

Accessing your Emails

You will be able to access emails in any of your preferred ways once your account has been activated.

Laptops / Computers

 On any laptop or computers (personal or on Russell Group premises) by going to <u>http://outlook.office.com/</u> or simply by putting into google "Microsoft Login" and signing in using your username and password





Accessing your Emails

iPhone/iPad

Go to your iPhone or iPad's
 Settings > scroll down and tap
 Apps > Mail > Mail Accounts
 Add Account.

<	Mail	Mail Accounts		
	ACCOUNTS			
	iCloud iCloud Drive, Contacts, Calendars, Reminders, Notes and 2 more			
	Add Account			
	Fetch New Data	Push	>	

2. Select "Microsoft Exchange"

3. Enter your email address and a description of your account such as "Work". Tap **Next**.

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

Microsoft Exchange

4. Tap Sign In	Sign in to your "contoso_team .onmi- crosoft.com" Exchange account using Microsoft? Your email address will be sent to Microsoft to discover your Exchange account information.	
	Sign In	Microsoft
		TRoussel@contoso.com
5. Enter your password and that is you!		Enter password Password Back Sign in



Accessing your Emails

Android

 Open the Samsung Email app and tap Add Account if it's your first time.
 Or go to Settings in the app > Add account.

2. Enter your email address and password. Tap **Sign in**.

 If you're prompted to select account type, choose Microsoft
 Exchange ActiveSync to sync contacts and calendars.

4. Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.

Need support? •Contact our helpdesk team on **0141 810 8203** •Look out for Drop-In Sessions in your site.

<	EMAIL SETTINGS
AC	COUNTS
yo La	ourname@hotmail.com st synced on 16/06/2017 13:47
4	- Add account
	< ADD NEW ACCOUNT
	yourname@hotmail.com

Password

MANUAL SETUP

O Show password

Selec	t account type	
POP3	account	
IMAP	account	
Microsoft Exchange ActiveSync		
	Let this app access your info?	
	Email needs your permission to:	
	 Sync your emails, contacts, calendar and tasks, and send emails 	
	Access your info at any time	
	Access your email addresses Sume and cond emails	
	- Sync and send emans	
	You can change these application permissions at any time in your account settings.	

SIGN IN

No