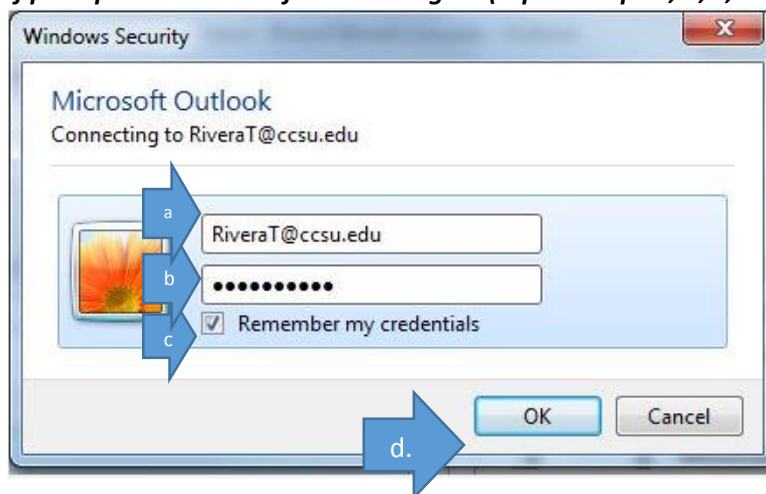


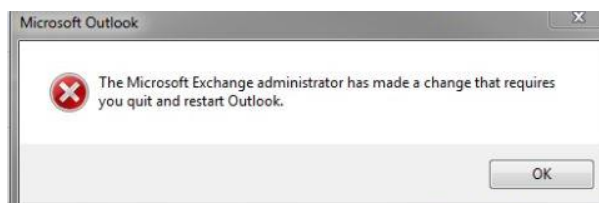
Accessing Microsoft Outlook 2013 on Windows PC (On-campus):

1. After migration is complete, reboot your machine to get the *updated Group Policy settings for Office 365*.
2. The “**Windows Security**” Box will display:
You must complete the following:
 - a. Enter your “**CCSU e-mail address**”
 - b. Enter your “**BlueNet Password**”
 - c. Put a check in the box next to “**Remember my credentials**”
 - d. Click on “**OK**”

If prompted to enter information again (repeat steps a, b, c, and d)



3. You may receive a warning that “**Your administrator has made changes and Outlook must be restarted.**”



4. Click “**OK,**” then Exit from Outlook. **NOTE:** You must click on “**File, Exit**” to Exit from Outlook. **Do not use the “X” to exit.**
5. “**Reopen**” Outlook on your Desktop.

In the bottom right corner of your Outlook the following will be displayed:

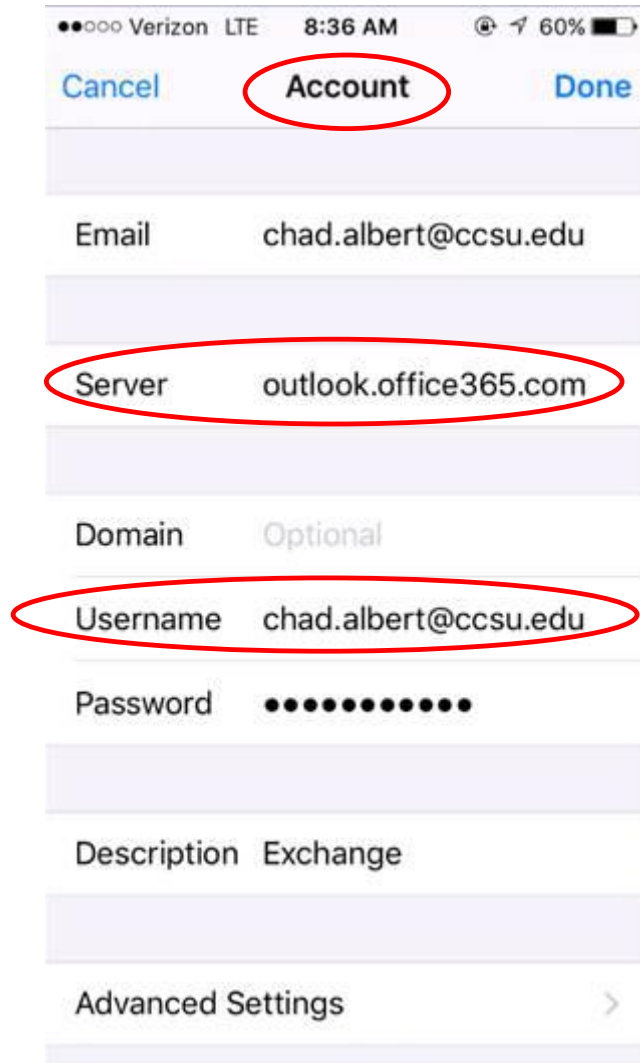
ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE

Use Microsoft Office 2013 as usual.

iPhone/iPad/iOS Configuration

Go into your *Settings/Mail, Contacts, Calendar/Exchange*

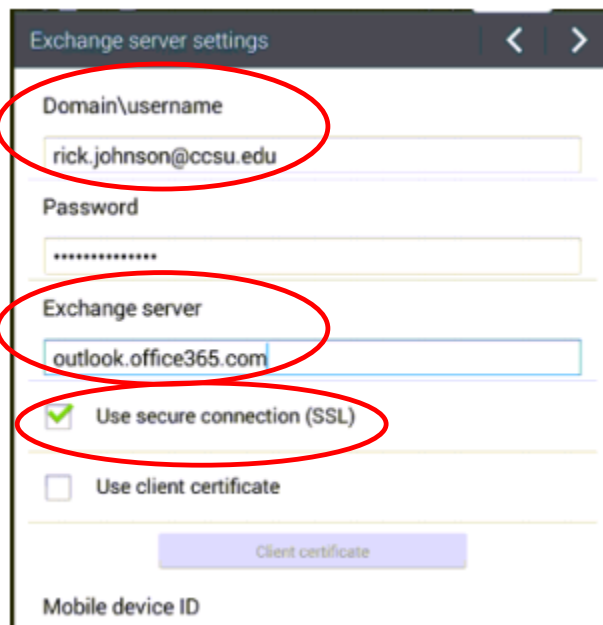
1. Press on **Account**
2. Update **Server** to: **Outlook.office365.com**
3. Update **Username** to: **"CCSU e-mail address"**
4. Click on **Done**



Android Phones:

Go into your **Settings**:

1. Open CCSU e-mail Account Settings
2. Open Incoming Server Settings
3. Update **Username** to: "**CCSU e-mail address**"
4. Update **Server** to: **Outlook.office365.com**
5. Put a Checkmark in the box next to **Use secure connections (SSL)**
6. Click on **Done**



NOTE: If you are unable to access your email, you may need to delete and recreate your e-mail profile.

Outlook 2011 and 2016 on the Mac:

Open **Outlook client**.

1. Click on the **Outlook menu**, then **Preferences**.
2. Click on **Accounts**.
3. Click on the **CCSU email account**.
 - a. Update **Username** to: "**CCSU e-mail address**"
 - b. Uncheck the box next to **Configure automatically**
 - c. Update **Server** to: **Outlook.office365.com**
 - d. Click on **Done**

Enter your Exchange account information.

E-mail address:

Authentication

Method:

User name:

Password:

Configure automatically

Server: