

MINISTERUL EDUCAȚIEI NAȚIONALE **UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI** Calea Văcărești nr. 187, sector 4, București, cod 040051 Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

ACCESSING THE MICROSOFT OUTLOOK APPLICATION

WEB/ BROWSER VERSION

After you enter your Office 365 account credentials (email and password) and you login on https://www.office.com/, the following window will open:

 Office 365				₽ Sea	rch						
	Good mo	orning									Install Office \vee
	+ Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	Teams	Class Notebook	Sway
	Forms	\rightarrow All apps									

From here you can access the OUTLOOK application to open your account mailbox.

DESKTOP VERSION

In order to use the desktop version of the Microsoft Outlook, you have to download the Office pack, then click the **START** button at the bottom, left side. The applications in the Office package will appear in the recently installed section.

\equiv	Recent	ly added
	x	Excel
	w	Word
	•	PowerPoint
	0	Outlook
	N	OneNote 2016
	P	Publisher
	A	Access
	S	Skype for Business

Otherwise, you can use the search option to access the Outlook application.



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	Best match		
	Outlook App		
	Documents - This PC		Outlook
	🖻 Outlook	>	Арр
	Search the web		
÷	Outlook - See web results	>	 Open New Email Message New Appointment New Meeting New Contact New Task
			H

When Microsoft Outlook opens, you will have to enter your Office 365 account.

	o ≌Outlook	
Email address	Advanced options 👻	
	Connect	



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The next step is to login by entering your account and password. It is recommended to check the "Remember my credentials" box so that you do not need to authenticate each time you use the application.

Windows Security	×
Microsoft Outlook	
Conectare la prenume.nume@s.u	utm.ro
prenume.nume@s.utm.ro	
•••••	
Remember my credentials	
ОК	Cancel

After this step, you will be able to access your Outlook account directly from the installed application. At the top you will find the options offered by the application. On the left you will find your emails (inbox, sent, junk email, etc.).

File Hom	e Send / Receive Folder	View Help Q Tell me what	t you want to do							
New New Email Items *	Ignore Image: Clean Up → Delete Archive	Reply Reply Forward the More ~			We Rules OneNote	Assign Follow Up ~	왕 New Group 왕 Browse Groups	Search People	A)) Read Aloud	Get Add-ins
New	Delete	Respond	Quick Steps	F₂.	Move	Tags	Groups	Find	Speech	Add-ins



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A Preferințe	<
Inbox	
Sent Items	
Deleted Items	
prenume.nume@s.utm.ro	
Inbox	
Drafts	
Sent Items	
Deleted Items	
Archive	
Conversation History	
Fluxuri RSS	
Junk Email	
Outbox	
Social Activity Notifications	
Foldoro do căutoro	

MOBILE VERSION

To install the Microsoft Outlook Android App, you have to access Google Play/ Play Store, and App Store for IOS systems, where you search the application name:

÷		Q	:
	Microsoft (Microsoft Corporal Conține anunțuri	Outlook	
4,4 ★ 4 mil. de recenzii	100 mil.+ Descărcări	PEGI 3 (0)	
	Instalați		
Azet nu mile	These black, south in negatives		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Despre aplica	iție	-3	è
Aplicația oficială I tablete Android.	Microsoft Outlook	pentru telefoane ş	
Productivitate			
Evaluări și rec	cenzii 🛈	-	>



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The next step is to open the application:

÷		ς :
•	Microsoft Conține anur	Soft Outlook Corporation
Dez	instalați	Deschideți

In this step you will connect by entering your Office 365 account and then your password:

	Ada	áug	are	cor	nt						0	Diffice 365										
	Introduceți adresa de e-mail de la locul de muncă sau personală. Adresă de e-mail																					
	G CONTURI GOOGLE Introduceți parola Parolă																					
	CONFIDENȚIALITATE ȘI CONDIȚII Mi-am uitat parola																					
Outlook	@live.com @emag.ro @btrl.ro @ren								@rena	Conectați-vă cu un alt cont												
	CONTINUARE > Conectare												9									
O modalitate mai bună de a vă gestiona e-mailul.							ļ	ļ	\$:	•	0								ф	•	
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	q	w	e	r	ŀ		y	u	i	0	р	q	w	e	r	ŀ	t	y I	u	i	o p	
ÎNCEPETI ACUM	а	5	5	d	f	g	h	j	k		1	đ	a s	S	d	f	g	h	j	k		
	+	Z	z	x	с	v	b	n	m			Ŧ		z	x	с	v	b	n	m		
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After logging in the application, you will be greeted by the following messages, that you will find by swiping left on the phone screen. The first message is about adding another email account, a step that you can ship by clicking on Ignore. Then you go to the 4th message (Search) and click on the lower right tick.



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After these steps, you will be logged in your account.

