	Current Mailbox •			
4 TStaff@efic.k12.nm.us	Focused Other	By Date ❤↑			
Inbox 287	Other: New messages (8)				
Drafts	Roy M Herrera, Edwina Bernal-Lujan, Joe Calabaza, Kathleen Honahni				
Sent Items	liči⊡i@i (Rom isubect szeciment subject szeciment sz	MENTION 😤 🔺			
Deleted Items 1	Duter Last Week				
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Conversation History	🗄 Kathieen Honahni COVID 19 Behavior health and wellness Fri 3/20/2020 12:26 FM 1 MB	Þ			
Junk Email	Least sets start, Thope you and your tamines are doing well during these difficult days, I want to share with you that I am available on the prone or through email to answer any questions you may nave. Lately, I have been writing an appreciated on-star	F			
Outbox	O Pretex A spaning Product on Campus Loboure (F) A set BCT Co all staff Good moning staff, Please see attachment on campus closure to the public. This message will also be shared on the SFIS website, SFIS Facebook and sent to students and parents via messanger today as well. Have a goo	₽			
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	Kathleen Honahni Sharing an article about working from home Tue 3/17/2020 3:34 PM 87 KB Exc to all Staff Dear SP6 Staff, Below is a link to an article by Indian Country Today which I thought was really good and useful during this allowable period of working from home.	P			
	Amber J Tenorio PVE COVID-19 splabus from Indian Country Today Indian Country Today (2014) 19 Story summaries, lists of dosures, resources COVID-19 Tracker.	P			
	Bay M Herres LETTER RIGM SUPERINTENDENT & NEW SYS POLICY " HEALTH AND SAFETY EMBRIGENCY LEAVE POLICY" Tee J/17/2020 1266 PM 606 KB Good day, Attached is a letter from Superintendent and our new Health and Safety Emergency Leave Policy with some kay information. Warm regards and prayers, Roy Herresa Roy He	P			
	Roy M Henera Bunch tomorrow cancelled. Mon 3/14/2009 533 PM 72 KB Good evening. I an cancelling the Brunch gathering for tamorow. Please bring your own lunch/tracks. This will assist with the social distancing recommended with new rational guidelines. We should be finalizing the new policy by mid-moming. Prog	P			
	Koy M Herera Al staff regulared to report to SYIS tomorrow, Tuesday, March 17, 2029 Mon 3/14/2020 249 PM BKG Good afternoon staff, Our administrative team is continuing to finalize our decisions with a new Health and Safety Emergency Leave Policy regarding SFIS staff responsibilities during this Caronavirus Pandemic. 1 am requiring all healthy staff to rep	P			
I = 2 ⁴ 2 ³ ···	Melinds A Arguere Personal Packages Mon 3/H/2020 12:04 FM 41 KB Status S	P			
items: 287 Unread: 287 - Reminders:	Diffuence Stress Linkon Third Theorem And Mitching Arrens Mon 3/16/2000 12-00 PM 111 RR Online with Microsoft Exchange	■ DI+ 100%			

8. You're all set up with Outlook!



- 9. Lastly you should pin the Outlook app to your taskbar for easier access
- 10. Right-click on the Outlook icon on the taskbar and click "Pin to taskbar"