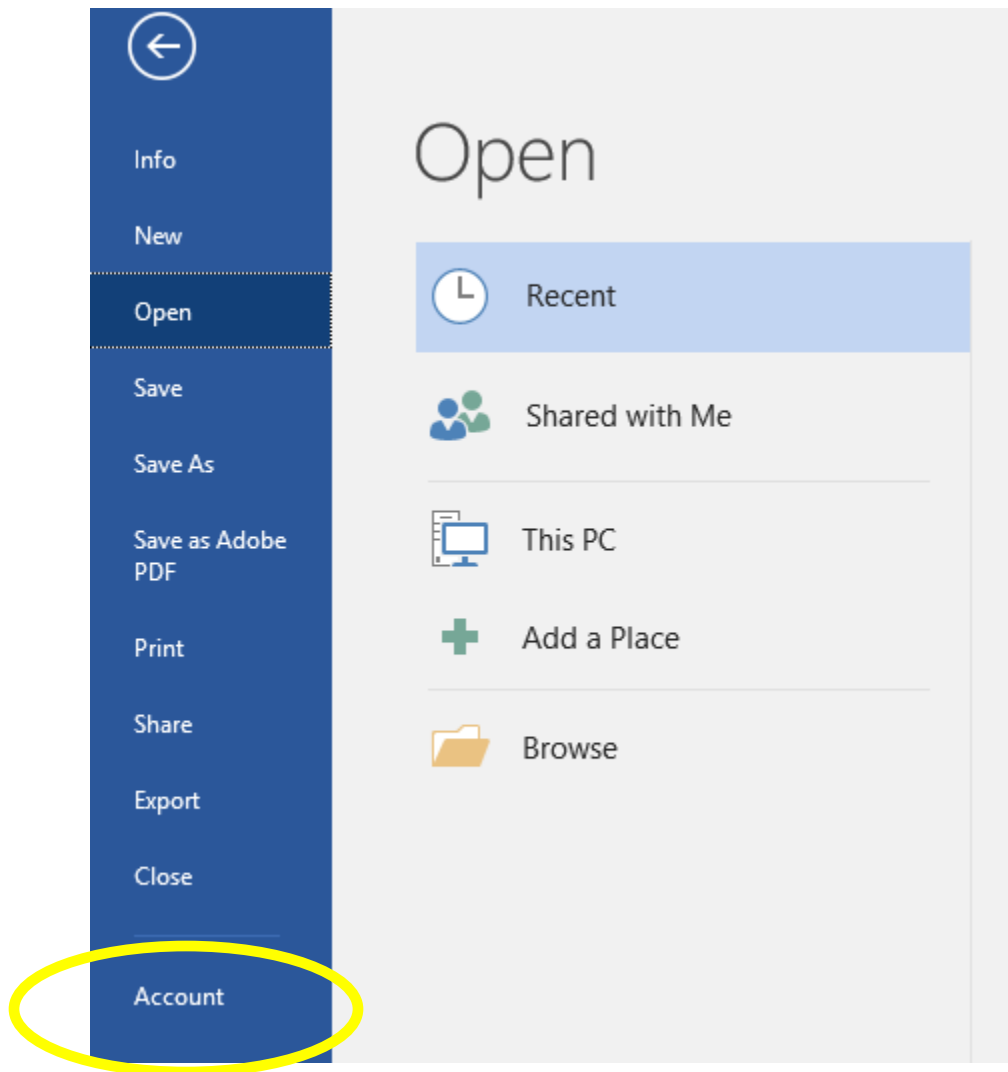


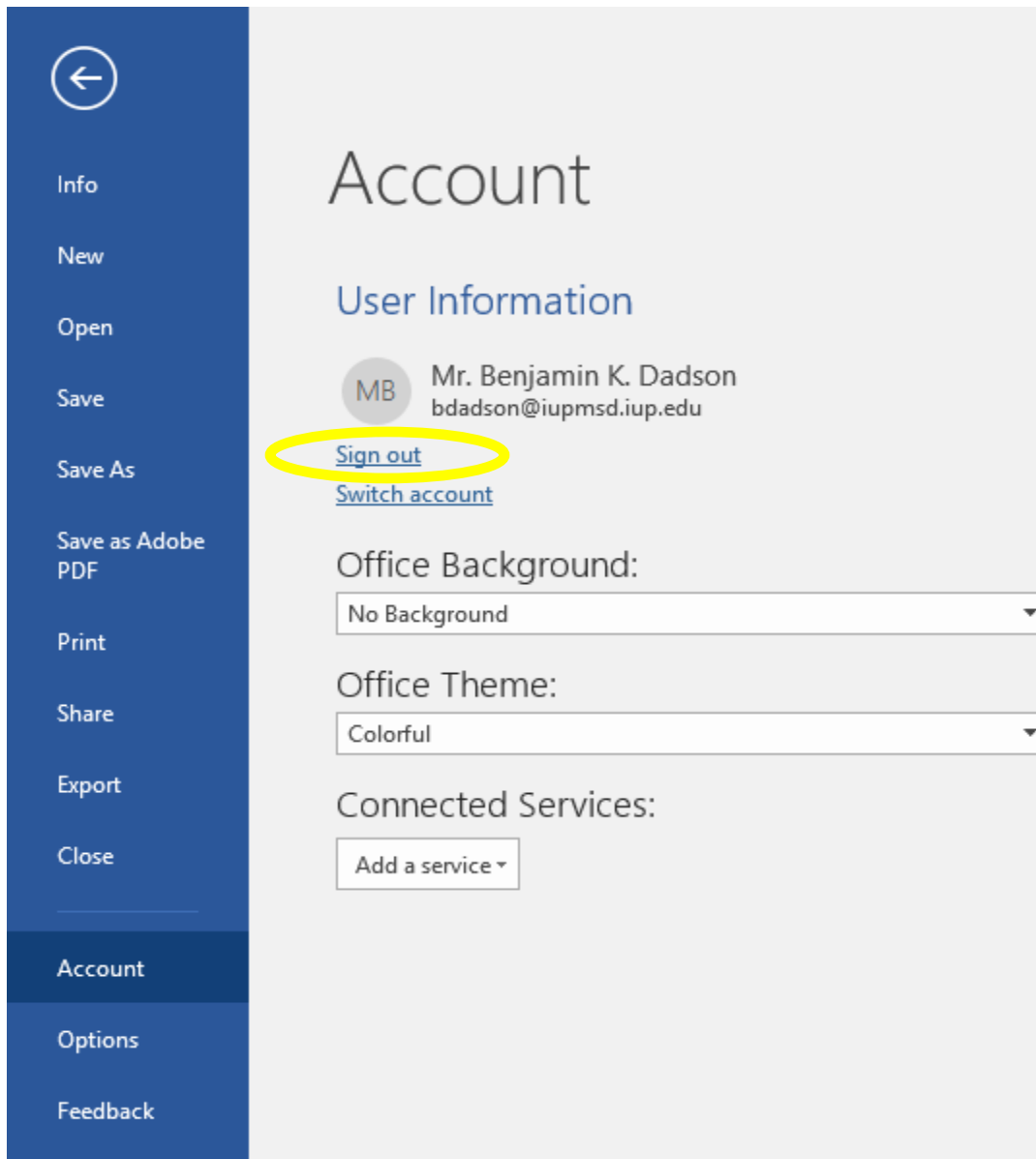
How to Setup Office 365 Email in Outlook after Office 365 installation. (ONLY DO THIS ONCE YOU HAVE BEEN NOTIFIED OF CONVERSION AND HAVE A ITS STANDARD WINDOWS DESKTOP)

IMPORTANT: Follow these steps in the order presented in this document.

