

1. Open Outlook, then click 'File'

The screenshot shows the Outlook 'Account Information' page. A blue sidebar on the left contains navigation options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Feedback, and Options. The main content area is titled 'Account Information' and displays details for a Microsoft Exchange account (kevin@prevos.ie). A blue callout box with a white border points to the 'Office Account' link in the sidebar and contains the text: '2. Click 'Office Account'. Note: Some versions of Office show this as just 'Account'.'. The 'Account Information' section includes: 'Add Account' button, 'Account Settings' (with a dropdown arrow), 'Automatic Replies (Out of Office)', 'Mailbox Settings' (with a 'Tools' dropdown), 'Rules and Alerts', 'Manage COM Add-ins' (highlighted with a yellow box), and 'Manage Add-ins'. A 'Change' link is visible below a profile picture.

Account Information

kevin@prevos.ie
Microsoft Exchange

+ Add Account



Account Settings
Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/prevos.ie/>
- Get the Outlook app for iOS or Android.



Change



Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages.



Mailbox Settings
Manage the size of your mailbox by emptying Deleted Items and archiving.
88 GB free of 99 GB



Rules and Alerts
Use Rules and Alerts to help organize your incoming email messages, and receive updates when items are added, changed, or removed.



Slow and Disabled COM Add-ins
Manage COM add-ins that are affecting your Outlook experience.



Manage Add-ins
Manage and acquire Web Add-ins for Outlook.



Info

Open & Export

Save As

Save Attachments

Print

Office Account

Feedback

Options

- ←
- Info
- Open & Export
- Save As
- Save Attachments
- Print
- Office Account
- Feedback
- Options
- Exit

Account

User Information

 Kevin Newell
kevin@prevossolutions.com

[Change photo](#)

[About me](#)

[Sign out](#)

[Switch account](#)

Account Privacy

[Manage Settings](#)

Office Background:

Circuit

Office Theme:

Colorful

Connected Services:

 OneDrive - Personal
kevin@prevossolutions.com [Remove](#)

 OneDrive - Prevos Solutions
kevin@prevos.ie

 Sites - Prevos Solutions
kevin@prevos.ie

[Add a service](#)

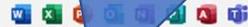
Product Information

3. Click 'Update Options'

Subscription Product for kevin@prevossolutions.com

Microsoft 365 Apps for enterprise

This product contains



[Manage Account](#)

[Change License](#)



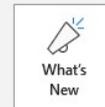
Microsoft 365 and Office Updates

Updates are automatically downloaded and installed.



About Outlook

Learn more about Outlook, Support, Product ID, and Copyright information.
Version 2303 (Build 16227.20258 Click-to-Run)
Current Channel



What's New

See the most recently installed updates.

- ←
- Info
- Open & Export
- Save As
- Save Attachments
- Print
- Office Account
- Feedback
- Options
- Exit

Account

User Information

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[Change photo](#)

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Account Privacy

Manage Settings

Office Background:

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Connected Services:

 OneDrive - Personal
kevin@prevossolutions.com [Remove](#)

 OneDrive - Prevos Solutions
kevin@prevos.ie

 Sites - Prevos Solutions
kevin@prevos.ie

Add a service

4. Click 'Update Now'

Product Information

Microsoft

Subscription Product for kevin@prevossolutions.com

Microsoft 365 Apps for enterprise

This product contains



Manage Account Change License

Microsoft 365 and Office Updates

Updates are automatically downloaded and installed.



-  **Update Now**
Check for and apply updates
-  **Disable Updates**
Don't update for security, performance and reliability
-  **View Updates**
See the update history for this product
-  **About Updates**
Learn more

Support, Product ID, and Copyright information.
(258 Click-to-Run)

led updates.

Account

- ←
- Info
- Open & Export
- Save As
- Save Attachments
- Print
- Office Account
- Feedback
- Options
- Exit

User Information

 Kevin Newell
kevin@prevossolutions.com

[Change photo](#)
[About me](#)
[Sign out](#)
[Switch account](#)

Account Privacy

[Manage Settings](#)

Office Background:

Circuit

Office Theme:

Colorful

Connected Services:

-  OneDrive - Personal
kevin@prevossolutions.com [Remove](#)
-  OneDrive - Prevos Solutions
kevin@prevos.ie
-  Sites - Prevos Solutions
kevin@prevos.ie

[Add a service](#)

5. You will see a downloading progress pane

Product Information
Microsoft

Subscription Product for kevin@prevosolutions.com
Microsoft 365 Apps for enterprise

This product contains:


[Manage Account](#) [Change License](#)

