
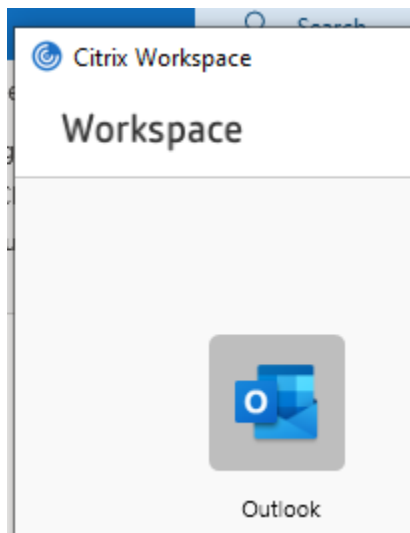
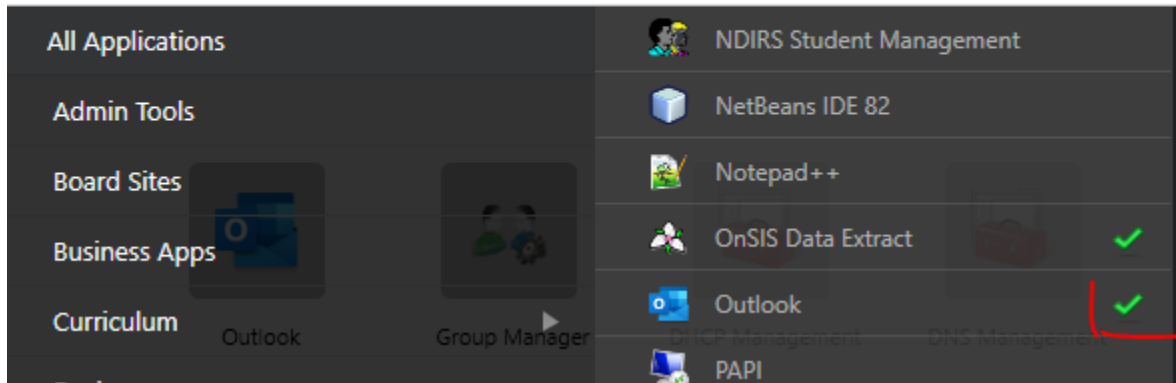


Setting up Microsoft Outlook inside Citrix Workspace

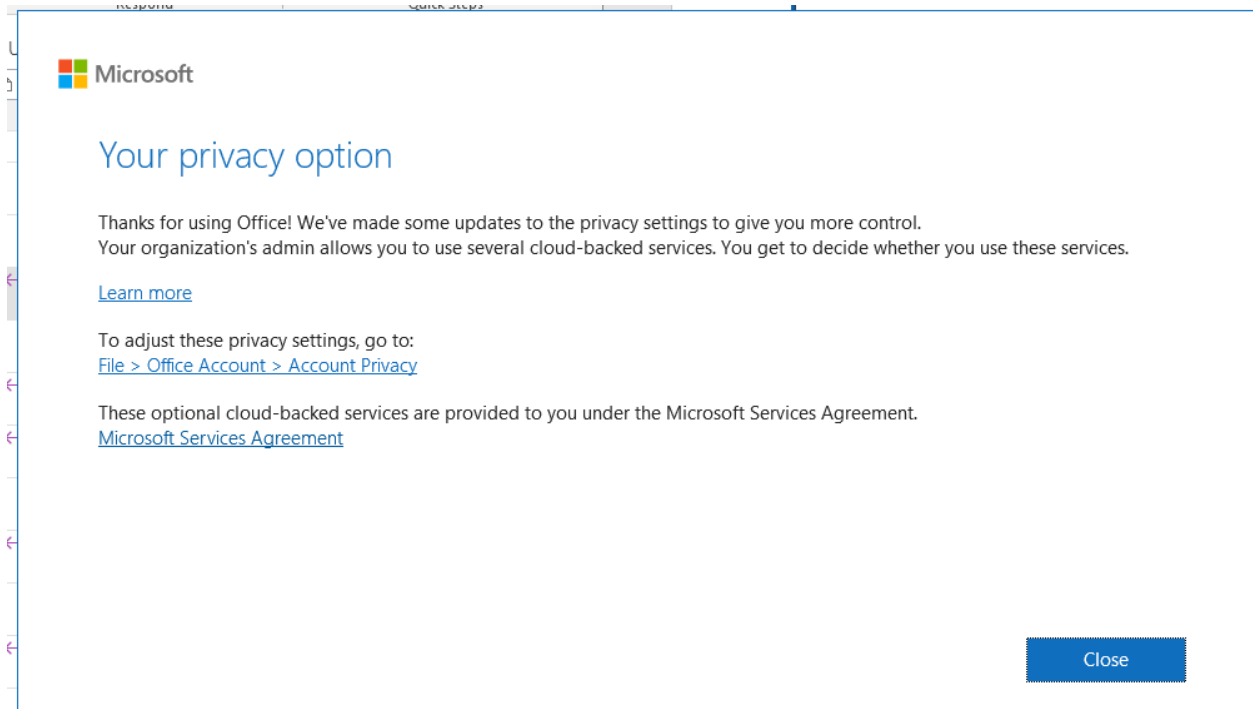
1. Open “All applications” in your Workspace and place the checkmark by Outlook icon to place it in your favourites area:

