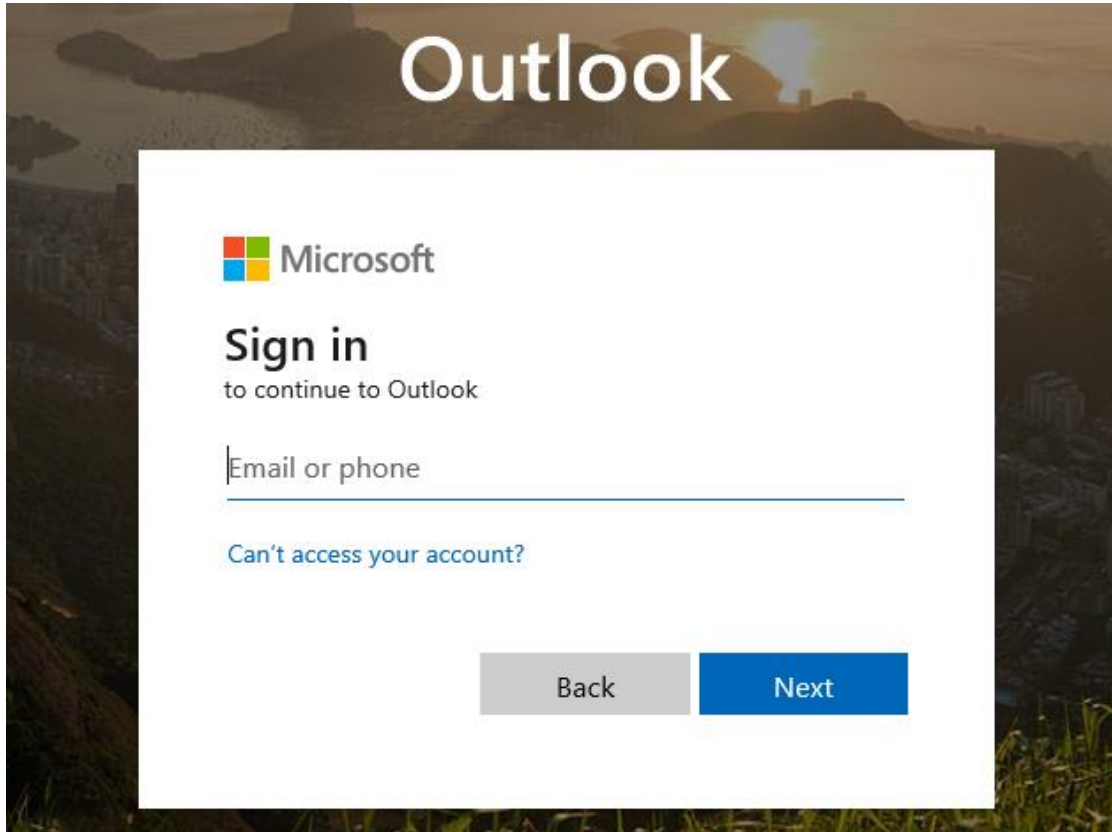




1. Using a Web Browser to Access Email

Office 365 email can be accessed from anywhere using a standard internet browser. The following link can be used to access email in Office 365. **Enter your email address.**

<https://outlook.office.com>



Enter password

.....|

[Forgot my password](#)

Sign in

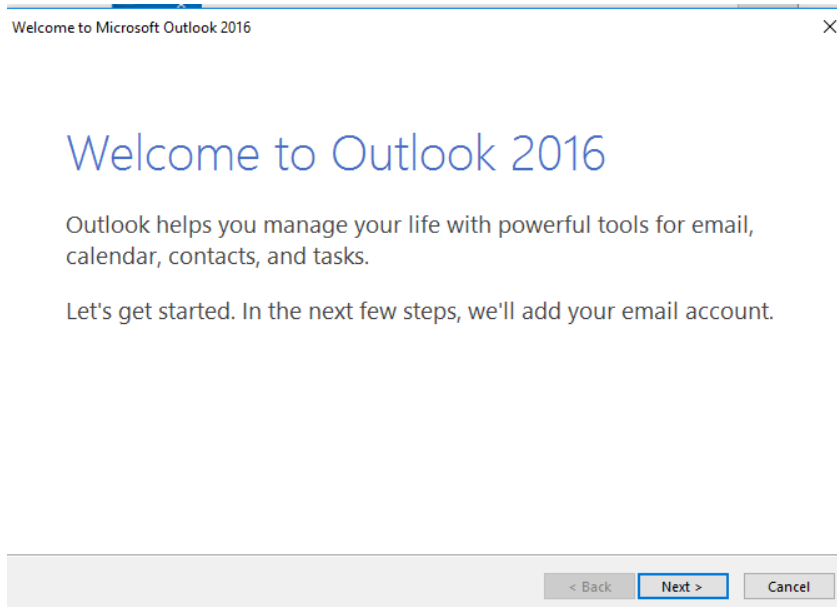
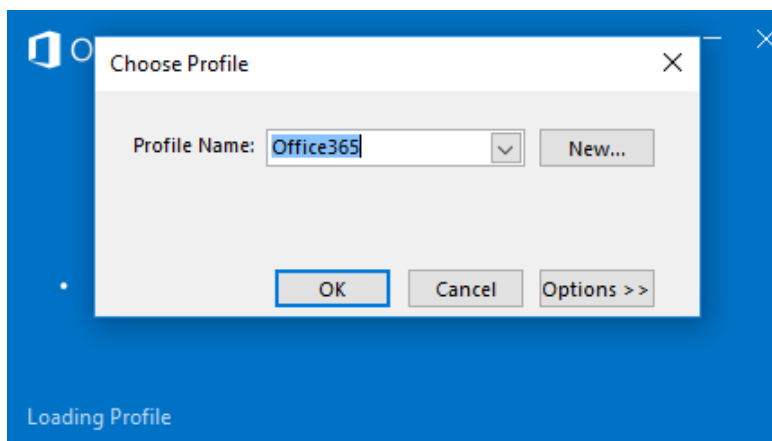


2. Microsoft Outlook – Create New Outlook Profile

Outlook must be reconfigured to use Office 365 Email. Computers connected to the City of East Providence network should be automatically configured to prompt for a new Outlook Profile as shown in section 2.1 below. Computers that are not on the network or computers that do not automatically create a new Outlook profile must use the Manual method detailed in section 2.2.

