

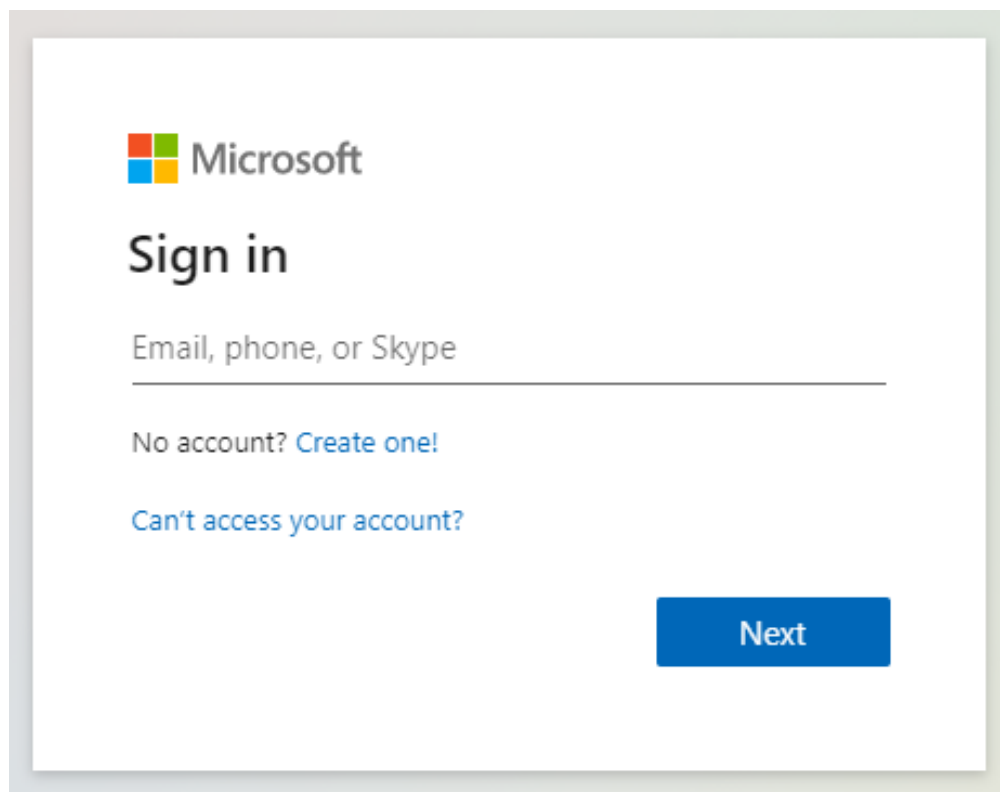
Remote Only Users Using the Arch-based E-Mail

NOTE:

- Your computer must have access to the internet
- Your computer must have an internet browser installed (i.e. Explorer; Firefox; Chrome; etc.)
- The Archdiocesan IT department can only support access through the web portal – there is no support offered for those who wish to connect using a mail client (i.e. Outlook) from a remote PC.

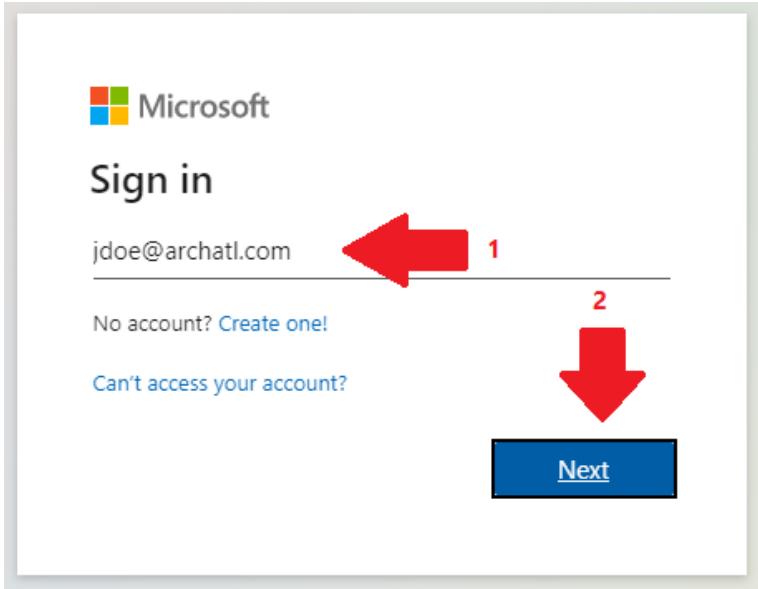
Connecting

1. Open your browser and proceed to <https://outlook.office.com> (outlook.office.com) where you should be presented with the Microsoft 365 Sign in screen - similar to that shown below ...

