BOILERMAKERS OFFICE 365 EMAIL MIGRATION

Section 1 – IBB Web Mail

Section 2 – iPhone/iPad Setup

Section 3 – Download Office 2016 Software

Section 4 – Activate Office 2016

Section 5 – Outlook for Mac Configuration

Section 6 – Outlook for Windows Configuration

Section 7 – Reset your password (Self Service Password Reset Coming Soon)

On Monday, December 12, we will migrate our existing email services to Microsoft Office 365. Email traffic will be switched beginning at 4:00 pm CST Monday. Our IT Department in conjunction with our email provider, mindSHIFT, will be working to do final exports of all user information Monday night.

Beginning Tuesday morning, December 13, we will be available to assist users in configuring their computers and mobile devices to use the new email system. Please contact the people listed below for assistance. Due to the anticipated volume of requests, we may need to schedule a time to call you back to complete your migration.

Email Migration Contacts:

Please contact mindSHIFT helpdesk.

     Phone: (617) 243-2744

     Ray or Diego will be able to assist you.

IBB IT Department

     Phone: (913) 371-2640

     Ask for Ryan Creeden, Kelli Morgan or Curt Smith.
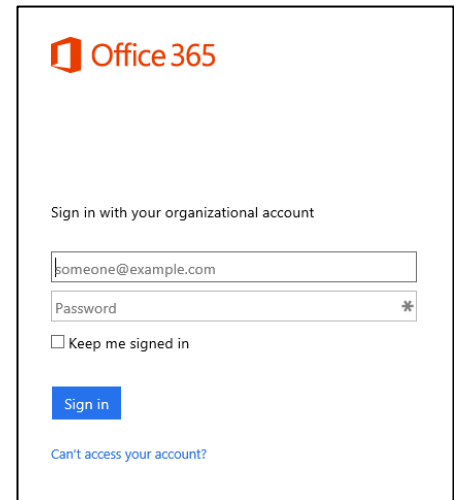
SECTION 1 - Accessing IBB Web Mail

OWA (Outlook Web Access) allows you to check your email, using any Internet connection.