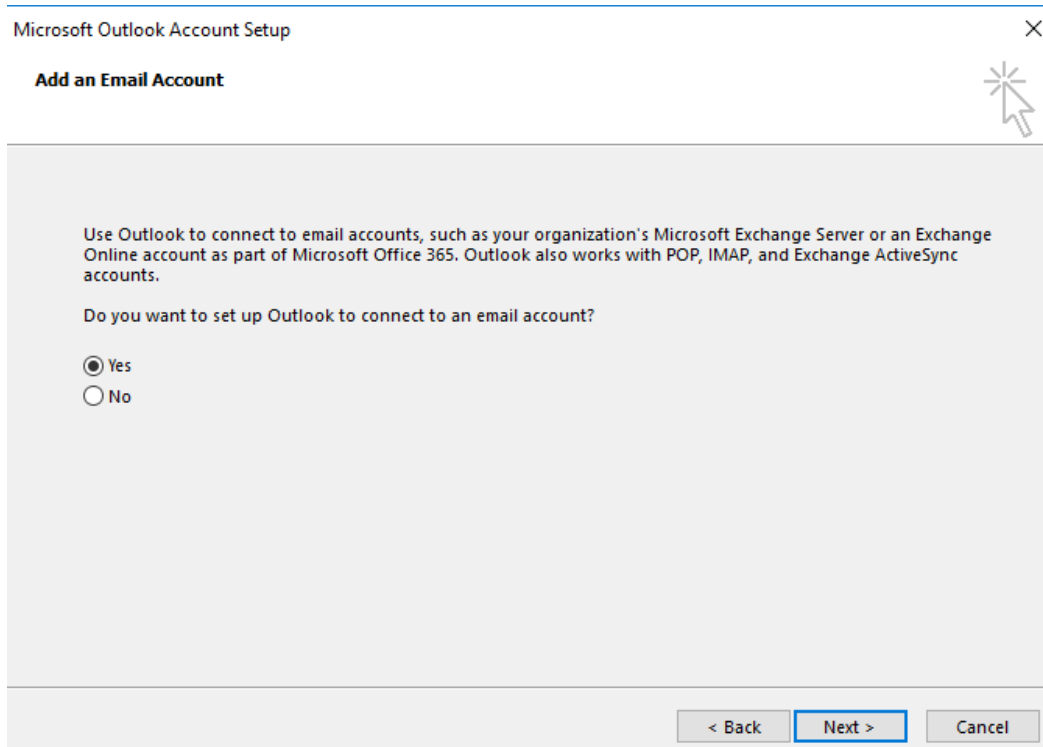
2.1. Automated Creation of Outlook Profile

1. Start Microsoft Outlook. Outlook may prompt to use the new Profile or simply begin configuration.





2. Click the Next button.



Microsoft Outlook Account Setup

Add an Email Account

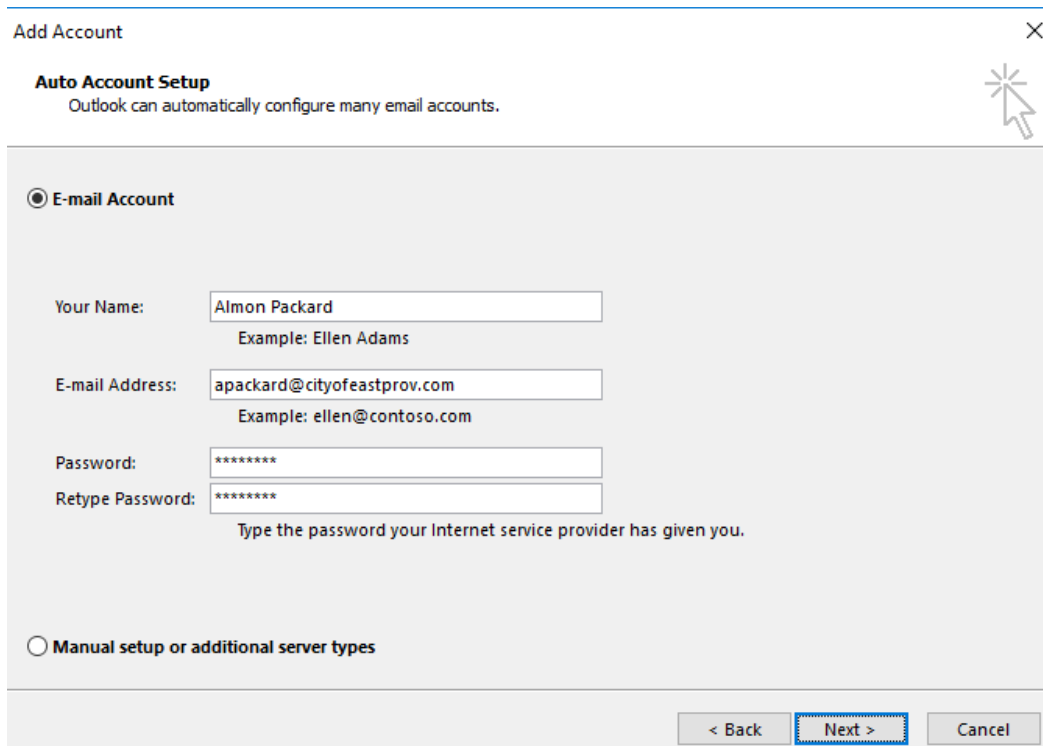
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exchange Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSync accounts.

Do you want to set up Outlook to connect to an email account?

Yes
 No

< Back **Next >** Cancel

3. Enter your **Name**, **Email Address**, and new Office 365 **Password**.



Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel



4. Click the **Finish** button. Outlook will open and begin downloading email from your Office 365 mailbox to your computer.