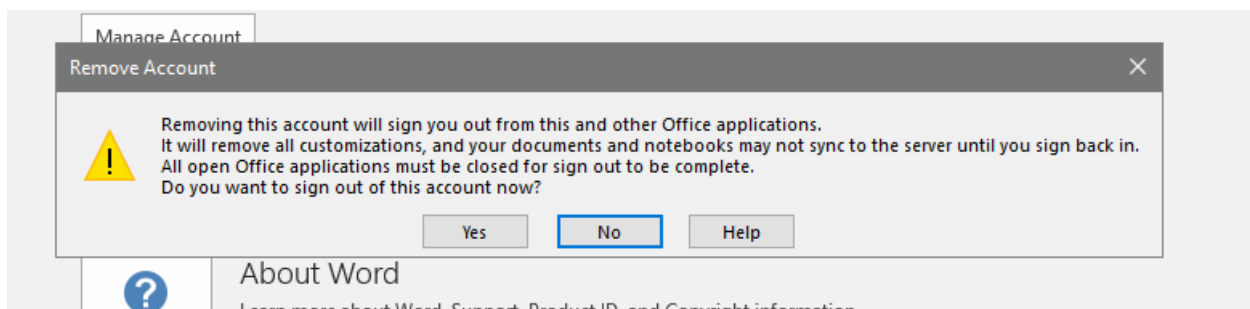
Locate and Launch Word 2016 in the Start Menu. Click on the File Menu button and select "Account"
See image below.



On the next window, click on the “sign out” link to sign out of Word. Note the current signed in account is not your email address. (bdadson@iupmsd.iup.edu)



Click “Yes” to sign out.



Once signed out, click sign in with your email address username@iup.edu, substituting username with your username i.e. bdadson@iup.edu. Do not use your email alias.

←

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Account

User Information

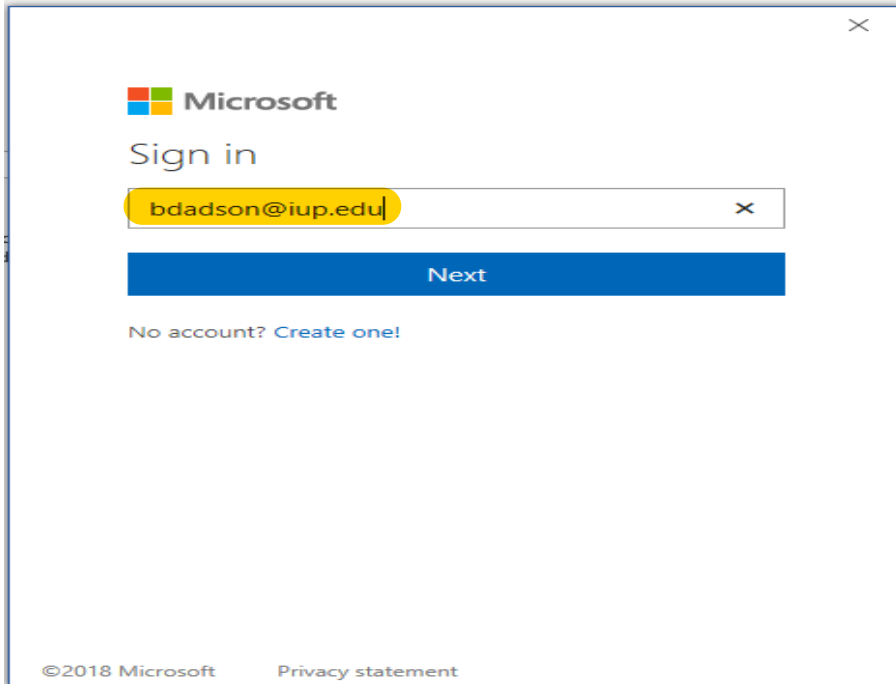
Office Theme:

Colorful

Sign in to Office

Get to your documents from anywhere by signing in to Office. Your experience just gets better and more personalized on every device you use.

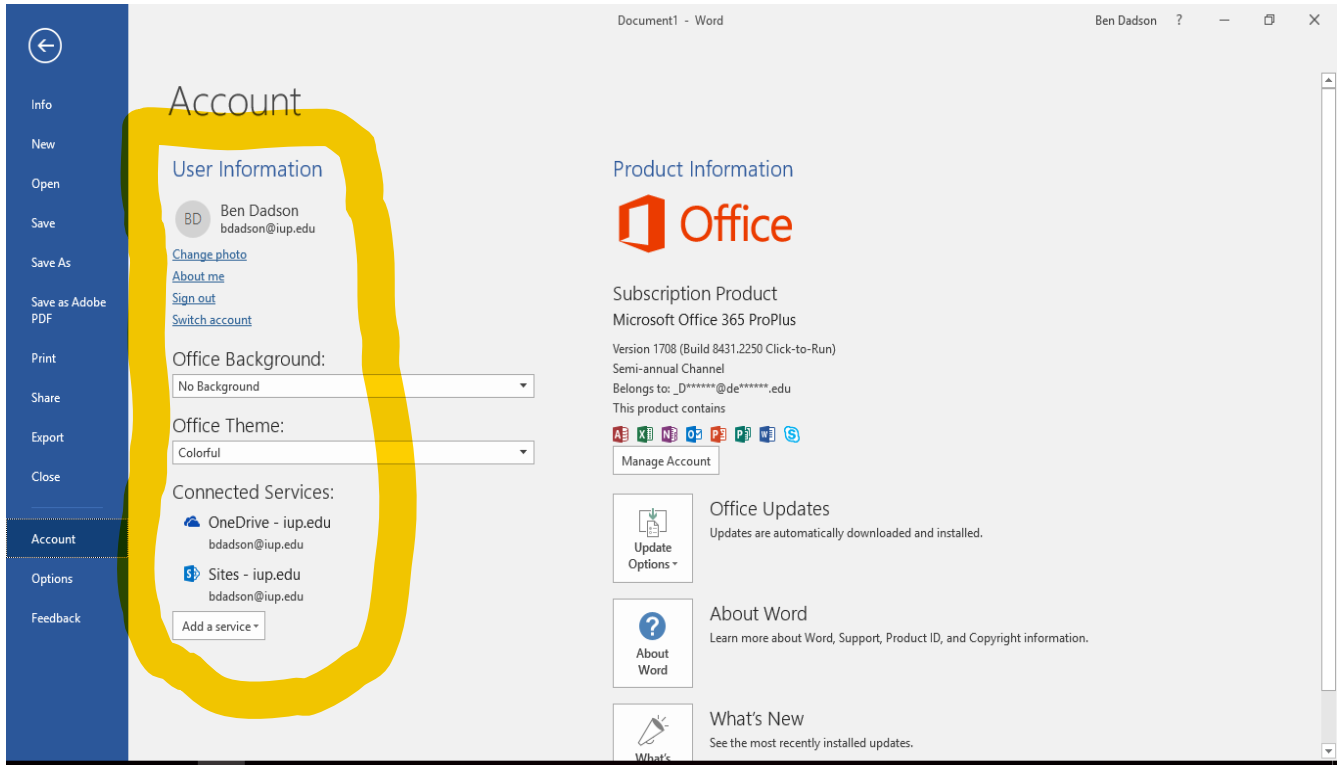
Sign In



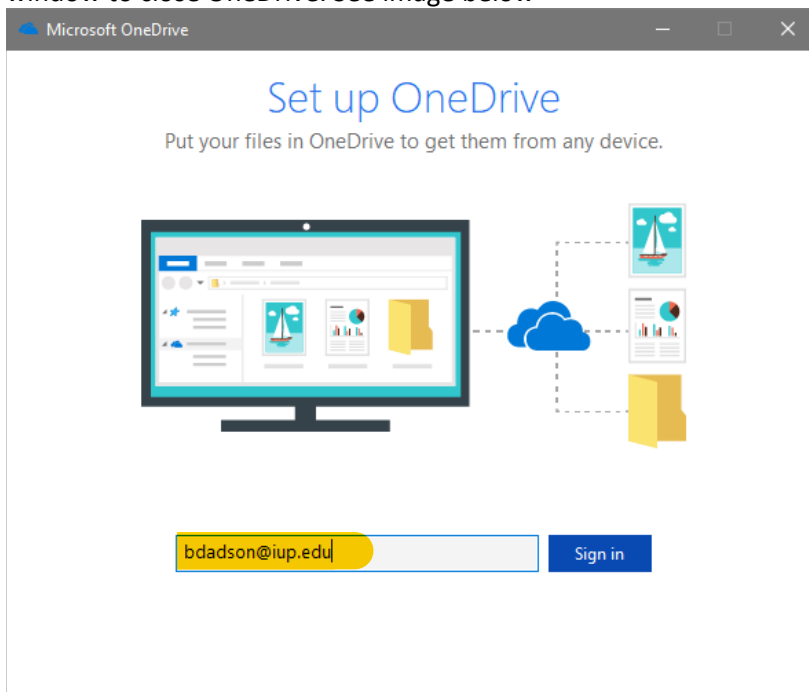
Note the image below shows the IUP Webso sign in screen for authentication. Use your IUP Network credentials to authenticate.



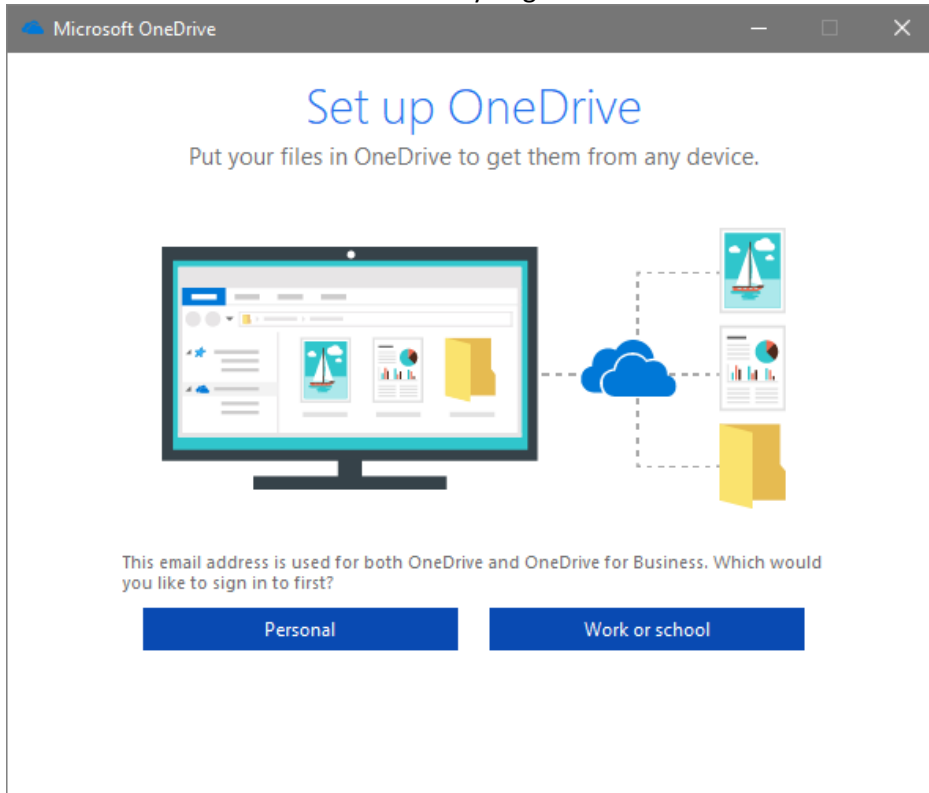
After signing in... Confirm the User Information on this screen and close Word 2016.



