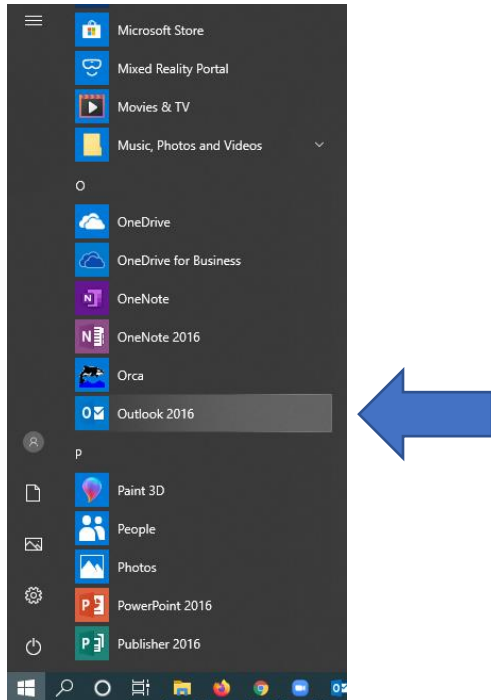
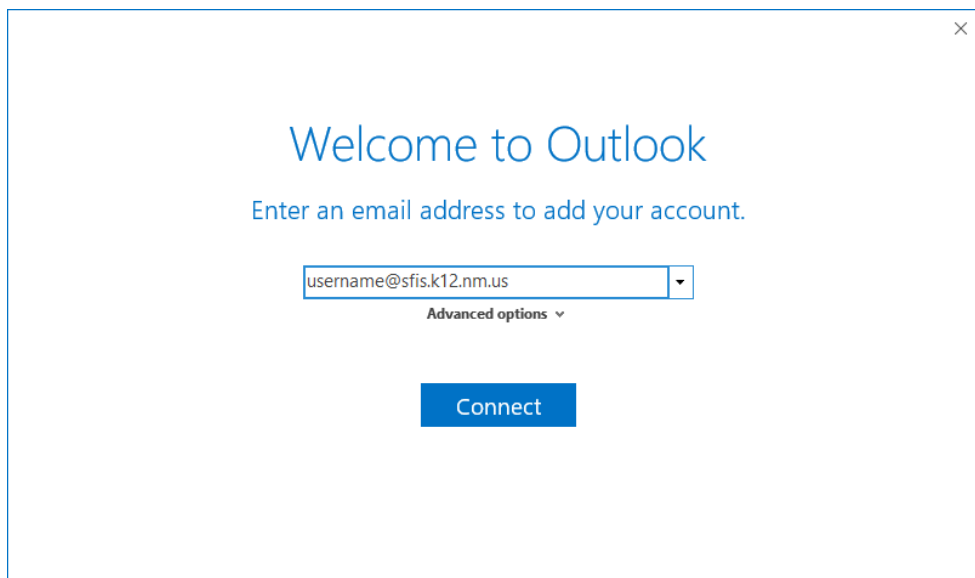


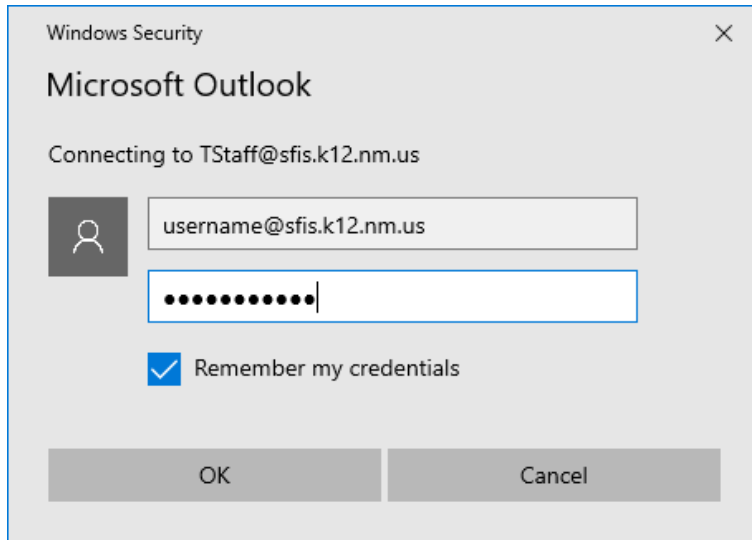
How to sign into Outlook Desktop Application



