



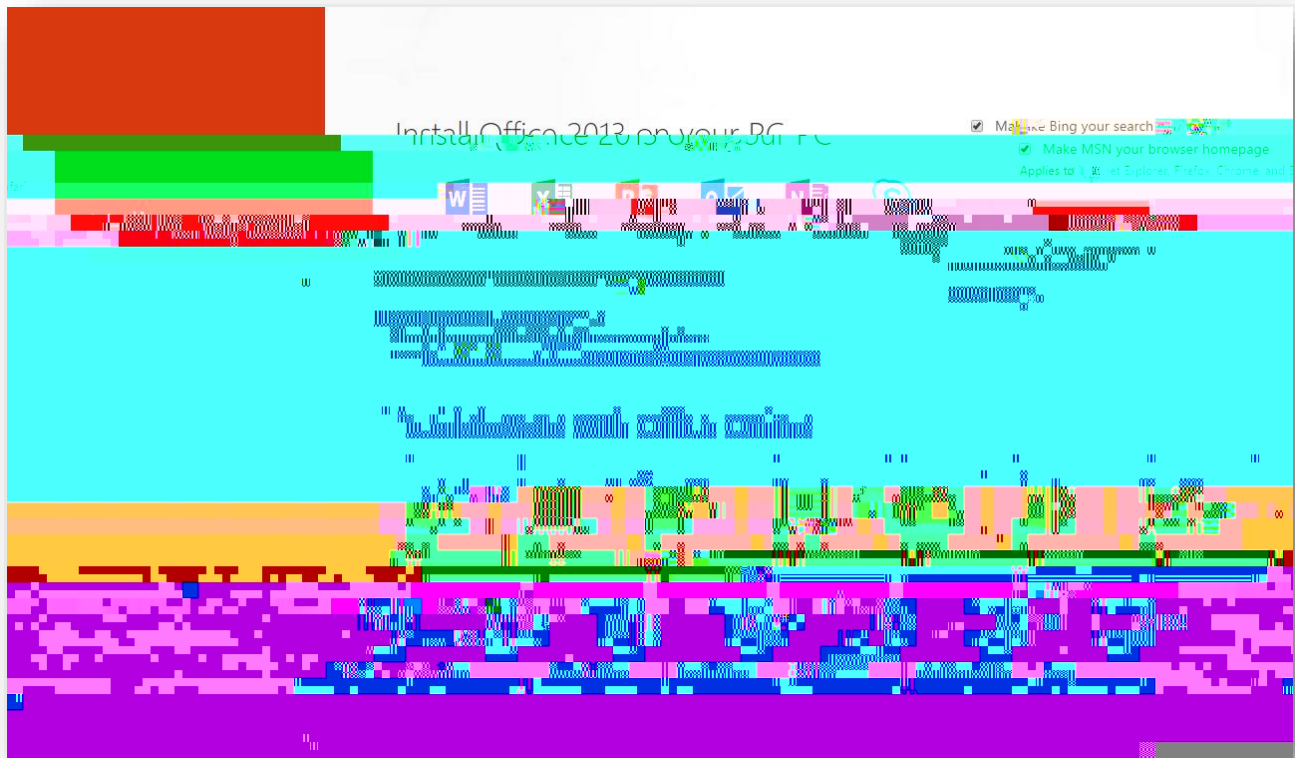
## OFFICE 365 USER GUIDE

CSUM





- Once you are logged in, click on the link to Outlook, located in the middle of the web page.



- Once you click on Outlook, you may be prompted to adjust the Language and Time Zone.

You will now be in Outlook Web App. Your email should already be populated. If you do not see all your email, calendars or contacts or tasks, please contact a Managed Solution representative.

You can now explore all the features that Outlook Web App has to offer. This is a great alternative to using the Desktop version of Outlook, and you can access your email from any computer from anywhere there is an internet connection.



## Launching Outlook on your Desktop After Your Mailbox Has Migrated

When opening Outlook on your desktop for the first time after your mailbox has been migrated, there are a few settings that Outlook will attempt to locate and adjust. When that happens, within about 15 minutes, you may see a message of the following: "*The Microsoft Exchange Administrator has made a change that requires you to quit and restart Outlook*".

Go ahead and quit Outlook, and restart it. You will be automatically connected to your new mailbox.

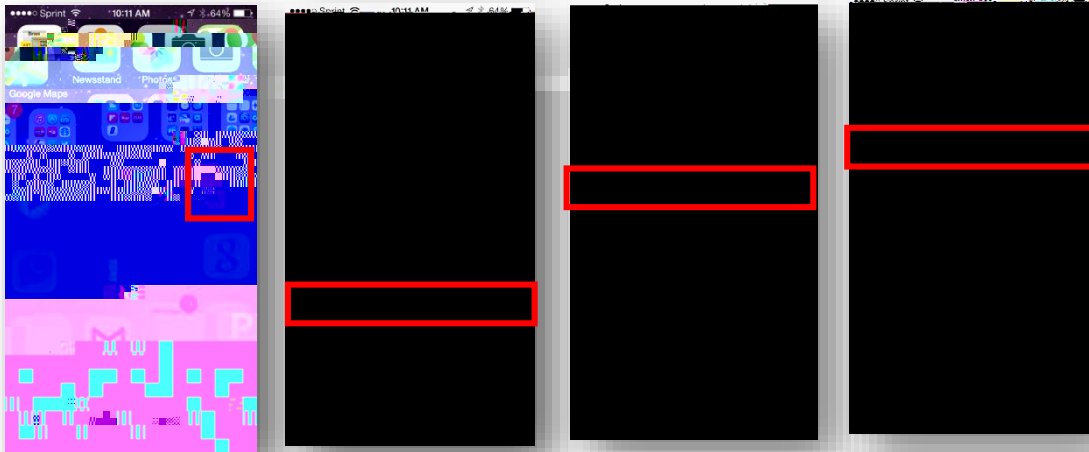
There is virtually no change in the way you should use Outlook, therefore, it will be business as usual!

If your primary Email address is different than your Office 365 login name, then Outlook may prompt you an additional time to login. If so, please enter your full username as *<first initial> Lastname@csum.edu*.

## Setting up your SmartPhone\*

\*These settings apply to iPhone, but Android and other smartphones and tablets use similar settings. These screenshots will vary depending on the type of phone you use.

1. Before proceeding, go to Settings, "Mail, Contacts, Calendars", click on the Account named Exchange, and delete it. Wait until the account is fully removed.
2. From your iPhone home screen, click on the Settings icon. Then, click on "Mail, Contacts, Calendars".
3. Next, click on "Add Account...". Select Microsoft Exchange.



4. Enter your Email address and password. Then type in a description of this account, such as a "CSUM Email".
5. If all works perfectly, you will be presented with options to synchronize mail, contacts, calendars, etc. Choose the options you wish to sync.

If it has trouble, continue onto the next steps...

6. Sometimes, an iPhone cannot automatically find an email account. Therefore, it will prompt for additional information. Refer to the next page for the settings to fill in, in case it does not recognize your account the first time.

