

For accessing the new email system via webmail:

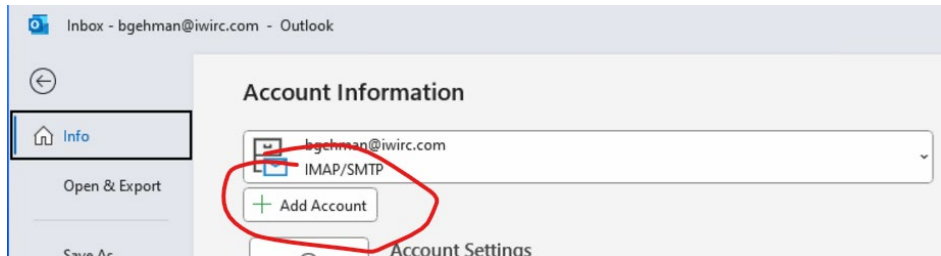
Go to <https://outlook.office365.com>, and sign in with the credentials provided to you.

If you are prompted to change the password, do so. Let CC know what the new password is, so we can document it.

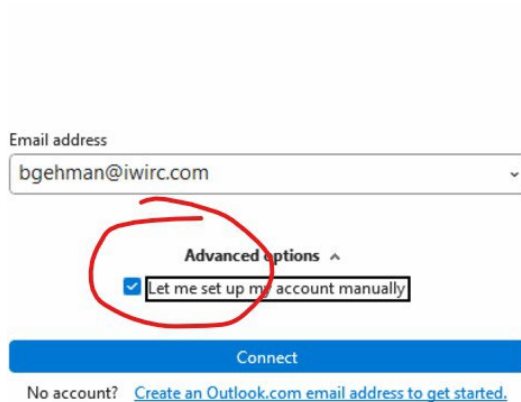
You should be taken directly to your mailbox after signing in.

For accessing the new email system via Outlook:

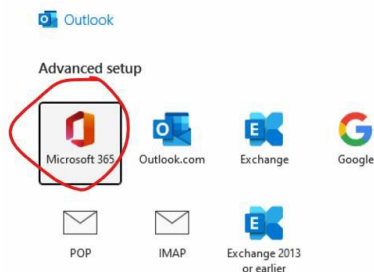
In Outlook, click File, then Add Account:



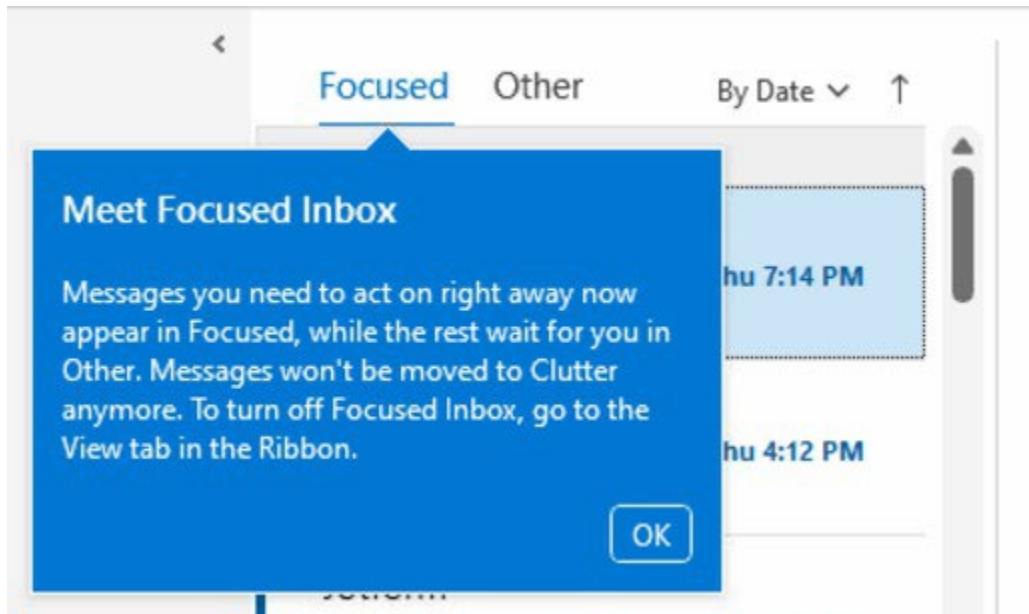
When it asks for the email address, enter it, and select the checkbox for “set up my account manually”, before clicking “Connect”:



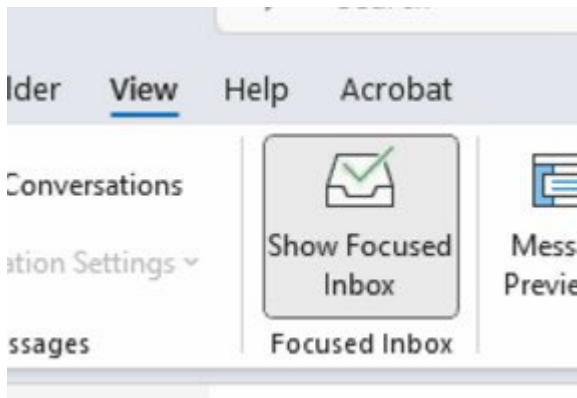
If it asks what type of account, choose “Microsoft 365”:



Follow the wizard to complete the setup. Once it is set up, it may show you the “Focused Inbox” interface, which automatically divides your emails based on importance:



If you want to disable this, go to the “View” tab, and deselect “Show Focused Inbox”:



For accessing the new email on mobile devices or other email apps:

Add the account like you would any other email address. If it asks what type of account it is, choose whichever of the following it offers. In order of preference:

1. Microsoft/Office 365
2. Exchange Online
3. Exchange Server
4. Outlook.com