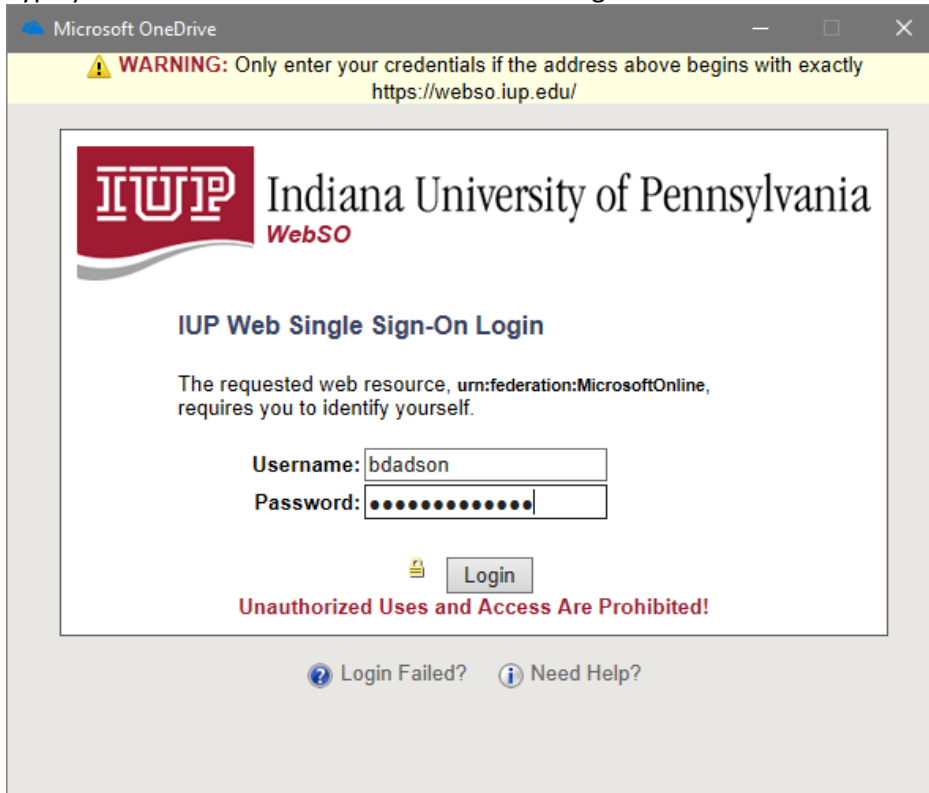
Next, locate "OneDrive" under the Startmenu and launch OneDrive. Type your email address in the field to complete the OneDrive setup. Once the sync is complete, click on the X on the top right of the window to close OneDrive. See image below