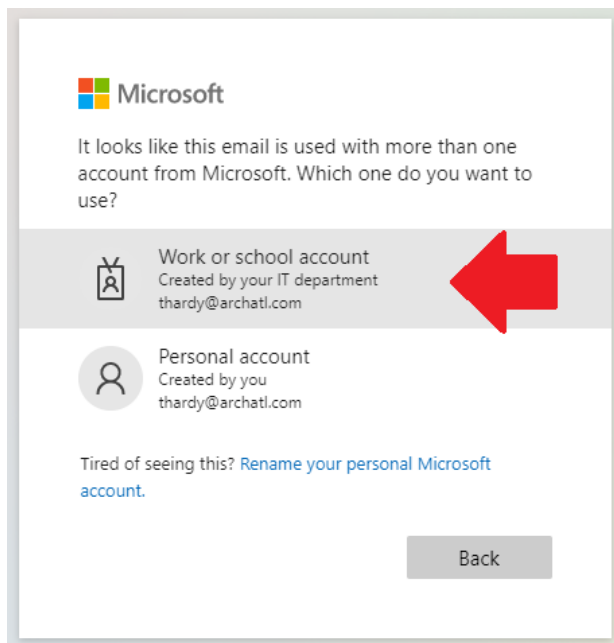


The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it is the text "Sign in". Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right is a blue button labeled "Next".

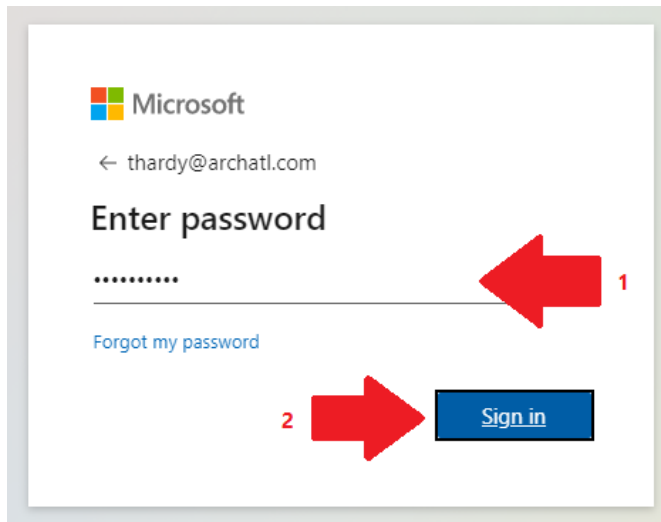
- Using the full arch-based e-mail address you've been assigned, complete the Sign in screen and click on **Next** to continue



- Click anywhere on the gray-shaded portion (as shown below) choosing the **"Work or school account"** option ...

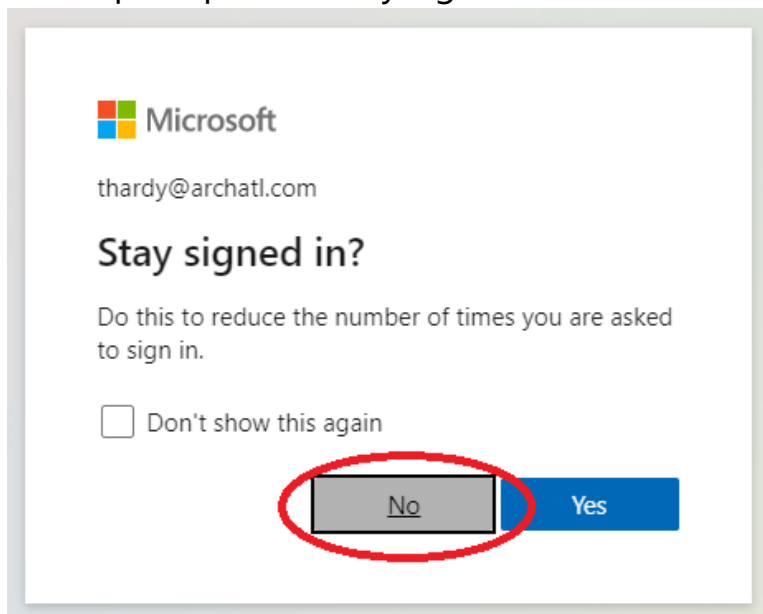


- Next, enter the password you've been assigned for your account and click the [Sign in](#) button to continue ...

