Office of Information Services   *Using Microsoft Outlook on your 1ˢᵗ Day "Cheat Sheet"*

Congratulations! You have now been migrated to Microsoft Outlook

Follow these simple steps below to start using your New Email Client

Login via portal.office.com

1. Login to portal.office.com
2. Enter your full email address, for example, jcullen@diobrook.org. Once your email is entered, the you will need to enter the same password given to you by OIS.
3. Press **"Sign In".**
   a. Multi factor authentication is tuned on by default. You will set that up when accessing your account for the first time. Each time you access the portal will be asked to enter your login credentials. You will also be prompted to enter the verification code sent to your cell phone (which will be different each time) or answer a call phone Microsoft and press a key to confirm it is you.
4. A panel of icons will appear at the top of the page. Click on the "**Outlook"** icon on the first page to start using the new email system!

Using the Outlook mobile app

Apple iPhone and iPad:

1. Download and open **Microsoft Outlook for iOS** from the Apple App Store.
2. For first time users: "**Get Started**"
3. Enter your work email address and press "**Add Account**"
4. Enter your **email address** and password and press "**Sign In**"
5. Tap **Yes** or **Allow** to give Outlook permission to sync your account's calendar and contacts with your phone/tablet.
6. Your phone will then take a few minutes to download email messages, contacts and calendar entries.

Android Phone and Tablet:

1. Download and open **Microsoft Outlook for Andoid** from the Google Pay Store.
2. For first time users: "**Get Started**"
3. Enter your work email address and press "**Add Account**"
4. Enter your **email address** and password and press "**Sign In**"
5. Tap **Yes** or **Allow** to give Outlook permission to sync your account's calendar and contacts with your phone/tablet.
6. Your phone will then take a few minutes to download email messages, contacts and calendar entries.