Add Account



Searching for your mail server settings...



Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for apackard@cityofeastprov.com settings
- ✓ Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

Add another account...

< Back

Finish

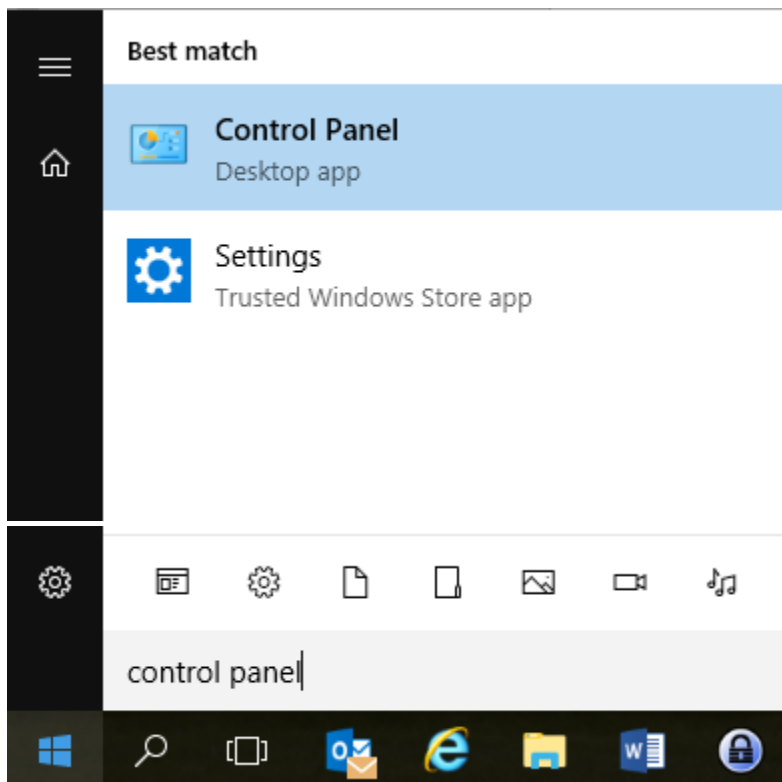
Cancel



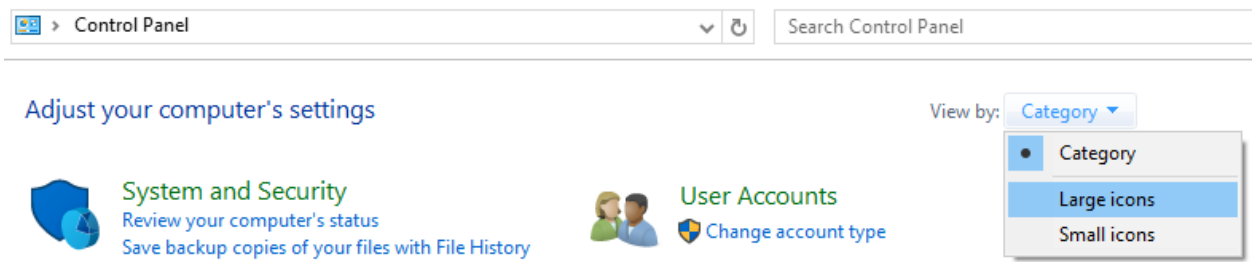
2.2. Manually Create a New Outlook Profile

Computers that are not on the East Providence network will require manual configuration to create a new Outlook Profile for Office 365. Follow the instructions below if you are NOT automatically prompted to create a new profile.

1. Open the Control Panel
 - a. Open the Windows Start Menu and select the Control Panel or
 - b. Open the Windows Start Menu, type CONTROL PANEL, and select the Control Panel.



2. Select the **View by:** pull-down menu and change the view to **Large Icons**

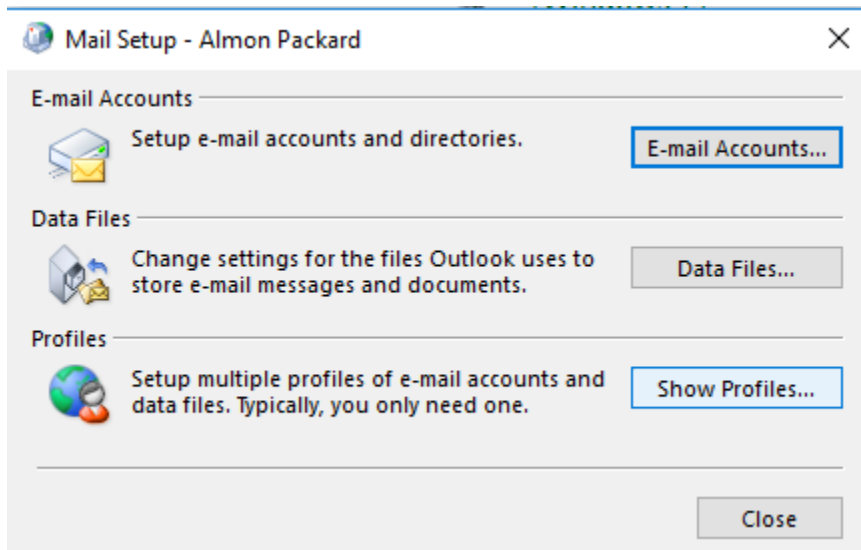




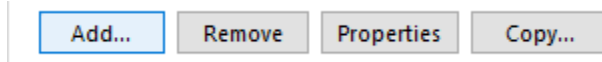
3. Double-click on the Mail 32-bit applet



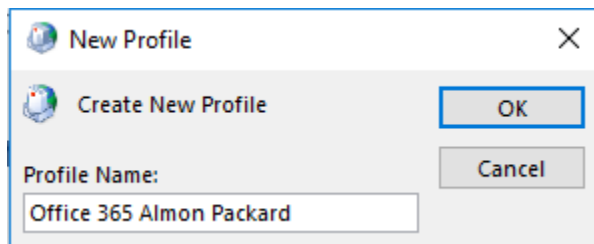
4. From Mail Setup screen, click the **Show Profiles** button