Go to: http://microsoftonline.com

Email Field: **<EMAIL ADDRESS >**
Password Field: **<PASSWORD >**

Once you're signed in, **click the "MAIL ICON" to open IBB WEBMAIL**
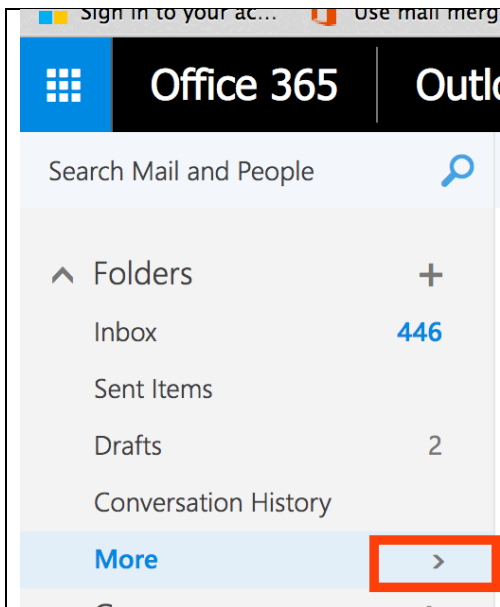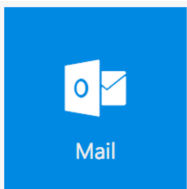
Access email subfolders:
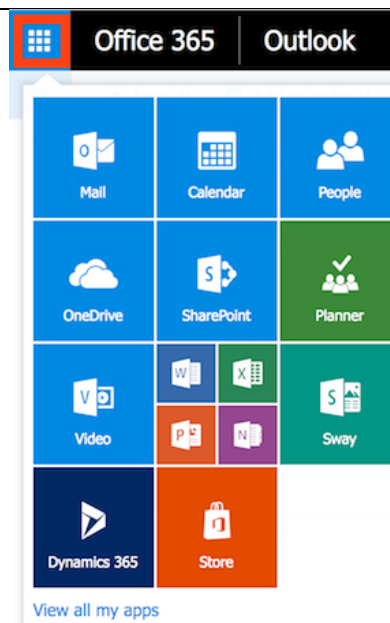
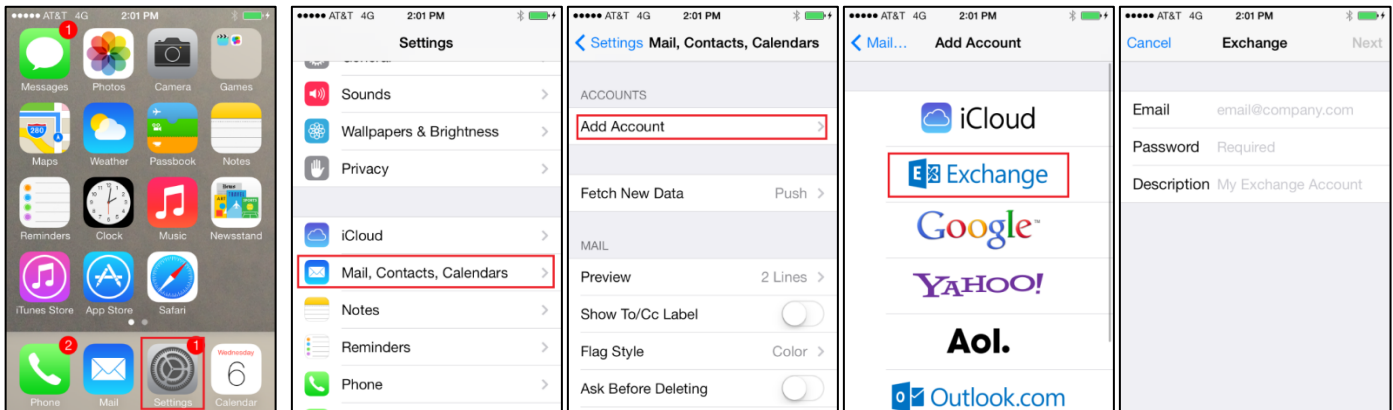Click the Rubik's Cube to access other features.

Note: People = Outlook Contacts

SECTION 2 - iPhone / iPad Setup

All of the following steps must be performed on your handheld:

THE CURRENT ACCOUNT MUST FIRST BE DELETED OFF THE DEVICE

1.   Upgrade your phone or tablet to iOS 4.3 or newer.
2.   Go to Settings and select "Mail, Contacts, Calendars"

3.   Choose "add account."
4.   Select "Microsoft Exchange."
5.   Enter the Following:

Email Field: **<EMAIL ADDRESS >**
Password Field: **<PASSWORD >**

6. Setup will complete and will now ask you to choose the data you would like to sync. You may choose Mail, Contacts or Calendar or all three.
Note: You cannot sync Contacts and Calendars from both Exchange and iTunes. You must choose one or the other. The iPhone will delete your old entries when you enable this.

7. Choose done. Your setup has now completed. Please allow some time for the data to synchronize.
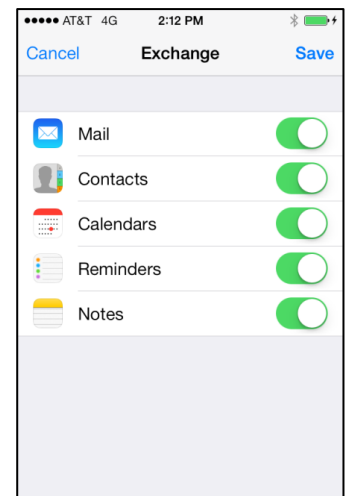
If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.
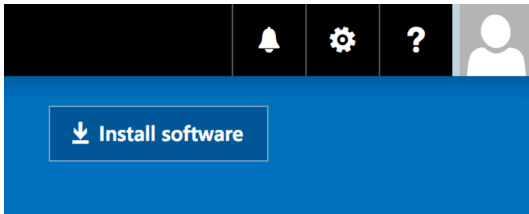
SECTION 3 – Download OFFICE 2016 for Mac/PC

GO TO: http://microsoftonline.com

Click "Install Software" in the upper right-hand corner of your web browser.

