



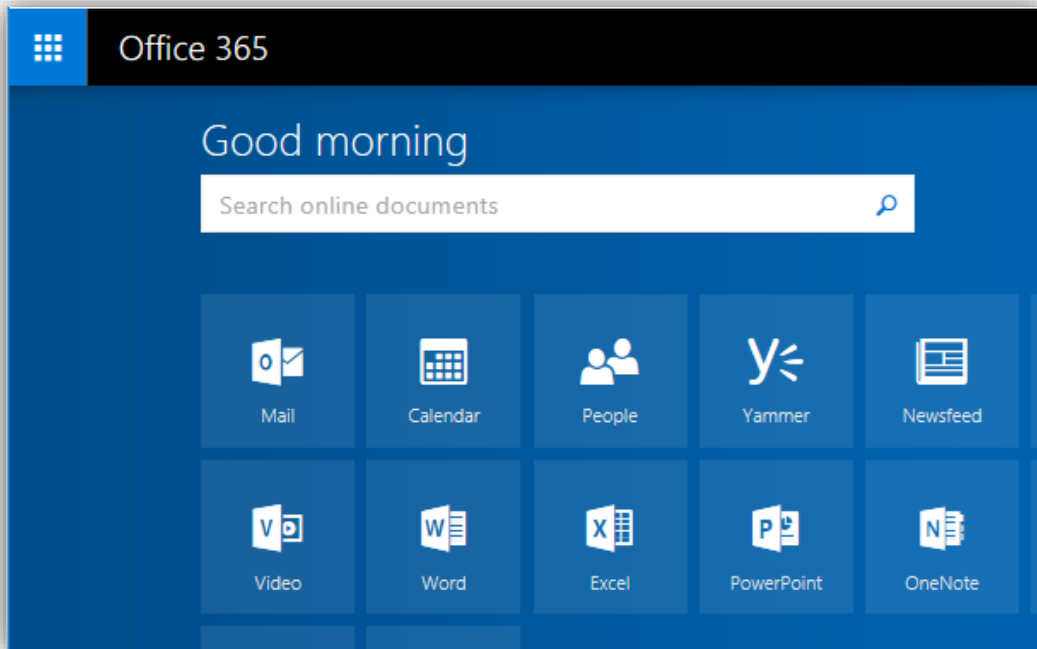
# WELCOME TO OFFICE 365 EMAIL

VIEW YOUR EMAIL ACCOUNT FROM ANY DEVICE

## Instructions below:

### Web Access

1. Open your preferred web browser (Internet Explorer, Chrome, Safari etc...)
2. Enter the following web address or click on the link <https://login.microsoftonline.com>
3. Enter the user name (email address) and password supplied by the Lions Australia - National Office
4. Setup and verify a mobile number and alternate email address (for validation purposes if password is misplaced)
5. Skip through Welcome screens
6. Click on the Mail App (Outlook)