5. Click the **Add** button to begin creating a new profile



6. **Enter a name** for the new Outlook Profile, i.e. *Office 365 Your Name*, and click the **OK** button





7. Enter your **Name**, **Email Address**, and new **Password** for Office 365

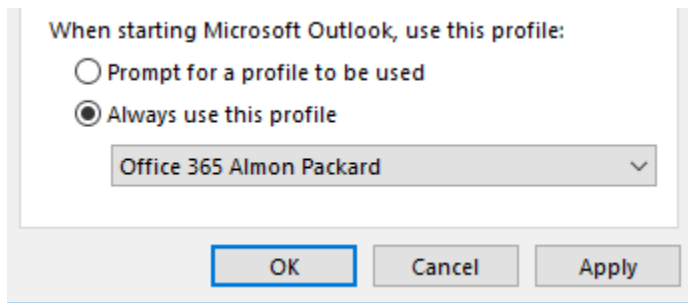
A screenshot of the Outlook "Add Account" dialog box. The title bar says "Add Account" with a close button (X) on the right. Below the title bar, it says "Auto Account Setup" and "Outlook can automatically configure many email accounts." There is a mouse cursor pointing to a star icon in the top right corner. The main area has a radio button selected for "E-mail Account". Below this, there are four input fields: "Your Name:" with the text "Almon Packard" and an example "Example: Ellen Adams"; "E-mail Address:" with the text "apackard@cityofeastprov.com" and an example "Example: ellen@contoso.com"; "Password:" with a masked field "*****"; and "Retype Password:" with a masked field "*****". Below the password fields is the instruction "Type the password your Internet service provider has given you." At the bottom, there is an unselected radio button for "Manual setup or additional server types" and three buttons: "< Back", "Next >" (highlighted with a blue dashed border), and "Cancel".

8. Click the Finish button after configuration is complete

A screenshot of the Outlook "Add Account" dialog box. The title bar says "Add Account" with a close button (X) on the right. Below the title bar, it says "Searching for your mail server settings..." and "Configuring". There is a mouse cursor pointing to a star icon in the top right corner. The main area contains the text "Outlook is completing the setup for your account. This might take several minutes." followed by a list of three items with green checkmarks: "Establishing network connection", "Searching for apackard@cityofeastprov.com settings", and "Logging on to the mail server". Below this is the text "Congratulations! Your email account was successfully configured and is ready to use." At the bottom left, there is a checkbox for "Change account settings" which is unchecked. At the bottom right, there is a button "Add another account...". At the very bottom, there are three buttons: "< Back", "Finish" (highlighted with a blue dashed border), and "Cancel".



9. Change the selection for **Always use this profile** to the newly created profile and click the **OK** button



10. Start Outlook. Outlook will open and begin downloading email from your Office 365 mailbox to your computer.



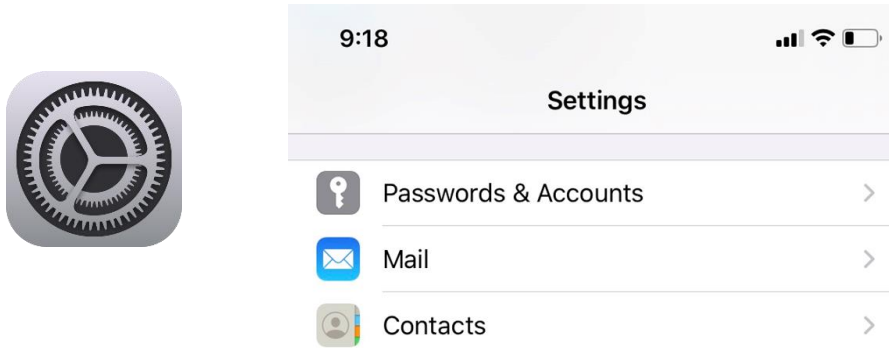
3. Configure Mail on Apple iOS Phone or iPad

Follow the instructions below to add the Office 365 email to an iOS device.

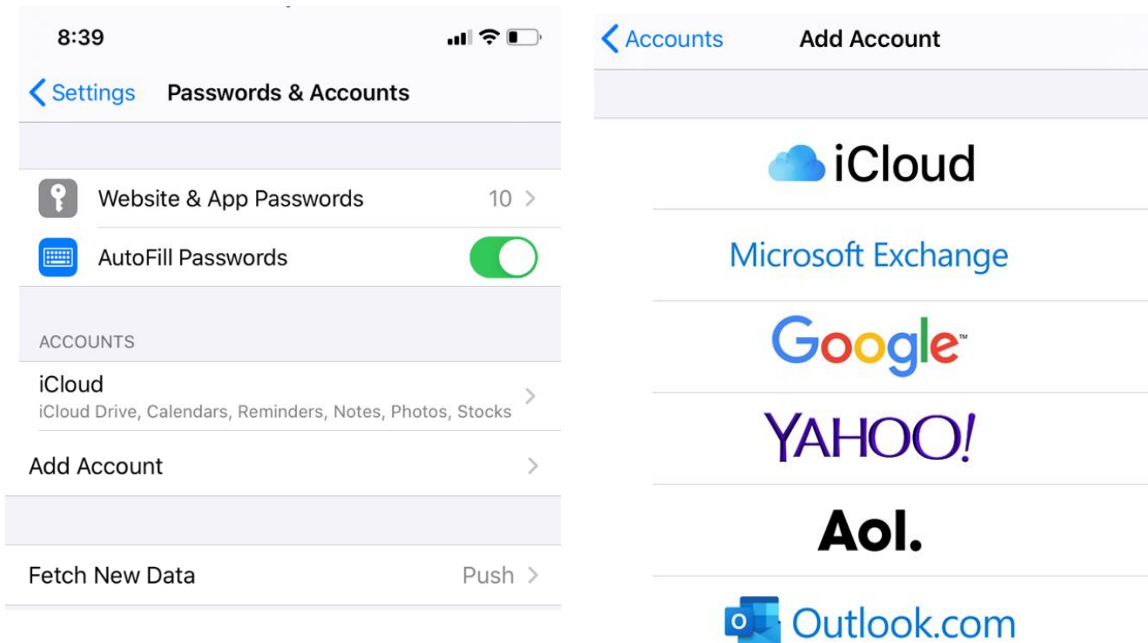
3.1. Automatic Configuration

This method should work for most devices.