Follow the instructions and download and run the installer for Office 2016.

NOTE: You must install this software in order to use Outlook.

Install the software and start up Word.

SECTION 4 - Activate Office 2016

1. Open WORD 2016 and a blank document.
2. You should be prompted to sign into Office 365 to activate your software.
3. Sign in using the email address and password provided.
4. If you are not prompted you can activate the software by clicking "Sign In" in the upper right hand section of the tool bar.

Note: If you do not sign in and activate Microsoft Office the software will expire after 30 days and you will be unable to use Microsoft Office until you activate it.
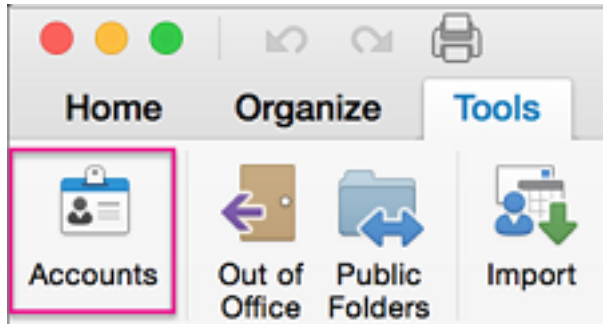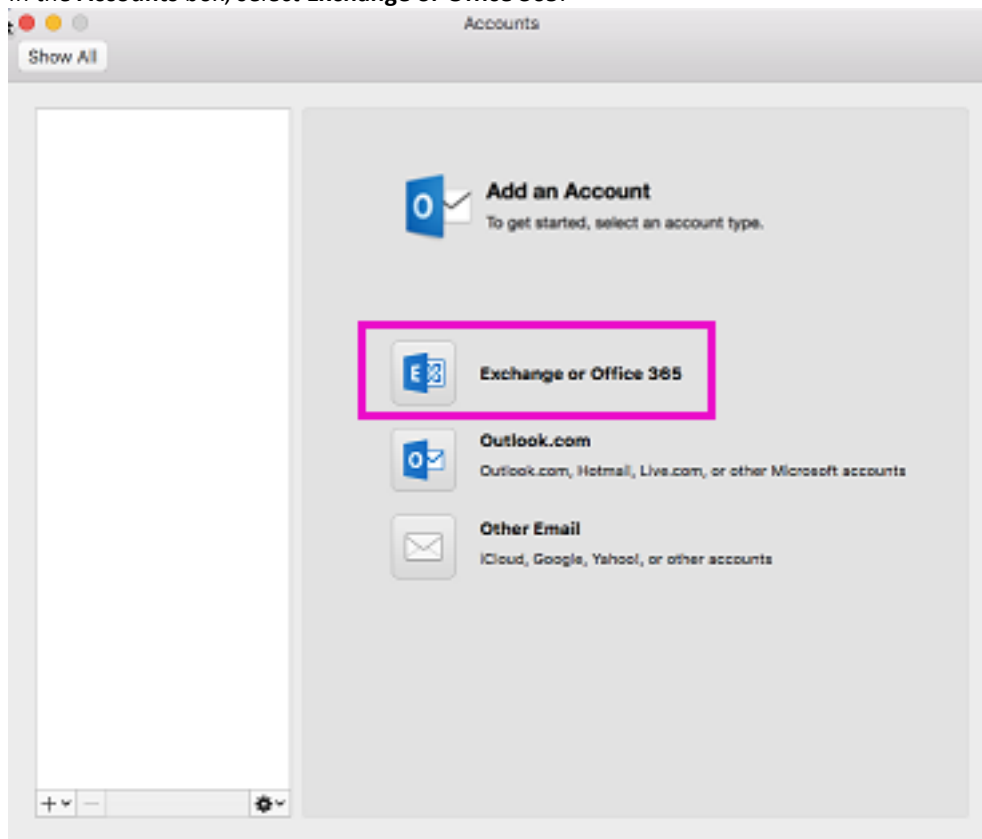
SECTION 5 – Outlook for Mac Configuration

This section tells you how to add Exchange and Office 365 accounts to Outlook 2016 for Mac.