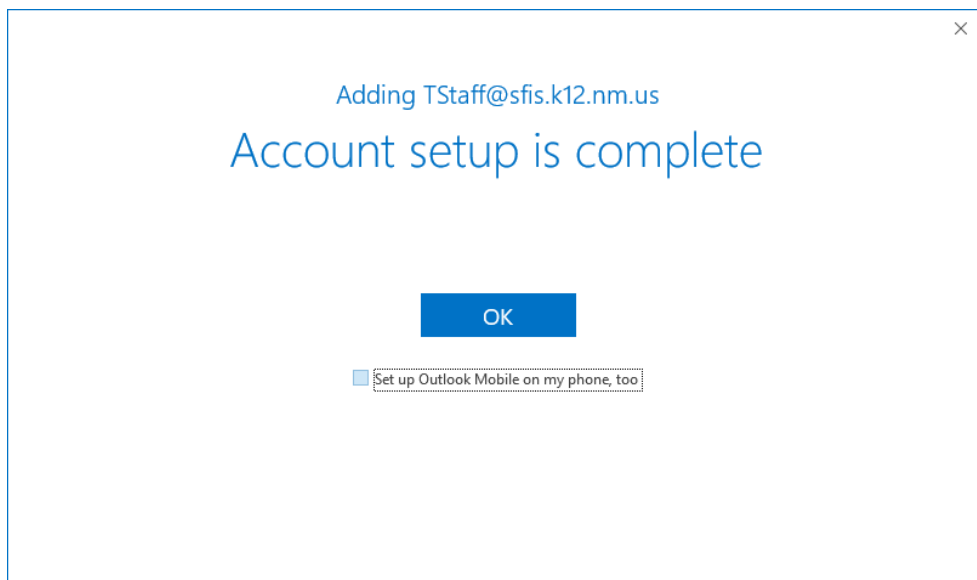
1. Open Outlook from the Start Menu



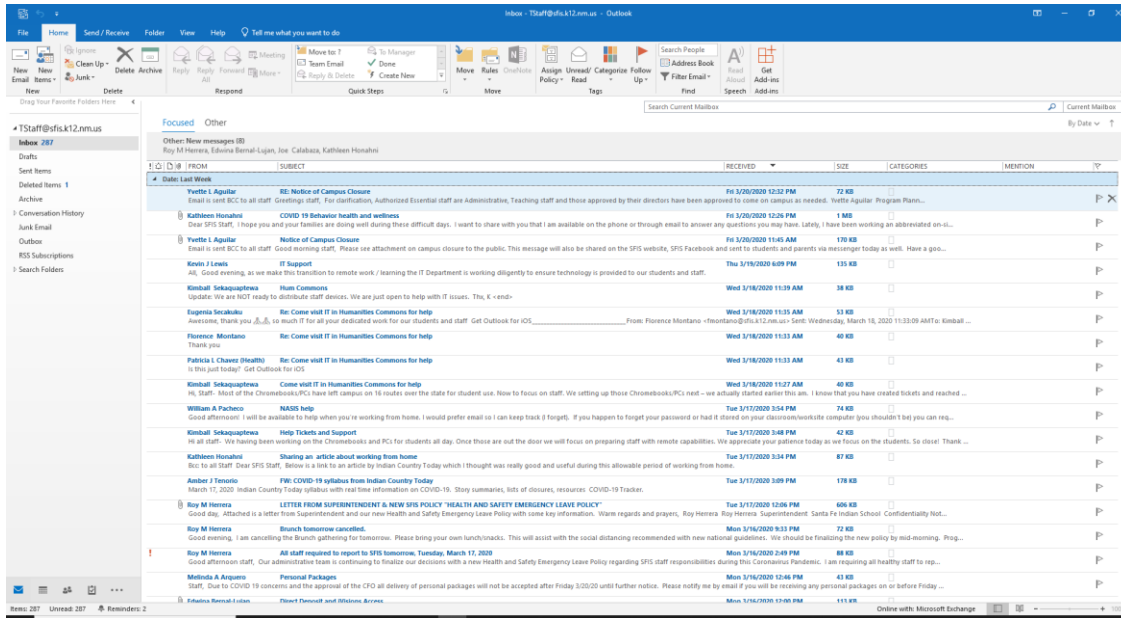
1. Enter sfis.k12.nm.us email address (ex. username@sfis.k12.nm.us)
2. Click "Connect"



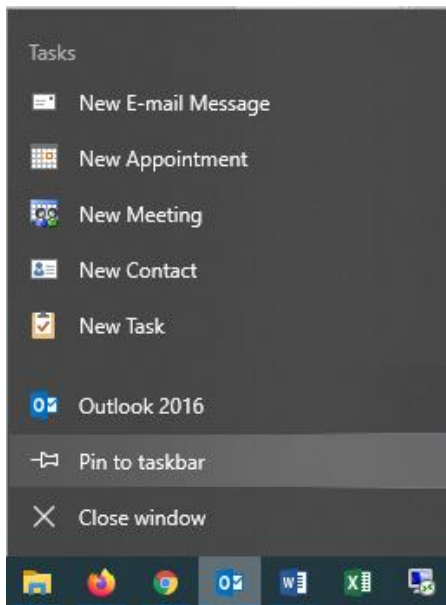
3. You will be prompted to enter your password
4. Check the "Remember my credentials" box
5. Click "Ok"



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



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"