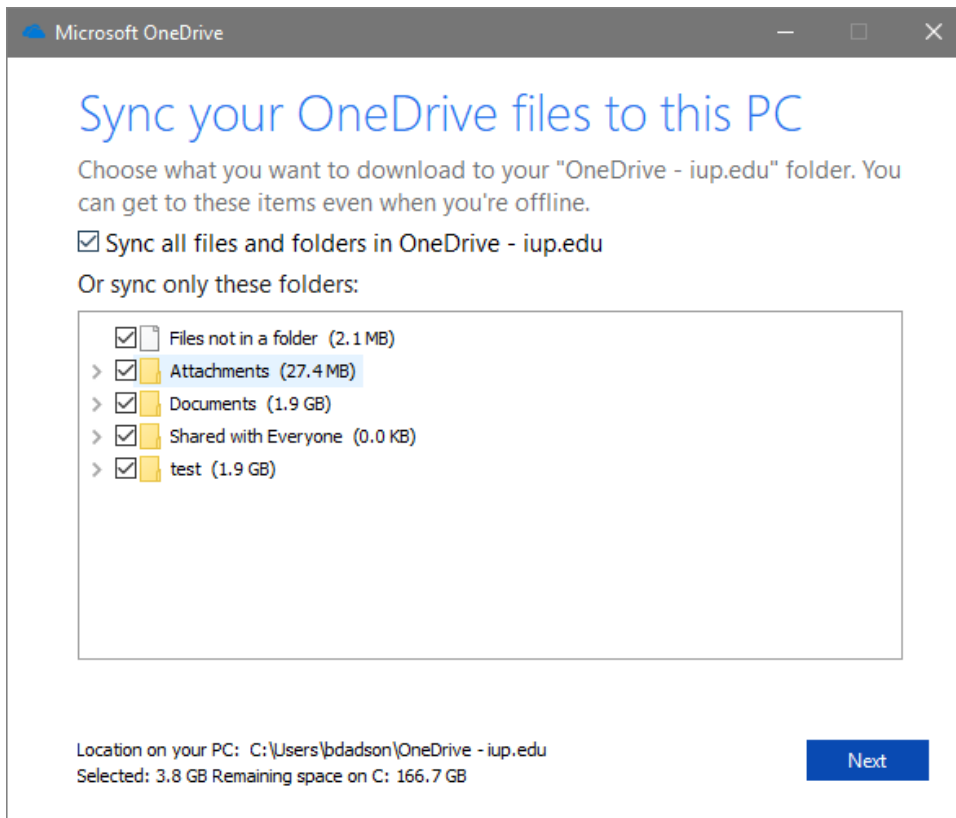
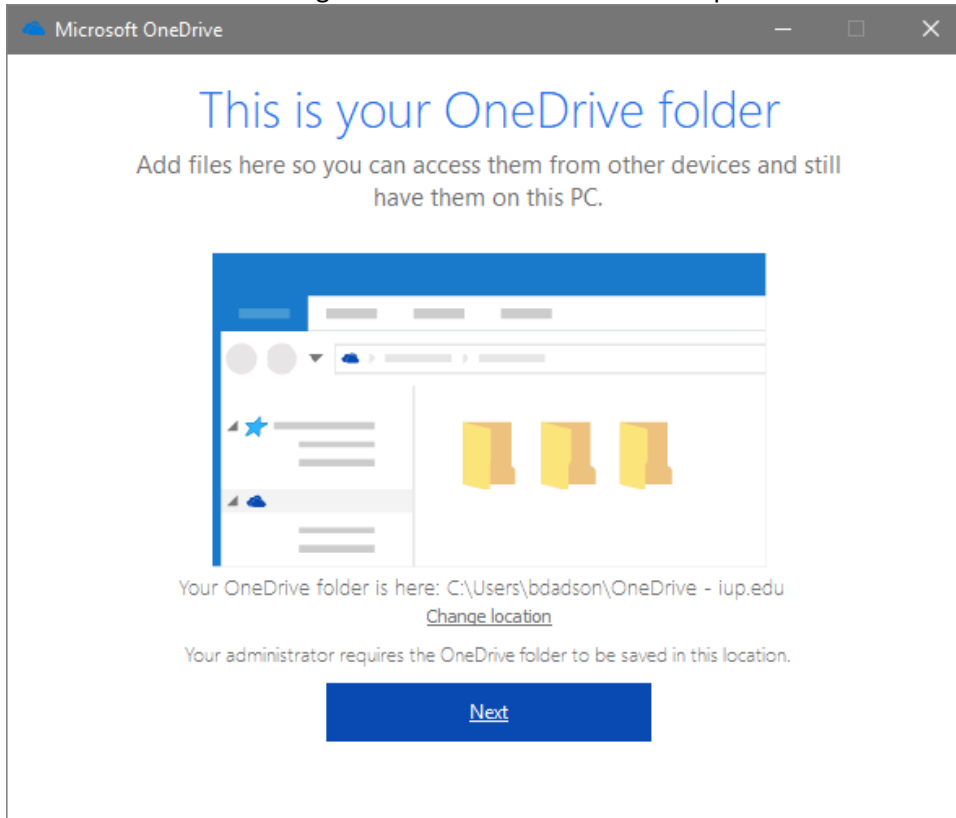
Choose the "Work or School" button if you get this screen. Note not all users may see this screen.



Type your network credentials and click on the login button.



Click "Next" at the following two screens to continue to setup Ondrive



Locate and launch Outlook 2016 in the Start Menu.

Next locate Outlook 2016 under the StartMenu and launch Outlook 2016.

See Figure below, NOTE the Single Sign On (Webso) screen is in front of the Outlook splash screen. Click on the IUP Webso screen and type your IUPMSD Network Username and password to continue the Outlook Email setup.

The screenshot shows a web browser window with a close button in the top right corner. The main content area has a white background with a red border. At the top left is the IUP logo (a red square with 'IUP' in white) followed by the text 'Indiana University of Pennsylvania' and 'WebSO' in a smaller font. Below this is the heading 'IUP Web Single Sign-On Login' in bold black text. A paragraph of text reads: 'The requested web resource, urn:federation:MicrosoftOnline, requires you to identify yourself.' Below this are two input fields. The first is labeled 'Username:' and contains the text 'bdadson'. The second is labeled 'Password:' and contains a series of black dots. Below the password field is a grey button with the text 'Login'. At the bottom of the white area, there is a red warning message: 'Unauthorized Uses and Access Are Prohibited!'. Below the white area, on a grey background, are two links: 'Login Failed?' and 'Need Help?'.

Enter your IUPMSD Network credentials and click “Login” button to proceed. Outlook will continue to setup your email and eventually show all emails.

A successful setup will show the Outlook 2016 screen with all your emails populating.