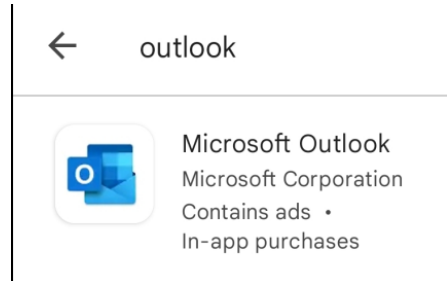
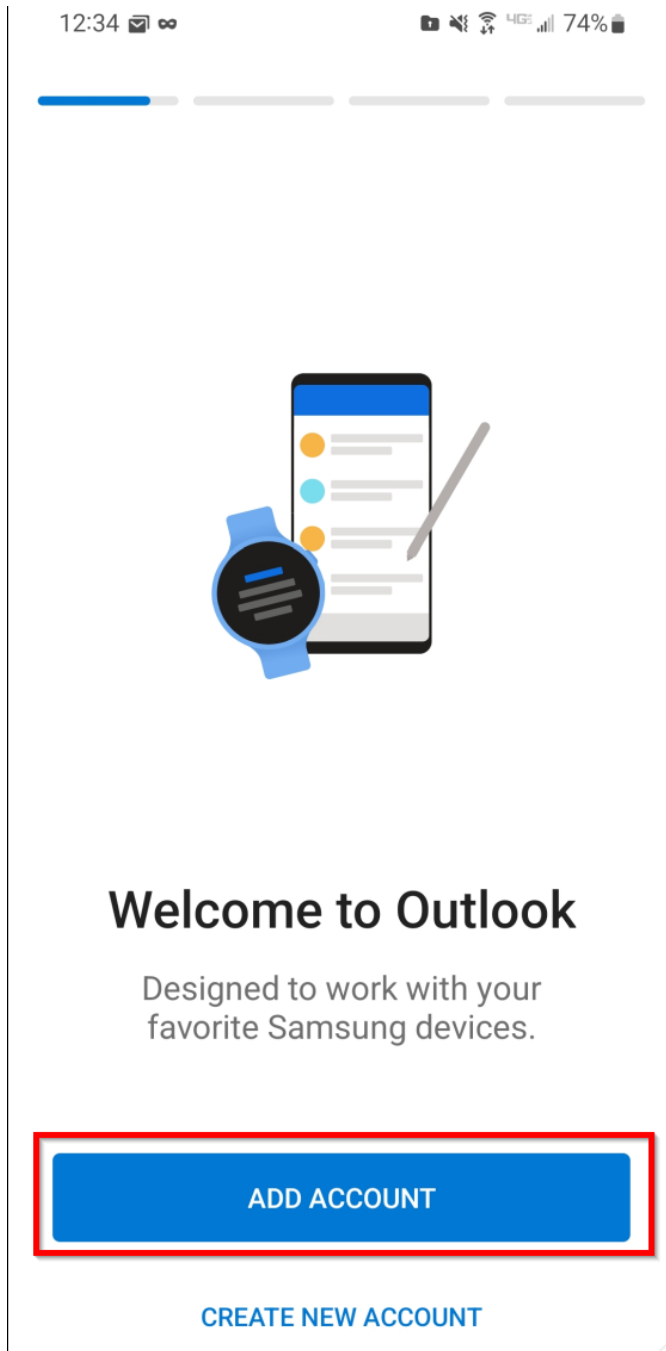