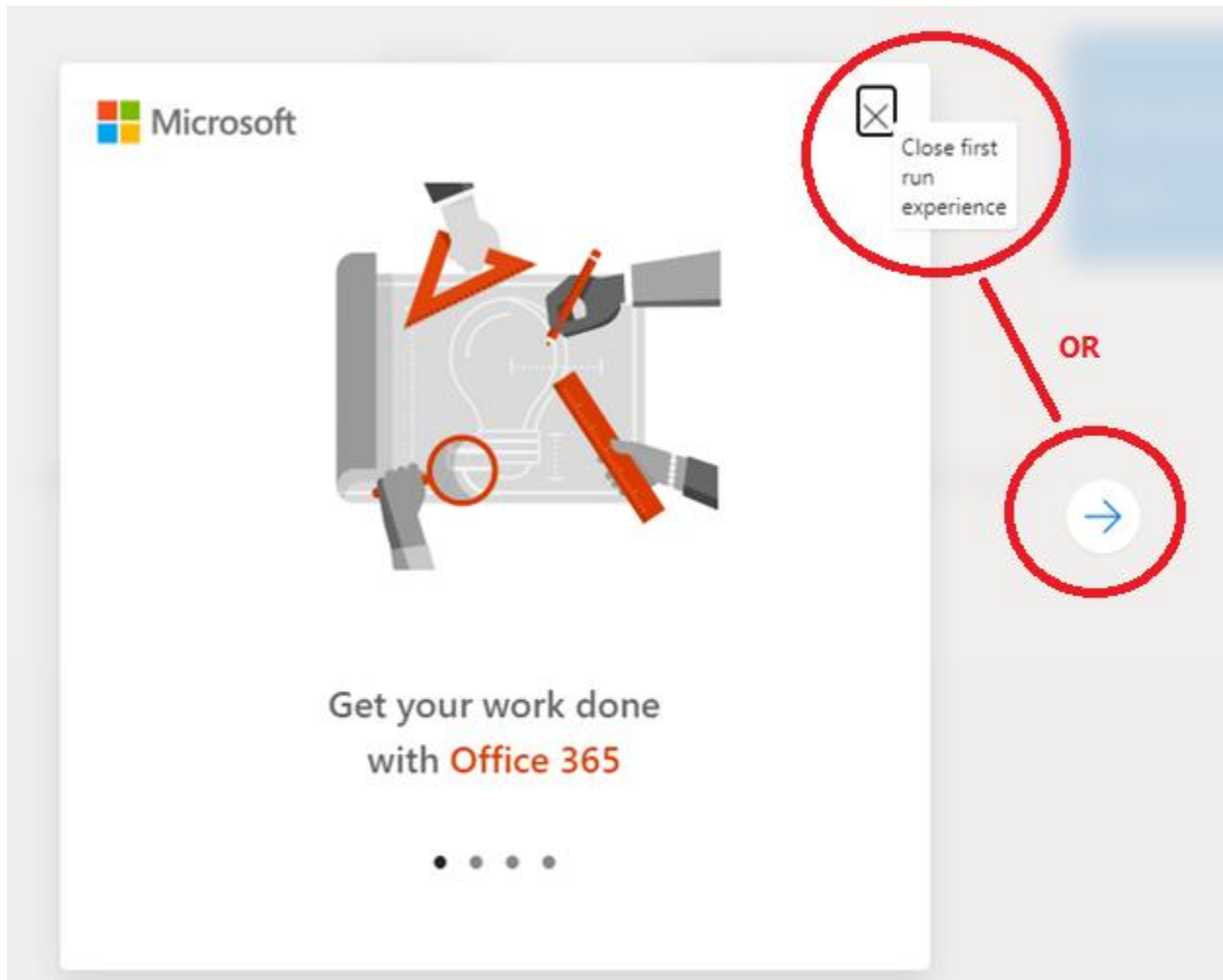


Note: At this point, if prompted by your browser to save the password for this site, you should only choose to save it if you are using a private PC that only you have access to. Also, you should still make note of your password and remember it in the event you sign in from another PC or device at some other time!