1. Tap the **Settings** icon and select **Passwords and Accounts**



2. Tap **Add Account** and select **Microsoft Exchange**





3. Enter your **Email Address**, a description of your choice, tap the **Next** link, then tap **Sign In**

A screenshot of an iPhone's Exchange account setup screen. At the top, there are three buttons: "Cancel", "Exchange", and "Next". Below the buttons, there are two input fields: "Email" with the value "apackard@cityofeastprov.com" and "Description" with the value "East Providence". At the bottom, there is a text block: "Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device."

A screenshot of an iPhone's Exchange account setup screen, similar to the previous one, but with a dialog box overlaid. The dialog box has a title "Sign in to your 'cityofeastprov.com' Exchange account using Microsoft?" and a message: "Your email address will be sent to Microsoft to discover your Exchange account information." Below the message are two buttons: "Configure Manually" and "Sign In".

4. Enter your **Office 365 Password** and tap **Sign In**

A screenshot of the Microsoft login page on a mobile device. At the top, there is a status bar showing the time "9:45" and signal strength, Wi-Fi, and battery icons. Below the status bar, there is a navigation bar with "Cancel", a lock icon, the URL "login.microsoftonline.com", and "AA" and refresh icons. The main content area features the Microsoft logo, a back arrow, and the email address "apackard@cityofeastprov.com". Below this is the heading "Enter password" followed by a password input field with 12 black dots. At the bottom, there are two links: "Forgot my password" and "Sign in with another account", and a blue "Sign in" button.



5. Tap the **Accept** button to continue, then tap the **Save** link (Enable Contacts if you like)



apackard@cityofeastprov.com

Permissions requested

iOS Accounts

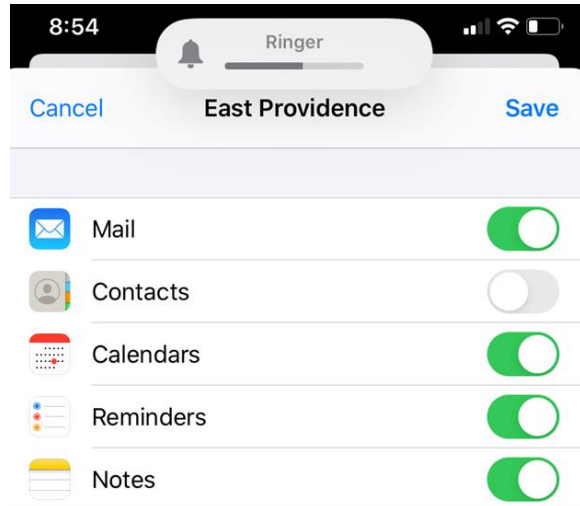
App info

This app would like to:

- ✓ Access your mailboxes
- ✓ Access your mailboxes
- ✓ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

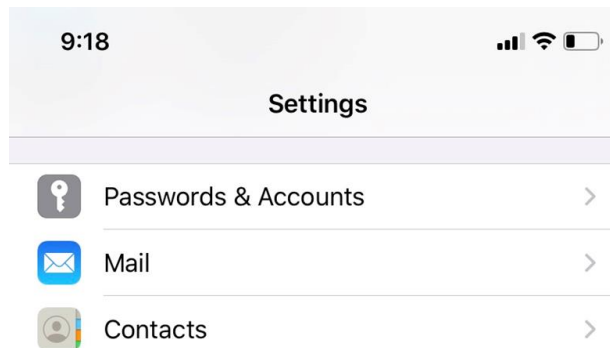
Cancel Accept



3.2. Manual Configuration

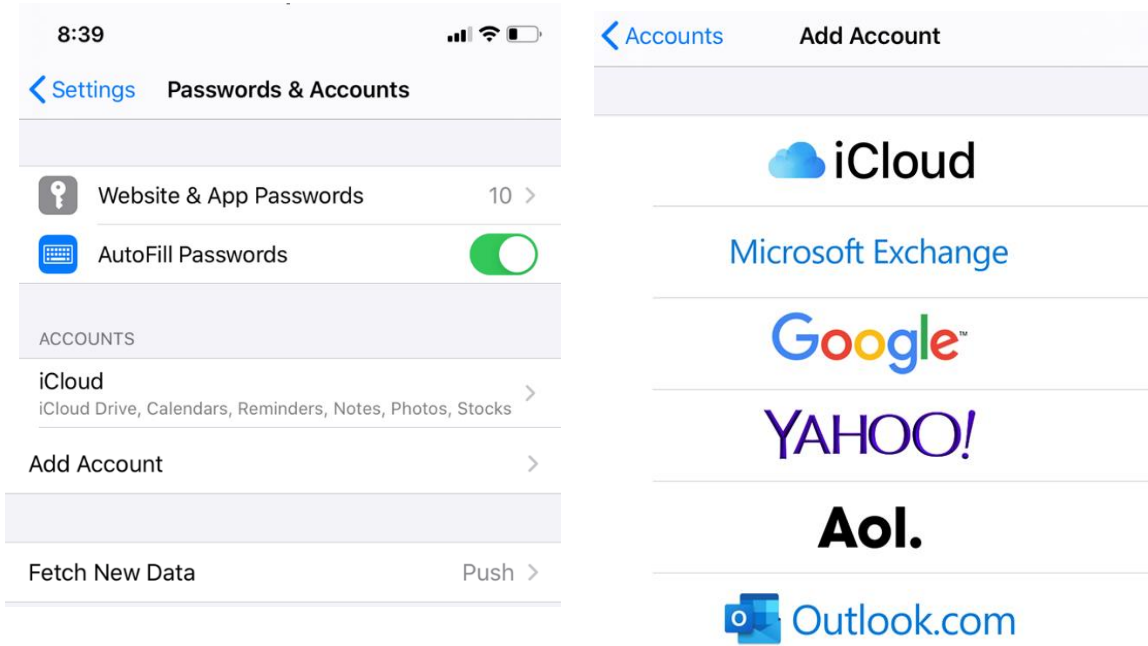
Some devices may need to be configured manually.