# Adding your West Hartford account to the Microsoft Outlook phone app

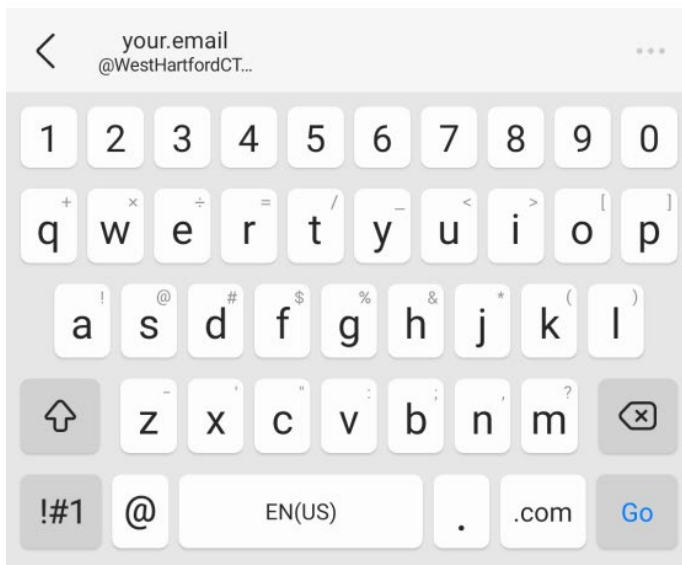
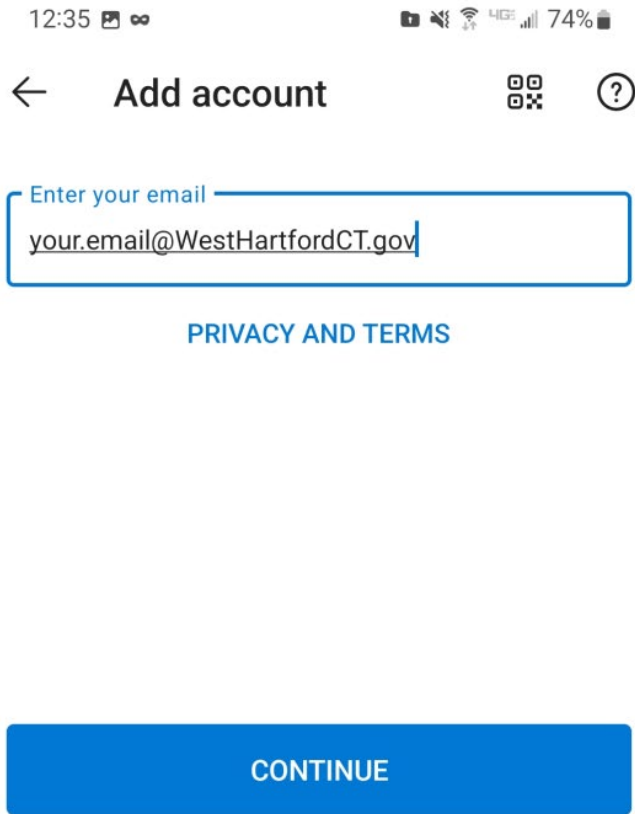
Start: install the [Microsoft Outlook app](#) from your app store, if you don't already have it.



