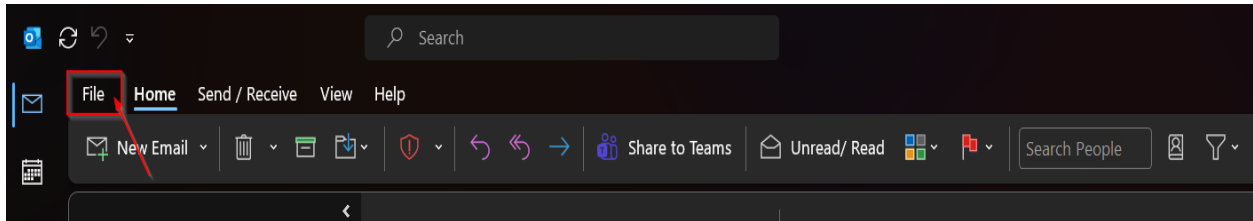


How to Update Outlook 365

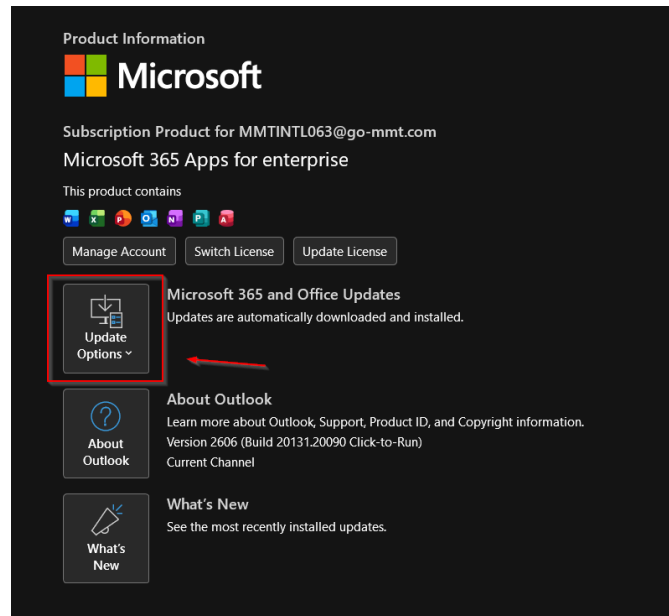
1. Open Outlook
2. Select " File " as shown in the image below.



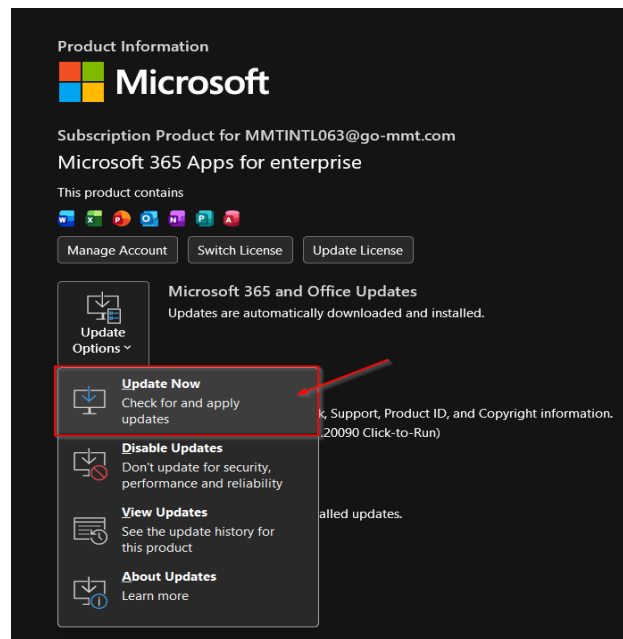
3. Select " Office Account "



4. Select "Update Options"



5. Select "Update Now"



6. Wait until it finishes, then click "Continue" The program will close; simply launch it again, and the process is complete.

***** For employees whose machines have automatically updated Outlook 365, the display will appear as shown in the image below. *****