1. Tap the **Settings** icon and select **Passwords and Accounts**

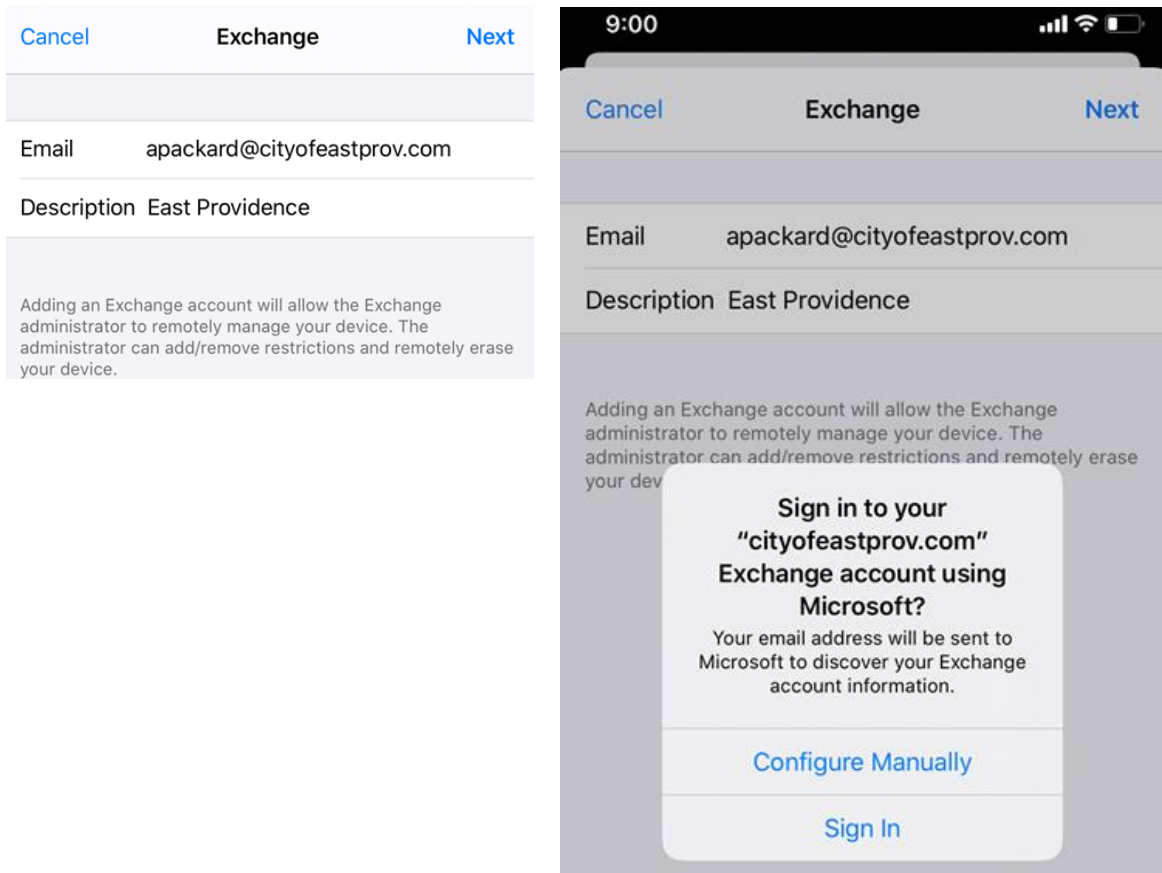




2. Tap **Add Account** and select **Microsoft Exchange**

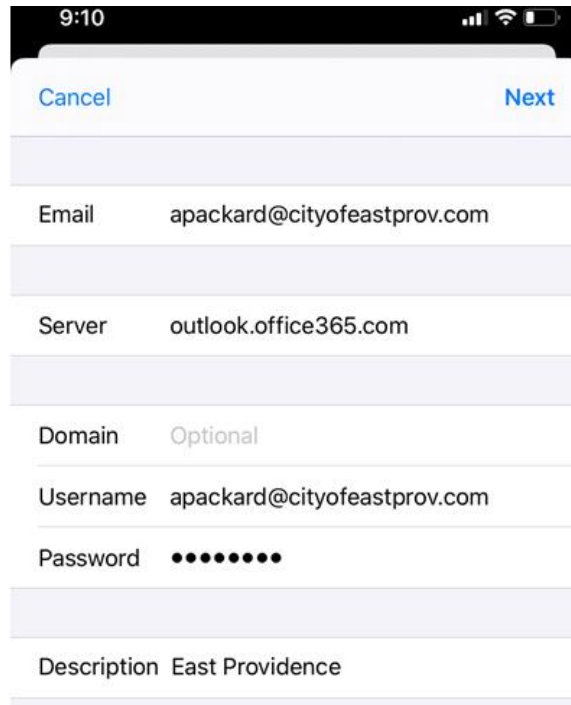
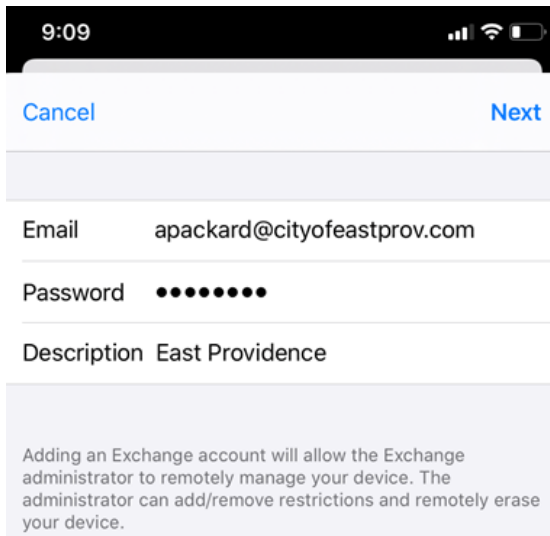