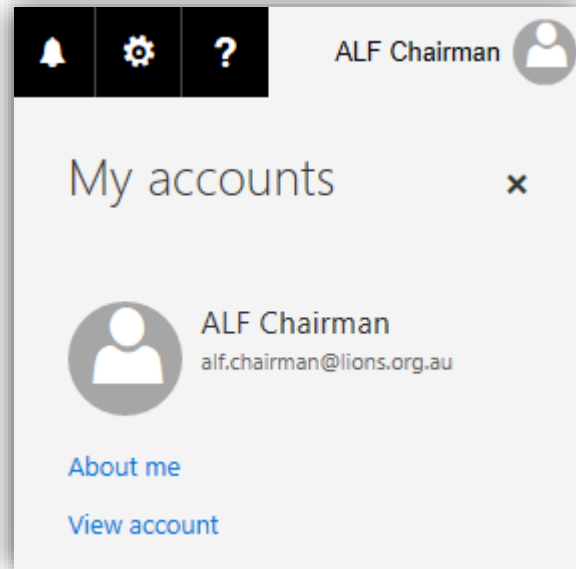


7. Select preferred language and Time Zone (first time)

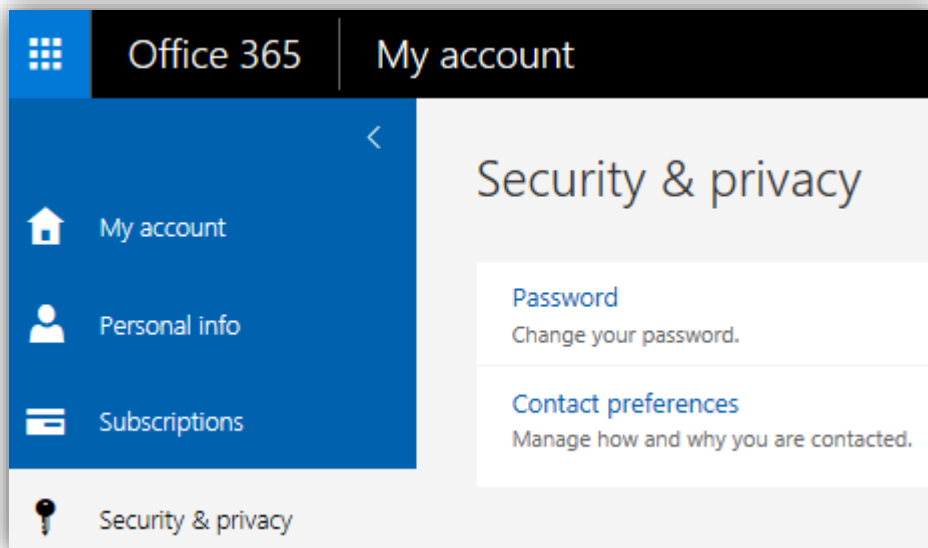


8. Mailbox will appear – **congratulations, you are ready to send and receive email!**
9. Note – the license includes web version of Word and Excel as Apps (not the download and install version)

10. Optional - reset password (must be done at least once before temporary password expires)
  - a. After logging in, click on the account name in the top right corner of the screen
  - b. Select View Account



11. From the menu on the left, select Security & Privacy
12. You will see the option to Change Password



You can choose to either access your email in the browser, or attach it to your preferred email program. (eg. Gmail, Outlook)  
NB: See below for more information on various email software providers

### Mail Software Access (view all of your email accounts together!)

1. Open your favourite mail program settings (Outlook, Apple Mail, Outlook App etc...)

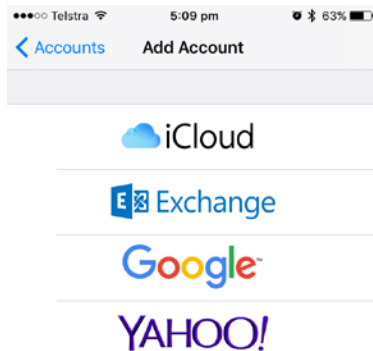


Microsoft Outlook - email and calendar  
Microsoft Corporation  
★★★★☆ (66)



Gmail - email by Google: secure, fast & organised  
Google, Inc.  
★★★★☆ (17)

2. Choose to add an account
3. Select Exchange
4. Enter email address, password, and account name (your choice)
5. Software will verify mail account details



6. Mailbox is setup – congratulations, you are ready to send and receive email!

Please find below an info link for your preferred email provider:

- [Yahoo Mail](#)
- [Gmail](#)
- [Apple Mail](#)
- [Outlook Desktop](#)
- [Outlook App](#)

**Don't have a mail App on your phone or tablet?**

**Click on this link <https://www.microsoft.com/en-us/outlook-com/mobile/>**

YES...Office 365 is more than just email! Want to know more?

**Click on the links below:**

**[Office 365 Education and Support](#)**

**[Outlook Help Center](#)**

Over the coming months we will send out more information on the other feature available with this license.

**Centrally managed - Up-to-date internal address book  
No more redirections - Multi-user access - History retained**