

# OFFICE 365 INSTRUCTIONS

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This document is to help you understand how to setup and use Office 365 with Outlook, Outlook Web App and mobile phones. Additional links to help install Office 365 on various devices are also included.

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WELCOME TO OFFICE 365'S EXCHANGE ONLINE!

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2. Enter your Email address in BOTH the Email and Username fields. Enter the Password that you normally use to login to @680 (P D L O R U 3 R U W D O. Type in address account, such as "@680 Email". The iPhone will verify settings.
3. It may prompt for a server other than m.outlook.com, If so, the server name is: outlook.office365.com