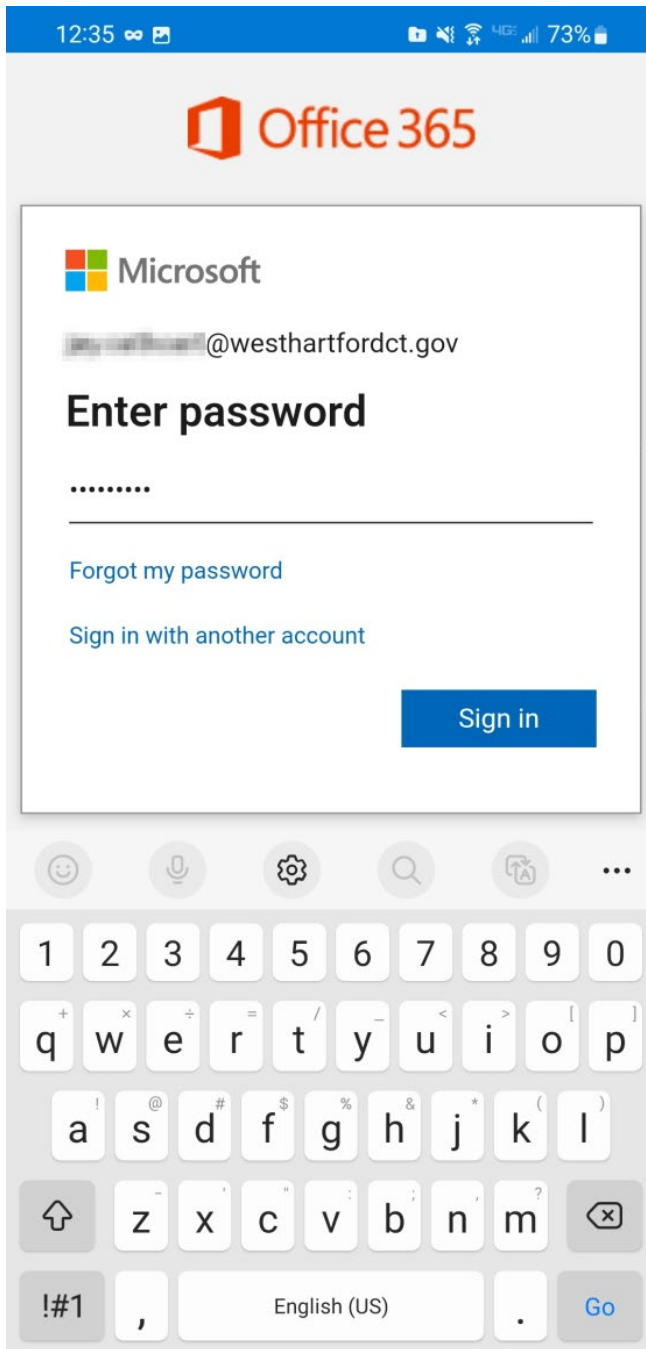
1. Open the Outlook app and click the Add Account button



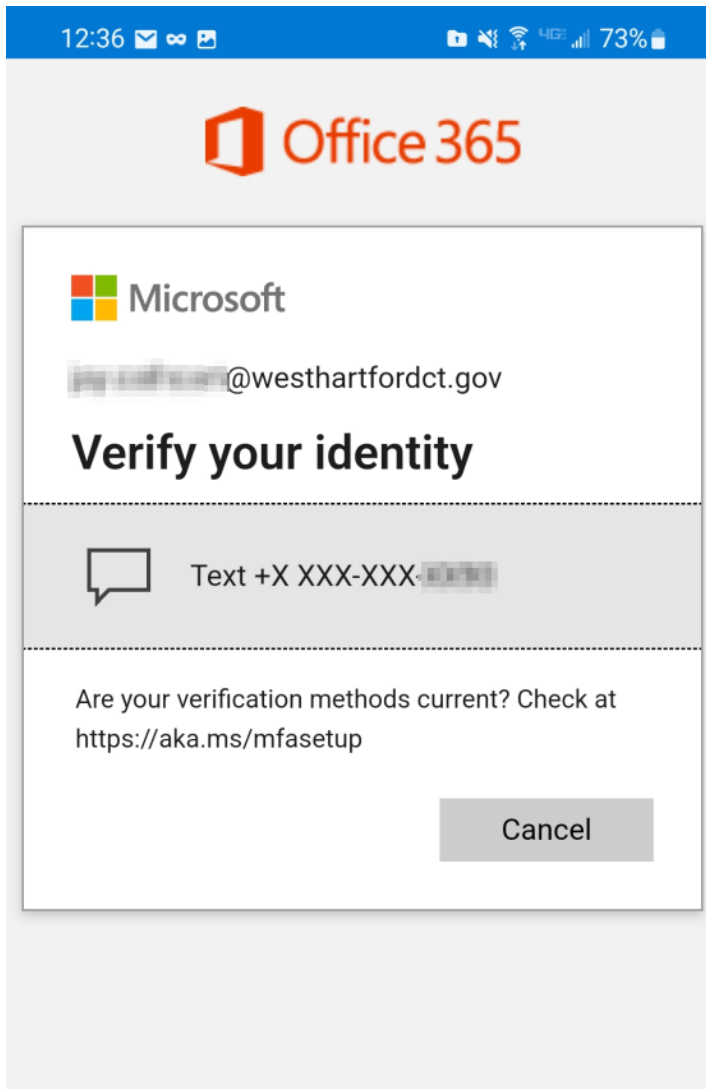
2. Enter your West Hartford email address and hit Continue