 Citrix Workspace

Workspace



2. Click "Close": (this screen may not appear for some, skip to step 3.)



The screenshot shows a Microsoft dialog box titled "Your privacy option". The Microsoft logo is in the top left corner. The main heading is "Your privacy option". Below it, the text reads: "Thanks for using Office! We've made some updates to the privacy settings to give you more control. Your organization's admin allows you to use several cloud-backed services. You get to decide whether you use these services." There are two blue hyperlinks: "Learn more" and "File > Office Account > Account Privacy". Below that, it says "To adjust these privacy settings, go to:" followed by the same blue hyperlinks. At the bottom, it states "These optional cloud-backed services are provided to you under the Microsoft Services Agreement." with another blue hyperlink "Microsoft Services Agreement". A blue "Close" button is located in the bottom right corner of the dialog box.

Microsoft

Your privacy option

Thanks for using Office! We've made some updates to the privacy settings to give you more control. Your organization's admin allows you to use several cloud-backed services. You get to decide whether you use these services.

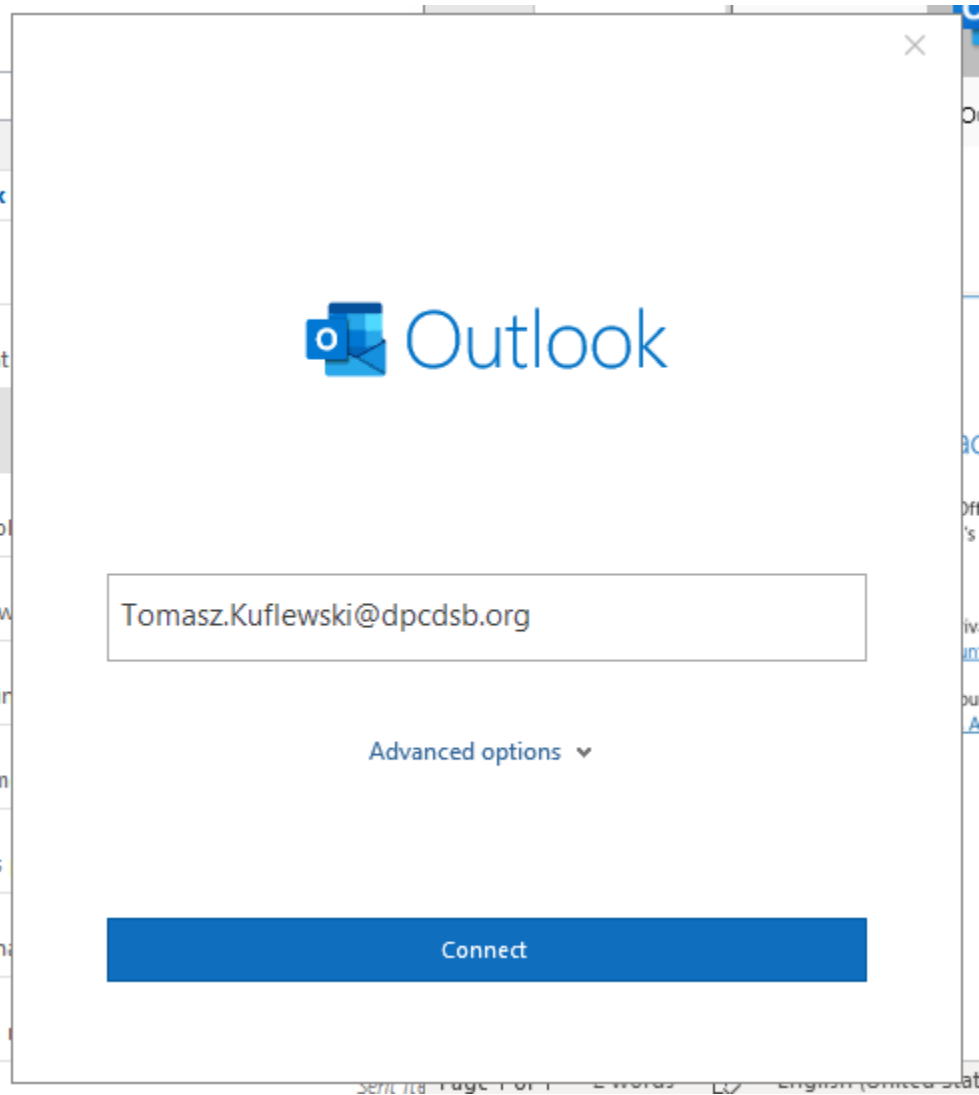
[Learn more](#)

