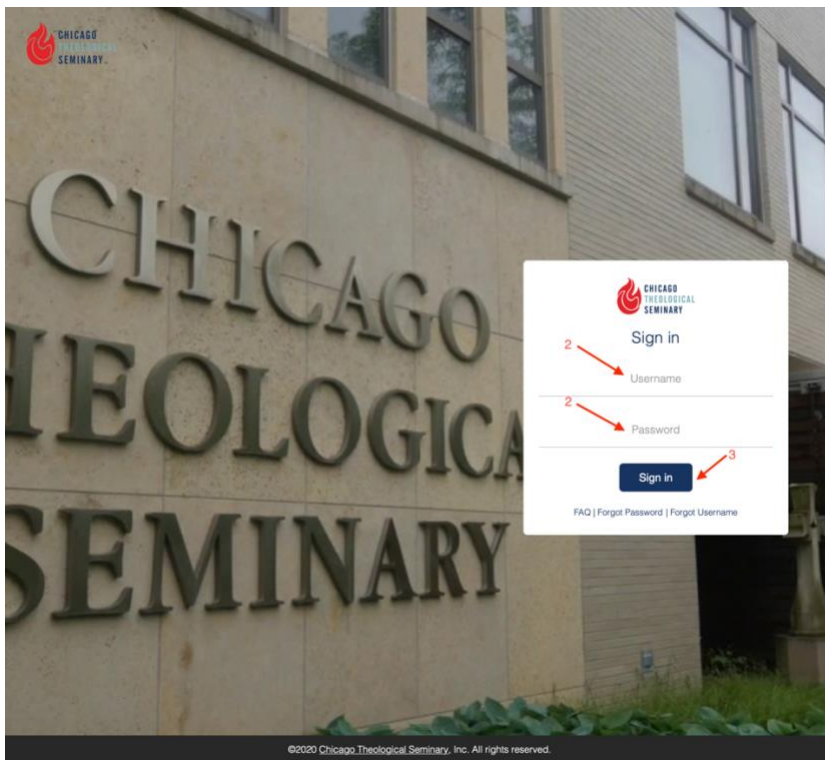


1. Open a browser and go to ctschicago.edu, scroll down, and click [MY CTS](#)
2. Sign in with your Username [first.lastname](#) and [Password](#)
3. Press [Sign in](#)

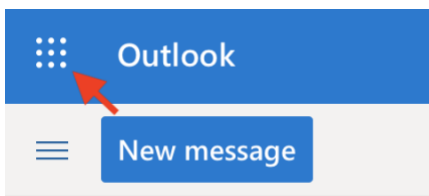


4. Press the [WEBMAIL](#) icon to connect to your Outlook email



WEBMAIL

5. Press the [waffle button](#) from the far-left cover of your Outlook email



6. Click [Microsoft 365](#) located on the right side of the waffle button



7. On the far right of Microsoft 365 window, click on [Install apps](#)

8. Select [Microsoft 365 apps](#)