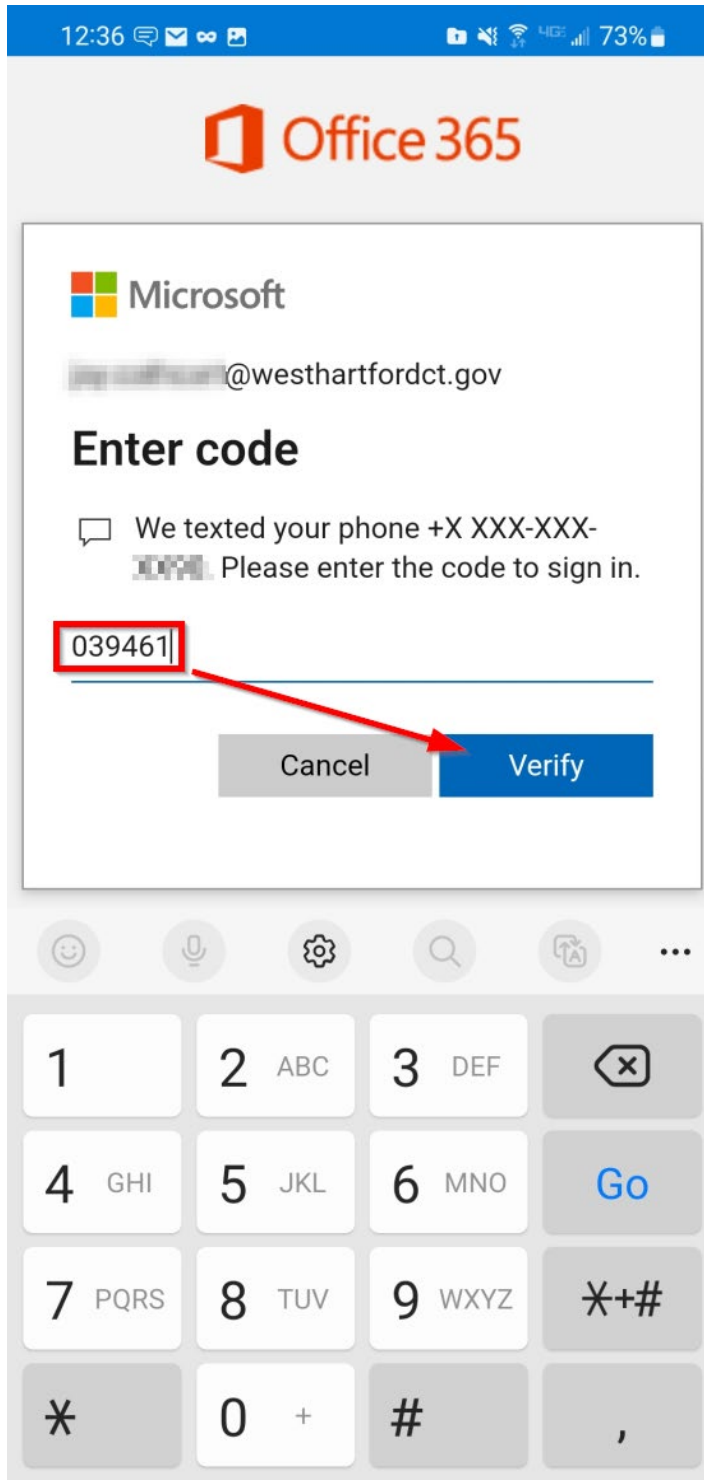
### 3. Enter your West Hartford password



4. If prompted, choose a multi-factor authentication method



5. Complete the multifactor authentication challenge (a text message sent to a registered phone is used in this example)



6. Once MFA is complete, the Outlook app will now be connected to your West Hartford mailbox.