- When prompted to stay signed in, click on the No button to continue ...



6. Either click the "X" to close the first run experience or click through the screens for more info

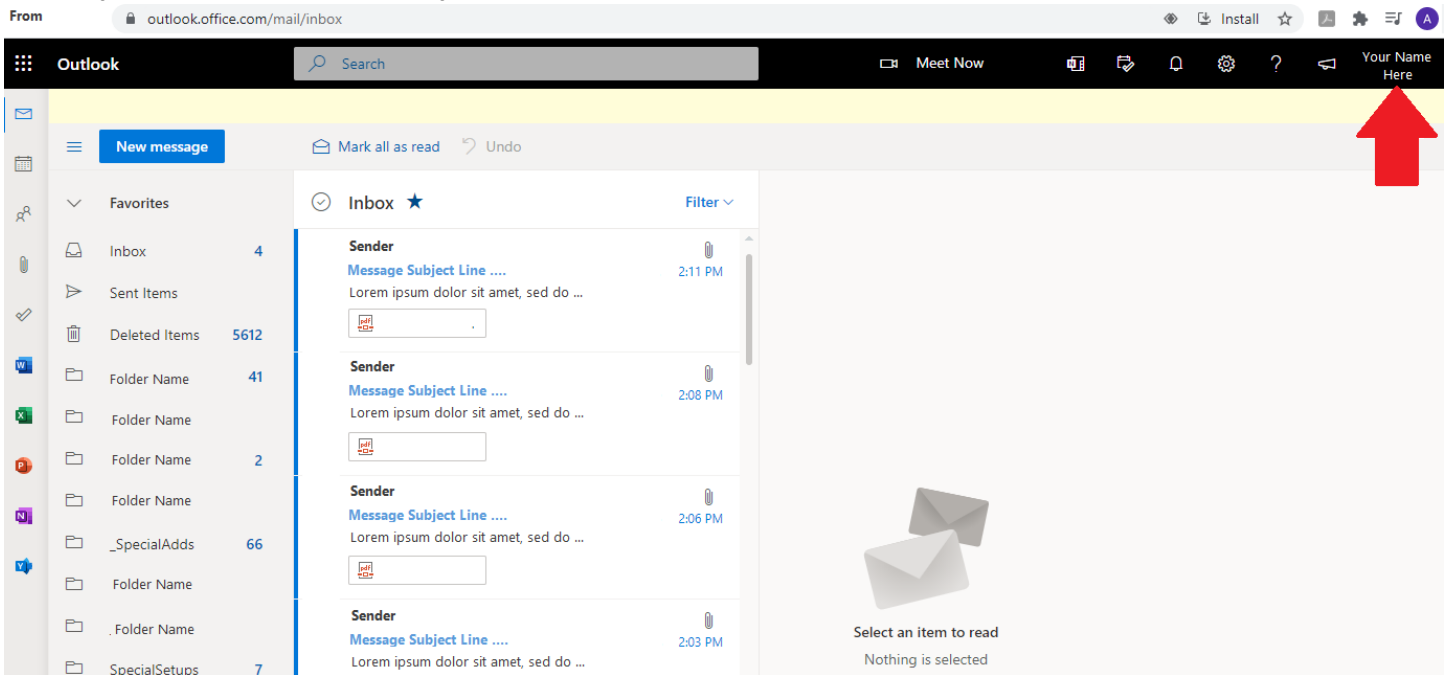


Eventually, click the "X" to close the intro and continue

7. Outlook will then begin to load



8. Your main screen should look similar to that shown below. Be sure to check that you're connected to your account



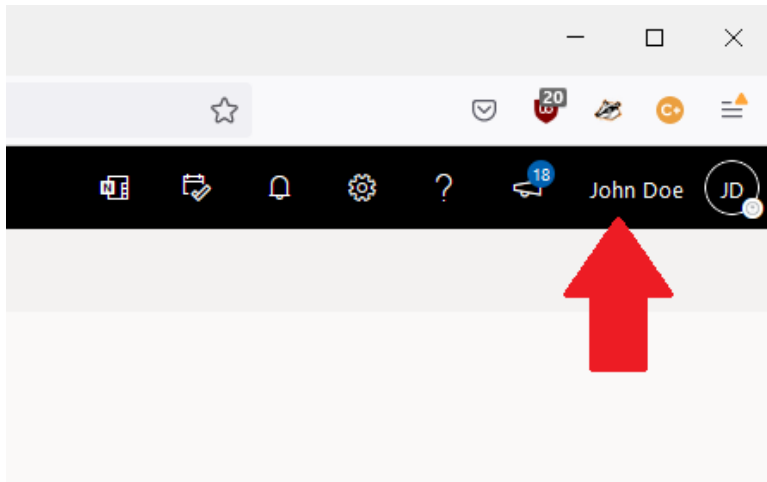
The screenshot shows the Outlook web interface. The top navigation bar includes the Outlook logo, a search bar, and various utility icons like 'Meet Now', a notification bell, and a user profile icon labeled 