To adjust these privacy settings, go to:
[File > Office Account > Account Privacy](#)

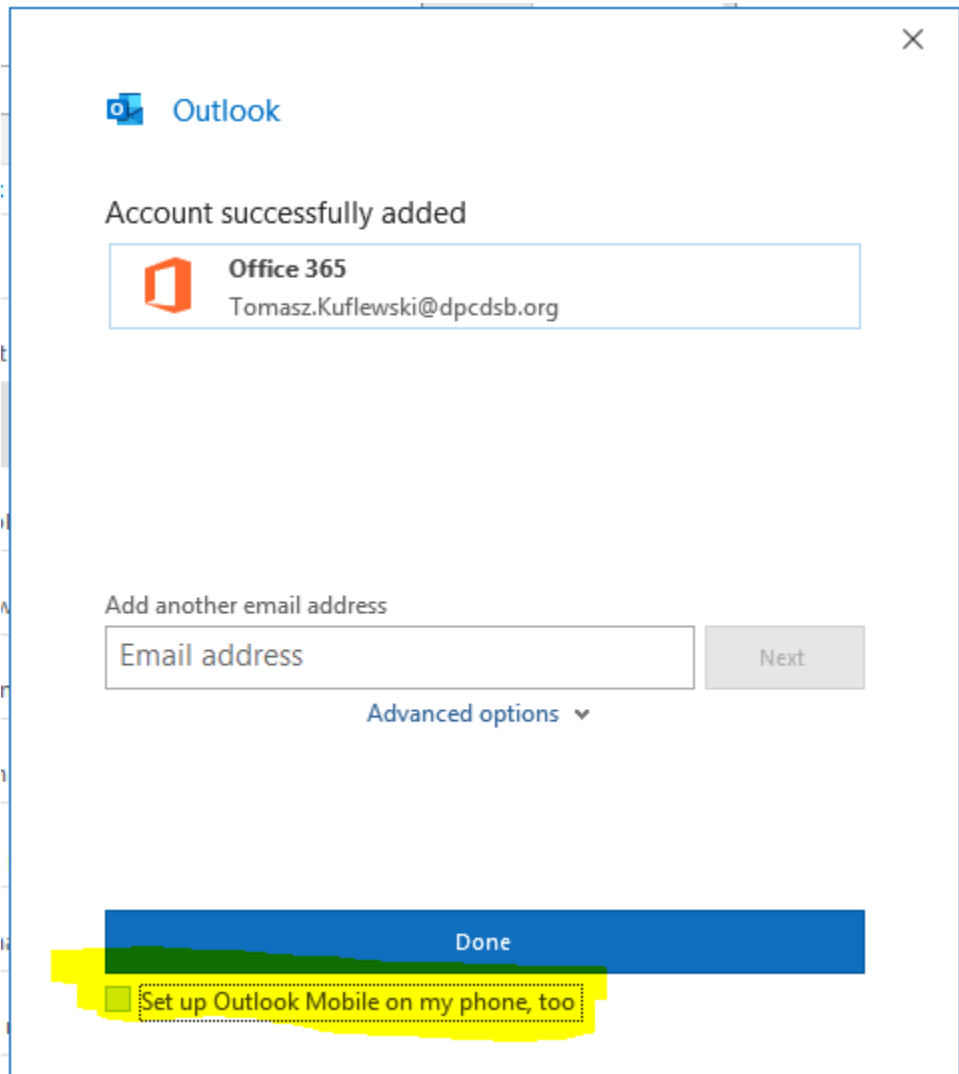
These optional cloud-backed services are provided to you under the Microsoft Services Agreement.
[Microsoft Services Agreement](#)