3. Enter your **Email Address**, a description, tap the **Next** link, then tap **Configure Manully**

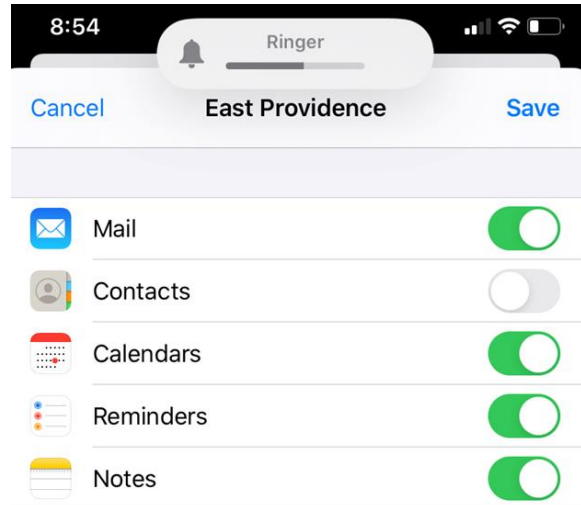
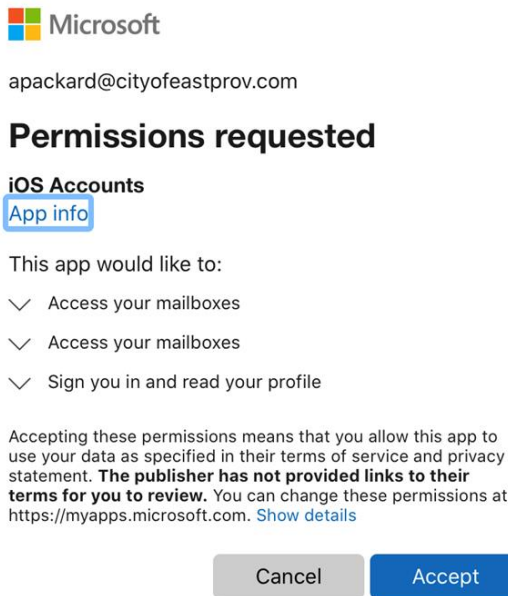




4. Enter your **Office 365 Password** and tap **Next**, Enter **Outlook.Office365.com** as the **Server** and tap **Next**



5. Tap the **Accept** button to continue, then tap the **Save** link (Enable Contacts if you like)



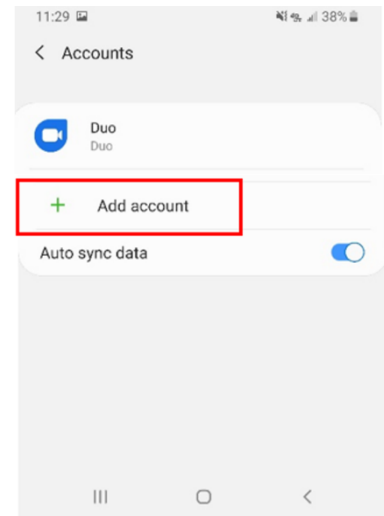
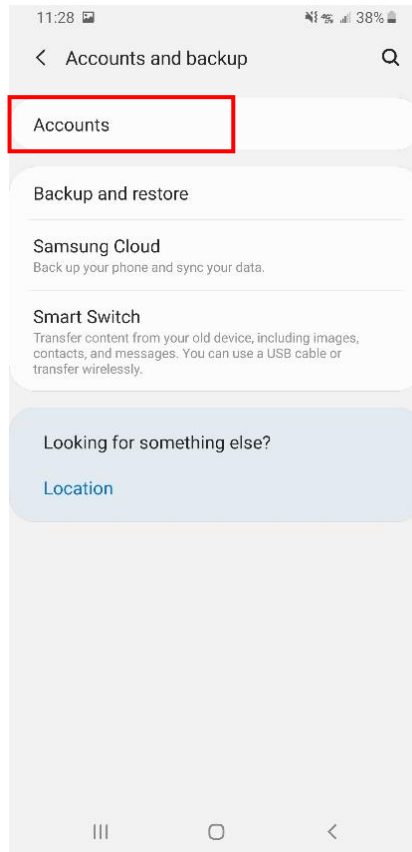
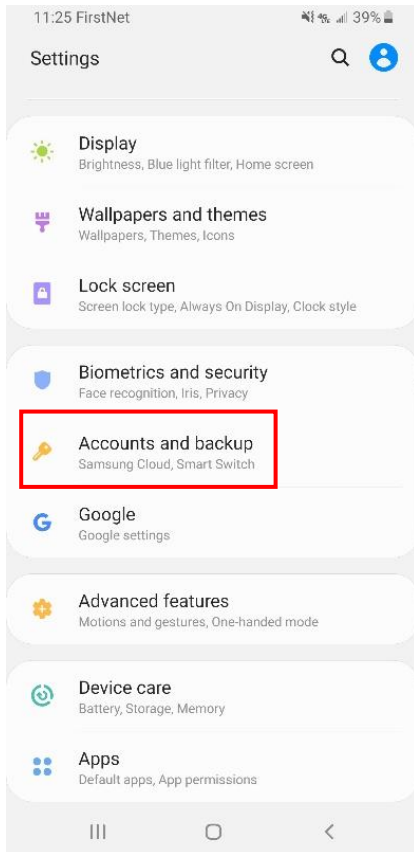


4. Configure Mail on Android Phones and Tablets

The instructions below detail the configuration of Mail on Android devices.

