



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"**.
4. A series 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 Android** from the Google Play 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.