Microsoft 365 and Office Updates

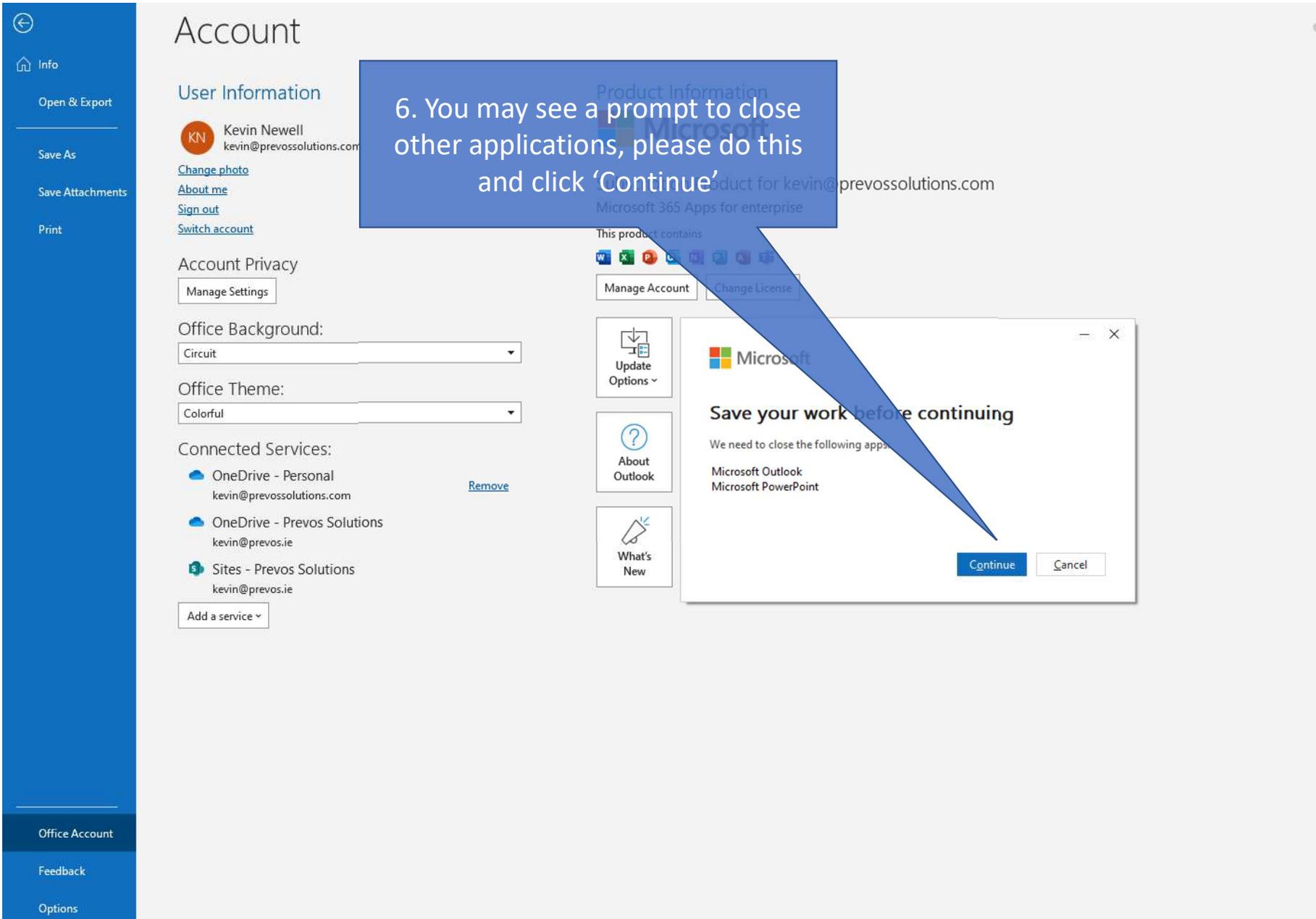
 Microsoft

Downloading Microsoft 365 and Office updates...

You can keep using Microsoft 365 and Office while we download in the background.



New



Account

User Information

 Kevin Newell
kevin@prevossolutions.com

[Change photo](#)

[About me](#)

[Sign out](#)

[Switch account](#)

Account Privacy

[Manage Settings](#)

Office Background:

Circuit

Office Theme:

Colorful

Connected Services:

 OneDrive - Personal
kevin@prevossolutions.com [Remove](#)

 OneDrive - Prevos Solutions
kevin@prevos.ie

 Sites - Prevos Solutions
kevin@prevos.ie

[Add a service](#)

6. You may see a prompt to close other applications, please do this and click 'Continue'

Product Information

Microsoft

Product for kevin@prevossolutions.com

Microsoft 365 Apps for enterprise

This product contains



[Manage Account](#)

[Change License](#)

 Update Options

 About Outlook

 What's New

Microsoft

Save your work before continuing

We need to close the following apps:

Microsoft Outlook
Microsoft PowerPoint

[Continue](#)

[Cancel](#)

Office Account

Feedback

Options

←

Info

Open & Export

Save As

Save Attachments

Print

Office Account

Feedback

Options

Exit

Account

User Information

 Kevin Newell
kevin@prevossolutions.com

- [Change photo](#)
- [About me](#)
- [Sign out](#)
- [Switch account](#)

Account Privacy

[Manage Settings](#)

Office Background:

Circuit

Office Theme:

Colorful

Connected Services:

-  OneDrive - Personal
kevin@prevossolutions.com [Remove](#)
-  OneDrive - Prevos Solutions
kevin@prevos.ie
-  Sites - Prevos Solutions
kevin@prevos.ie

[Add a service](#)

7. Restart Outlook, and return to this screen as shown above, and click 'Update Options', then 'Update now' and you should see this message. And that's it, you're done!

[Manage Account](#)

[Change License](#)

 Update Options

 About Outlook

 What's New

Microsoft 365 and Office Updates

 Microsoft

You're up to date!

The latest version of Microsoft 365 and Office are installed on your computer.

[Close](#)