'Your Name Here'. A red arrow points to this user profile icon. Below the navigation bar, the main content area is divided into three sections: a left-hand navigation pane with folders like 'Inbox', 'Sent Items', and 'Deleted Items'; a central 'Inbox' list showing several email entries with sender information and subject lines; and a right-hand pane that is currently empty, displaying a message 'Select an item to read' and 'Nothing is selected'.

... and for additional tutorials visit the Microsoft tutorials at the link below ...

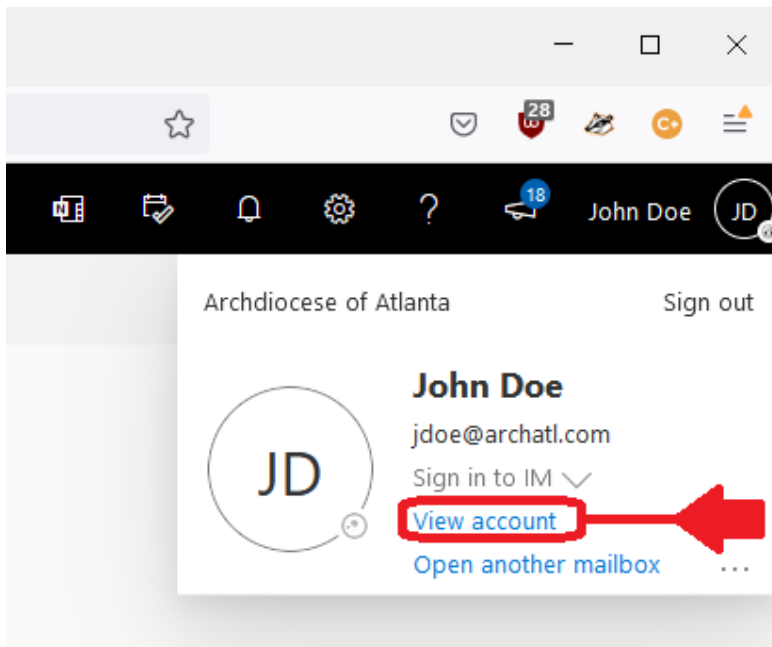
<https://support.microsoft.com/en-us/office/get-to-know-outlook-on-the-web-3f1a229b-0d60-438f-b515-dd7a28026bc1>