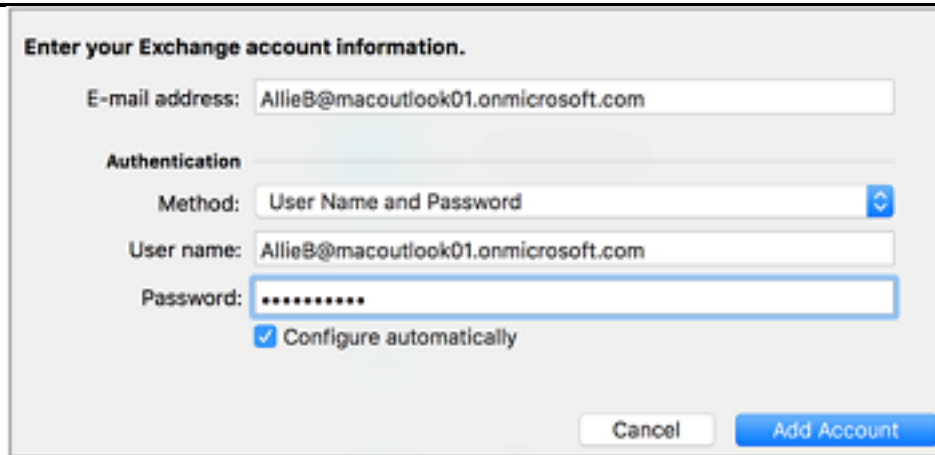In Outlook, select **Tools** > **Accounts**.

1. In the **Accounts** box, select **Exchange or Office 365**.

2. **E-Mail address:** your email address
   Authentication type: username/password
   Username: your email address
   Password: enter the provided password

3. Click **Add Account**. Outlook will detect your Exchange server automatically.
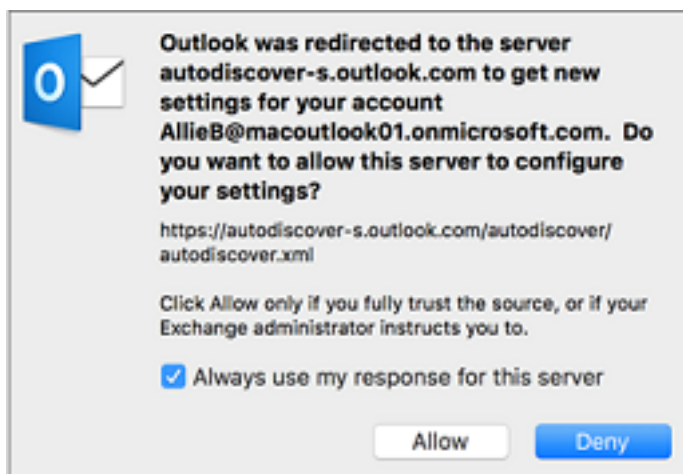
4. You might see a redirection message. If so, check **Always use my response for this server** > **Allow**.

5. For Office 365 accounts, modern authentication is now supported. This enables additional layers of security such as multi-factor authentication. You'll be asked to sign in to your Office 365 account via your organization's sign-in page. You'll only be prompted for the sign-in once.
6. When you've finished adding the account, it appears in the left pane of the **Accounts** box and Outlook begins downloading your messages and other items. A green indicator next to the account name means the account is connected.

SECTION 6 - Outlook for Windows Configuration

This section tells you how to add Exchange and Office 365 accounts to Outlook 2016 for Windows.
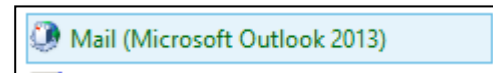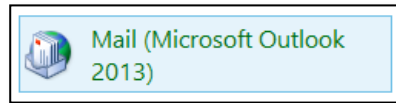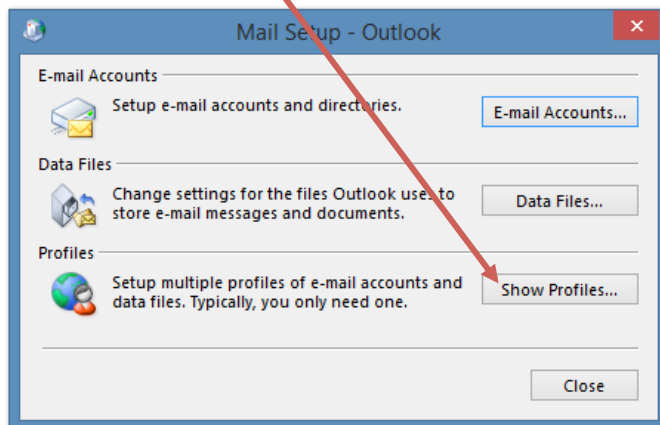
1. Open Control Panel

