



### Congratulations! You have now been migrated to Microsoft Outlook

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

##### Option 1: Login from the Outlook desktop client software

- 1) Click on the Windows Icon → All Programs →
- 2) Choose **Outlook 2016** (This will not be in Microsoft Office Folder and may be located at top of list)
- 3) **Enter your full email address** – for example, "[jim.smith@downstate.edu](mailto:jim.smith@downstate.edu)"
- 4) **PASSWORD:** The Password you will need to use to access your Outlook Email is your **NetID (network) password, NOT** your old Lotus Notes password.
- 5) Choose **Next**, then **Finish**.
- 6) For Mac users, visit <http://guides.downstate.edu/O365-for-Mac> to set up your Apple Mail account

##### Option 2: Login via portal.office.com

1. Go to [portal.office.com](http://portal.office.com).
2. **Enter your full email address** – for example, "[jim.smith@downstate.edu](mailto:jim.smith@downstate.edu)". Once your email is entered, the browser will automatically redirect you to the Downstate login page.
3. Enter your **NetID** password and press "**Sign In**"
4. A panel of icons will appear at the top of the page. Click on the "Mail" icon on the first page to start using the new email system!

##### Option 3: Using the Outlook mobile app

###### Apple Phone & iPad:



- 1) Download and open **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 **NetID** 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 & Tablet

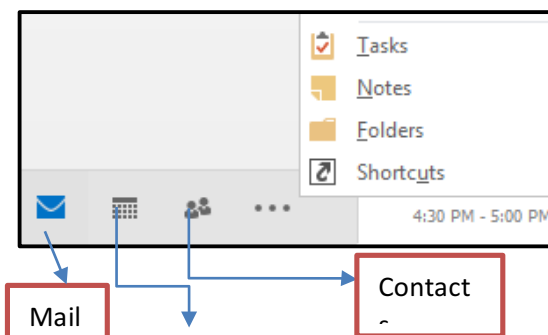


- 1) Download the **Outlook for Android** app from the Google Play store.
- 2) For first time users: "**Get Started**"
- 3) Enter your work email address and press "**Continue**"
- 4) Enter your **NetID** password and press "**Sign In**"
- 5) Tap **Yes** or **Allow** on the next few screens to give Outlook permission to sync your account's calendar and contacts with your phone/tablet.

### Tips & Support

#### **Basic Navigation**

Use the icons on the bottom left of the page to jump between your emails, calendar and contacts.



Calendar

#### **Additional Support**

- Visit our website

<http://is.downstate.edu/365>. The

website also provides in class training schedule.

- Contact the HelpDesk at

[Office 365 Assistance Request](#) or

718-270-4357, Option 3=

-For Help with your NetID visit the NetID website:

<http://www.downstate.edu/netid>