Close

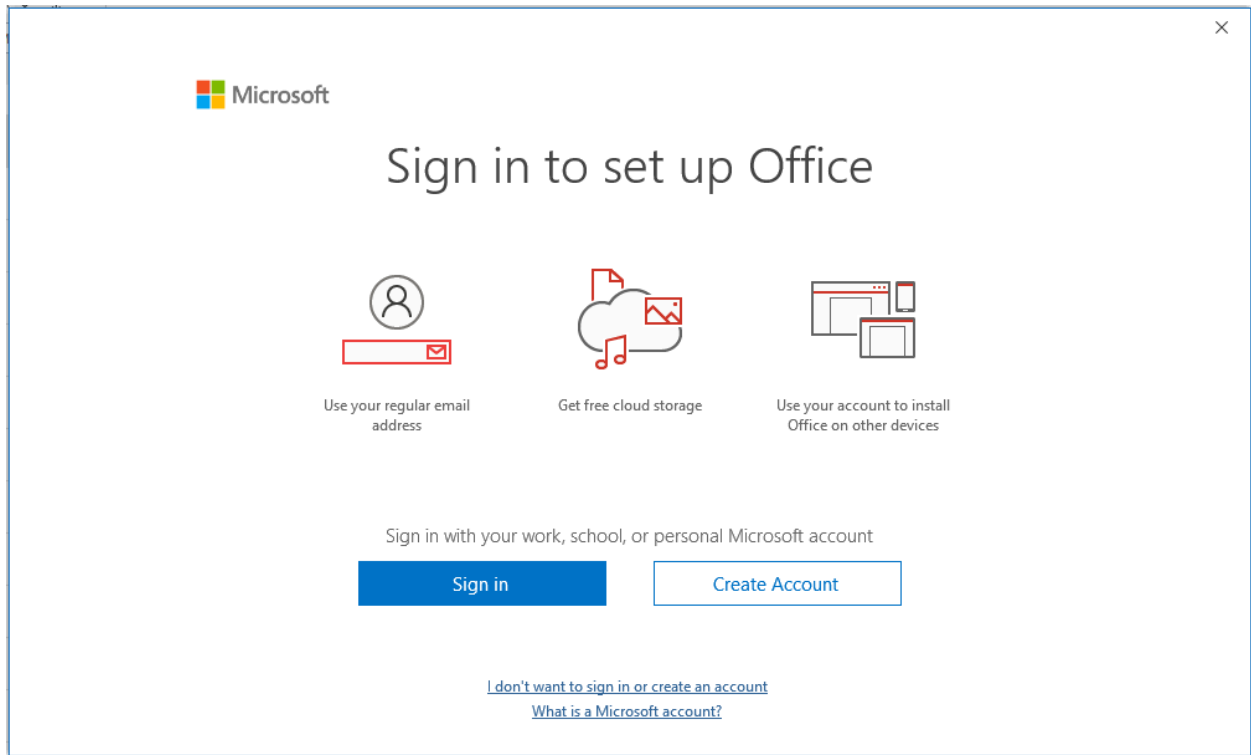
3. Enter your e-mail address and click "Connect":



4. Remove the checkmark beside "Set up Outlook Mobile..." and click "Done"
(steps 4, 5 and 6 may not appear for some, if so skip them)



5. Click "Sign In":



The image shows a Microsoft sign-in window titled "Sign in to set up Office". It features the Microsoft logo in the top left corner. The main heading is "Sign in to set up Office". Below this, there are three icons with corresponding text: 1. An icon of a person and an email box with the text "Use your regular email address". 2. An icon of a cloud with a document and a musical note with the text "Get free cloud storage". 3. An icon of a laptop and a smartphone with the text "Use your account to install Office on other devices". Below these icons, there is a line of text: "Sign in with your work, school, or personal Microsoft account". Underneath this text are two buttons: a solid blue "Sign in" button and a white "Create Account" button with a blue border. At the bottom, there are two links: "[I don't want to sign in or create an account](#)" and "[What is a Microsoft account?](#)".

