



Information Technology



EMMANUEL COLLEGE

Email Upgrade Configuration Instructions

Web Version

1. The web address to access your email following your migration will be portal.office.com

Please note that users will not be able to access email from mail.emmanuel.edu

Outlook Mobile App

1. Download the Outlook app if you haven't installed it yet. If you already have it installed, open it, then tap Settings > Add Account.
2. Tap Office 365
3. Use Emmanuel email credentials to sign in
 - a. If you use this email for a personal account make sure you select 'school or business account' when prompted
4. Use Emmanuel email credentials to sign in to the Emmanuel server

iOS Mail App

1. Tap Settings > Mail, Contacts, Calendars > Add Account
2. If you already have your Exchange account set up, delete it. In the Add Account page, tap Exchange
3. Enter your full email address and password, and then tap Next
4. By default, Mail, Contacts, and Calendar information are synchronized. Tap Save
5. Once you've logged in, if you are still not connected, the setting should be as follows:
 - a. Email: your full Emmanuel email
 - b. Server: option (if required outlook.office365.com)
 - c. Domain: optional (if required \Emmanuel)
 - d. Username: full Emmanuel email
 - e. Password: Emmanuel password

Android Native Mail App

1. Tap Settings > Accounts > Add account > Email
2. If you already have your Exchange account set up, delete it. Type your full email address, for example <someone>@outlook.com, and your password, and then tap Next. You may need to select the Exchange server first

3. On the Account Options page, select the options for how you want to receive your mail, and then tap Next
4. Give the account a name, and tap Done.
5. Once you've logged in, if you are still not connected, the setting should be as follows:
 - f. Email: your full Emmanuel email
 - g. Server: option (if required outlook.office.com)
 - h. Domain: optional (if required \Emmanuel)
 - i. Username: full Emmanuel email
 - j. Password: Emmanuel password

Outlook for Windows

1. Start Outlook
2. On the following screen, titled "Microsoft Outlook Setup", leave the top radio button (labeled Yes) marked and select Next
3. On the next screen, enter your name, email address and password
4. The Exchange server will now automatically configure your account
5. When done select Finish
6. Outlook 2013 will do some additional configuration and you will be brought to your email inbox

Outlook for Mac

2016 (Outlook 2016 is only available for Yosemite OS and up)

1. On the setup page, click Add Account.
2. Click Exchange or Office 365 to add your work or school email account. Please check with your help desk to see what type of account you have.
3. Enter your account information and click Add Account.
4. You may be prompted to import your emails

2011

1. Open Outlook for Mac 2011. On the Tools menu, click Accounts. If this is the first account you're creating in Outlook 2011, under Add an Account, click Exchange Account.
2. On the Enter your Exchange account information page, type your email address.
3. Under Authentication, make sure User Name and Password is selected.
4. In the User name box, type your complete email address. In the Password box, type your password.
5. Make sure Configure automatically is selected, and then click Add Account.
6. After you click Add Account, Outlook will perform an online search to find your email server settings. In the dialog box that asks if you want to allow the server to configure your settings, select the Always use my response for this server check box, and then click Allow.

7. If Outlook is able to set up your account, you'll see the account you set up in the Accounts dialog box. Close the Accounts dialog box. If Outlook isn't able to set up your account, see the next section in this article.