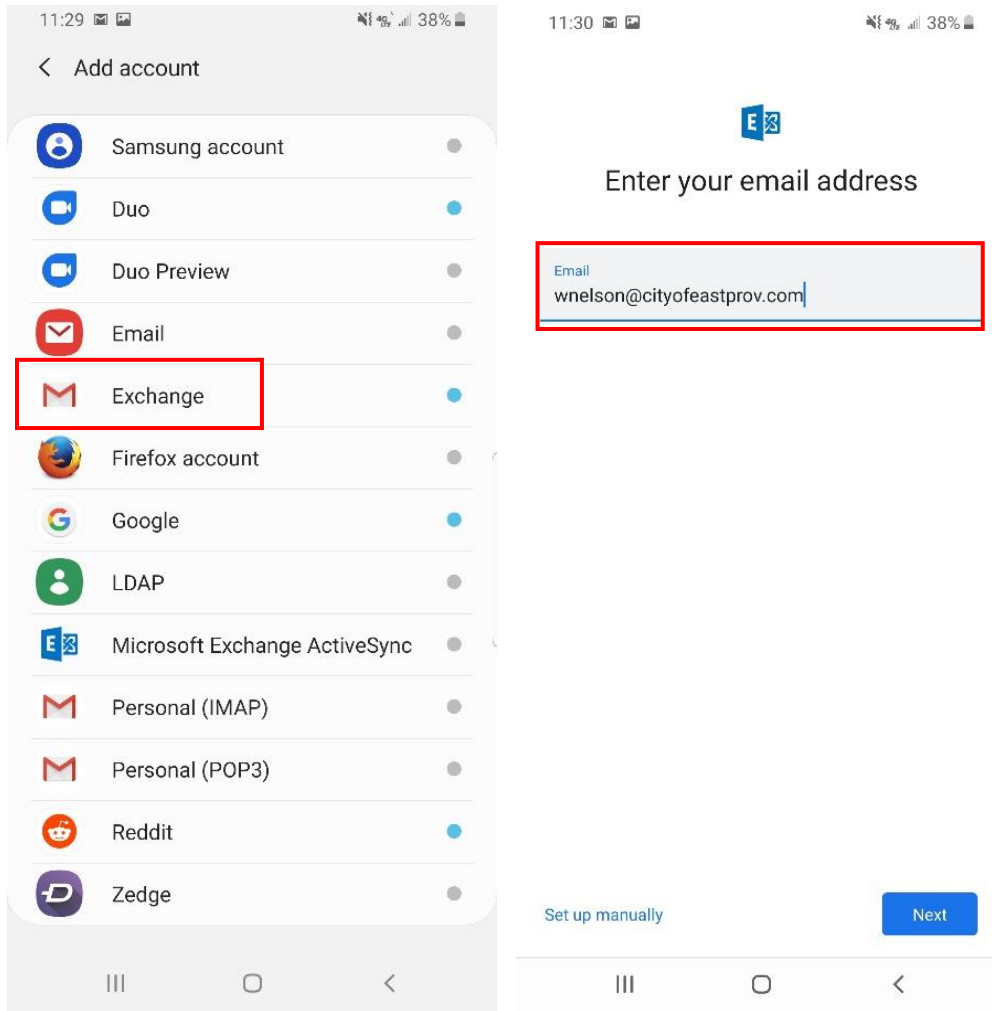
Setting up Email on Android

1. Go to **Apps > Settings**
2. Select **Accounts and Backup** (this can be different depending on Android version, previously Cloud and Accounts), select **Accounts**, select **Add Account**

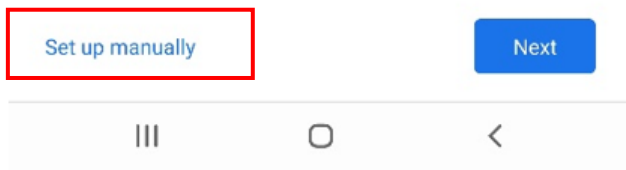




3. Select **Exchange**, enter your **email address** (*someone@cityofeastprov.com*), and select **Next** to configure automatically. Enter your password when prompted. Use the Manual below if necessary.



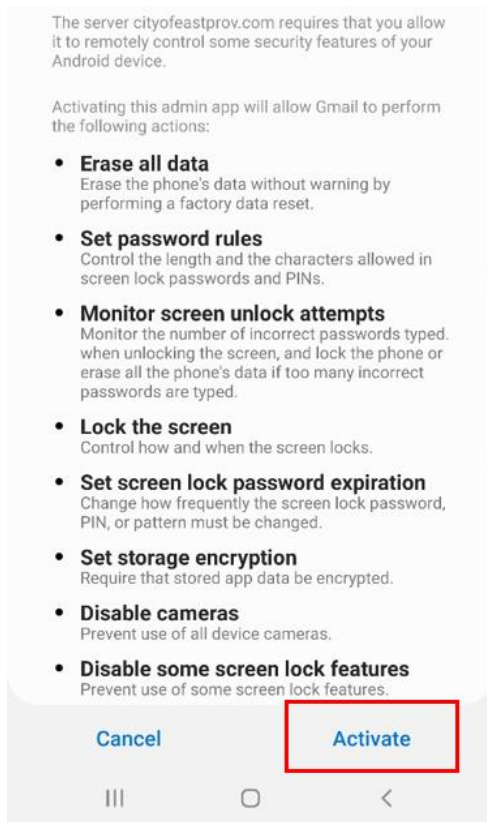
4. Manually configure Mail by selecting





5. Enter the following and click **Next**
 - a. Email: *someone@cityofeastprov.com*
 - b. Password: *yourpassword*
 - c. Client Certificate: None
 - d. Domain/Username:
someone@cityofeastprov.com
 - e. Server: *webmail.cityofeastprov.com*
 - f. Port: 443
 - g. Security Type: SSL/TLS

6. **Accept the Permissions and click Activate**



7. Click Done

8. Exit Settings and open the Mail app on the phone to access email