   > ▸ Programs (1)
   > 🖳 Control Panel
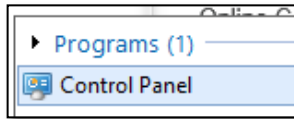
2. Change "View By: to either Large Icons or Small Icons

   View by: Large icons ▾   View by: Small icons ▾

3. Locate and Open the Mail Icon

   Mail (Microsoft Outlook 2013)   Mail (Microsoft Outlook 2013)

4. Click on "Show Profiles"

   Mail Setup - Outlook

   E-mail Accounts
   Setup e-mail accounts and directories.   [E-mail Accounts...]

   Data Files
   Change settings for the files Outlook uses to store e-mail messages and documents.   [Data Files...]

   Profiles
   Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.   [Show Profiles...]

   [Close]

   Mail

   General

   The following profiles are set up on this computer:

   Outlook

   [Add...] [Remove] [Properties] [Copy...]

   When starting Microsoft Outlook, use this profile:
   ○ Prompt for a profile to be used
   ● Always use this profile
   Outlook

   [OK] [Cancel] [Apply]
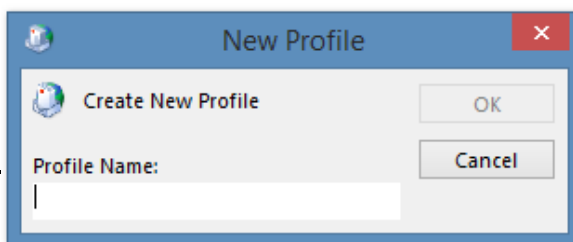
5. Click on "Add" to create a new profile
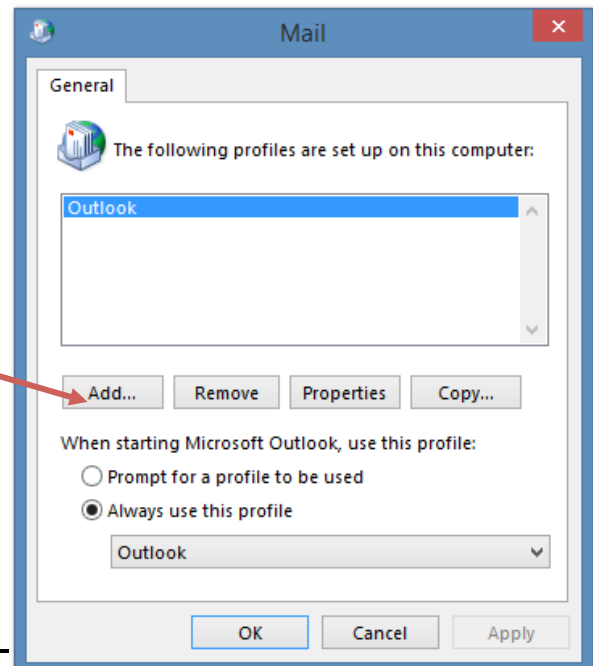
6. Enter a Profile Name, this can be anything you want to help identify the profile

   New Profile

   Create New Profile   [OK]

   Profile Name: [Cancel]

7. Select "E-mail Account and Enter the following information"

8. Click next, outlook will attempt to authenticate and add the account. You may be promoted to enter If information is correct, you should receive the following:

9. Set Default Profile to new profile that was created

SECTION 7 – Reset Your Password

We anticipate the self-service password reset functionality will be available by January 31, 2017. In the interim, please contact the Boilermakers IT Department for any password related issues.

IT Department Contacts:
IBB HQ Main Line: (913) 371-2640 Ask for Ryan Creeden, Kelli Morgan or Curt Smith