Microsoft

Sign in to set up Office

Use your regular email address

Get free cloud storage

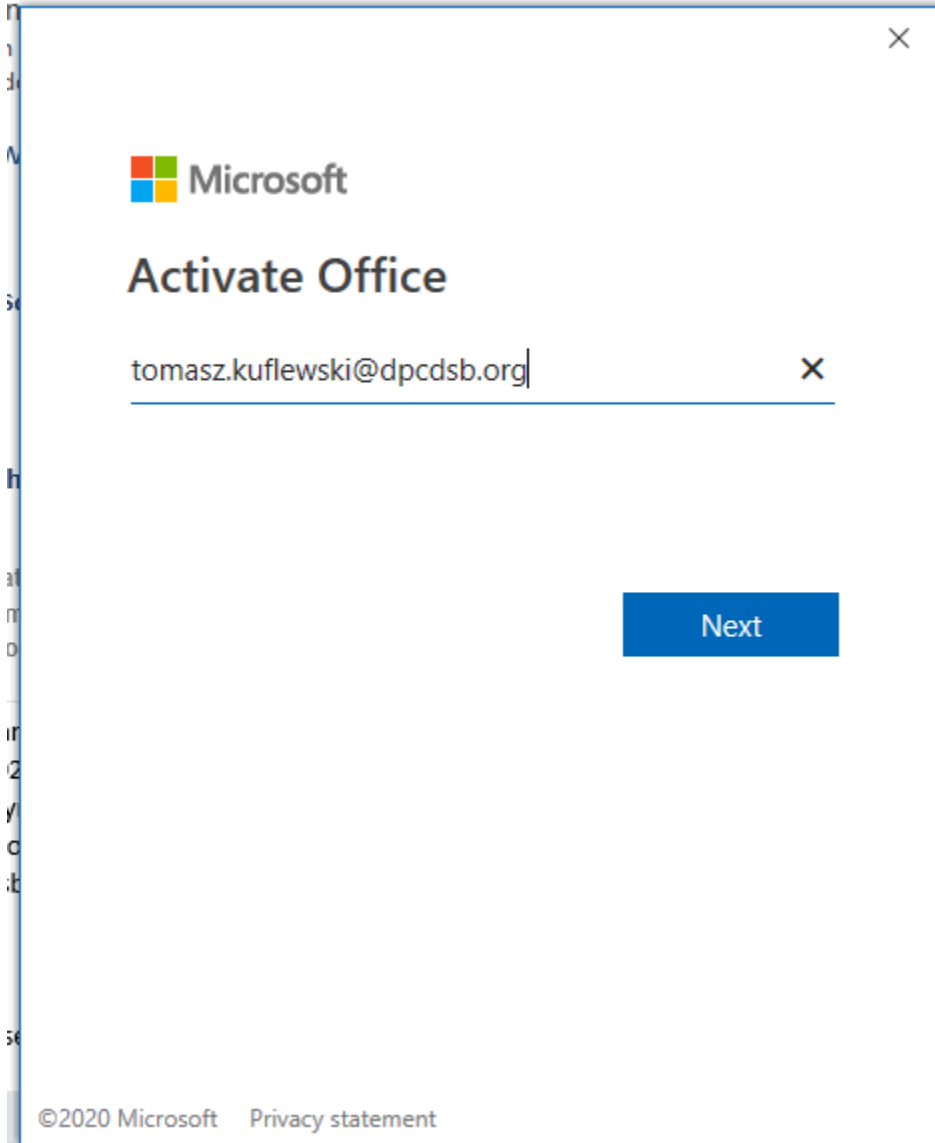
Use your account to install Office on other devices

Sign in with your work, school, or personal Microsoft account

[Sign in](#) [Create Account](#)

[I don't want to sign in or create an account](#)
[What is a Microsoft account?](#)

6. Enter your email address and click “Next”:



Microsoft Outlook should now have access to your home and school\departmental drives (i.e. H:, S: etc.) so you can attach documents that are stored on those.

Please, not – the above procedure is to be executed only once during the first-time access to Outlook via Workspace. Every consecutive run will just open Outlook client without additional prompts.