Resetting Temporary Password

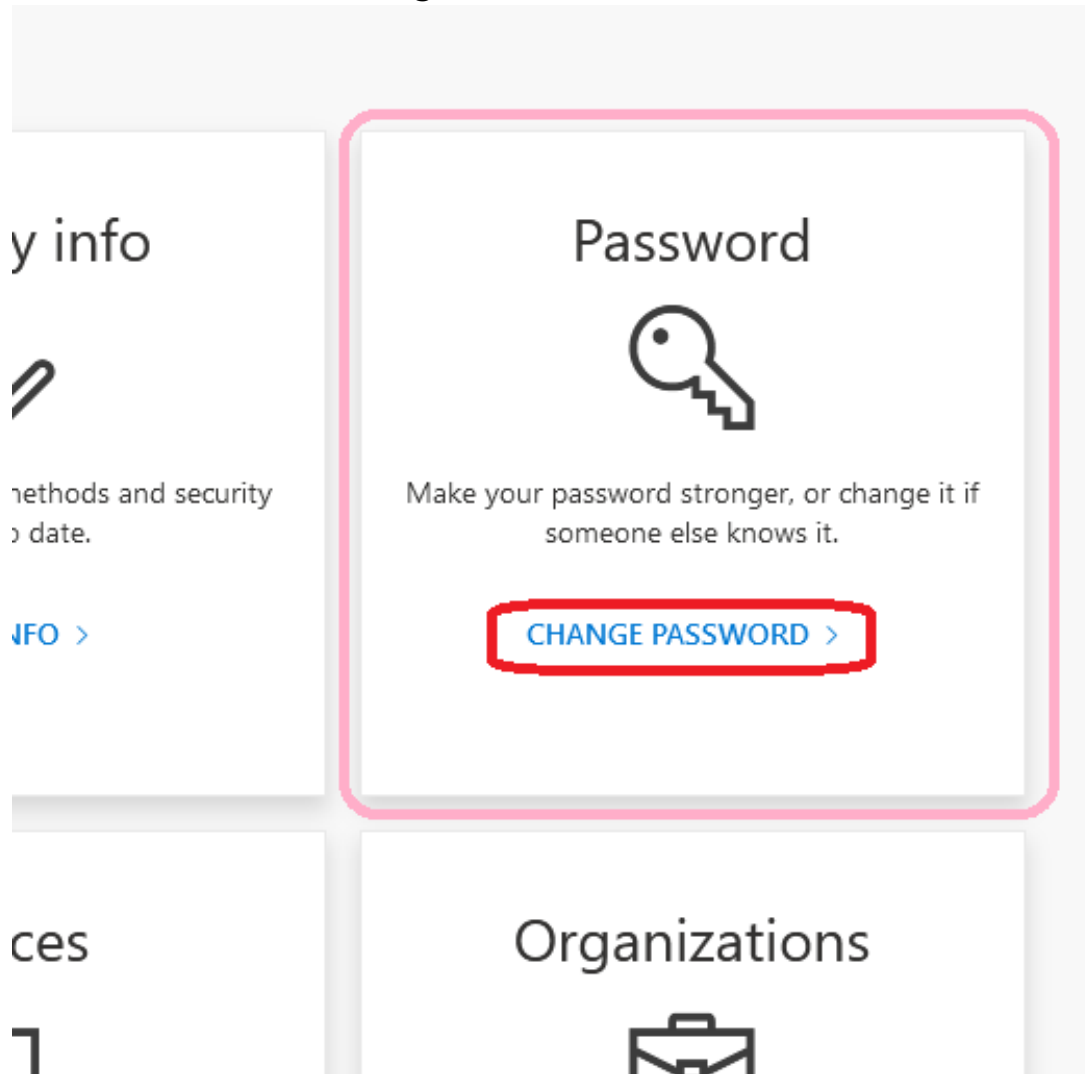
1. All users who are provided an initial (temporary) password should follow the steps in this section to change their account password to something that is more meaningful and private. Begin this process by clicking on your name (found in the right corner of the screen



2. A drop down, similar to what is shown below, will appear. Click on the **View account** link ...



- You'll be taken to you account settings screen. Look for the large "Password" block in the upper right section of the screen and click on the "**CHANGE PASSWORD**" link withing the box ...



4. You'll be presented with a screen similar to that shown below. Follow the 3 steps shown being sure to create a permanent password that meets/exceeds the minimum specifications listed ...



Change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

jdoe@archatl.com

Old password



1. Input your Temporary/Current password

Create new password



2. Input your new password *

Password strength

Confirm new password



3. Repeat step 2 above and confirm your new password

Submit

Cancel

* Each of the following criteria must be met when creating a new password ...

- The minimum password length is 10 (ten) characters.
- The password must contain a minimum of 1 (one) number character
- The password must contain a minimum of 1 (one) lower case letter
- The password must contain a minimum of 1 (one) upper case letter
- The password must contain a minimum of 1 (one) special character (i.e. ! @ # \$ % & ~ etc.)

EXAMPLES: 1stSundayMa\$\$ -or- EyeM@Seven11 -or- BravesWin4-0!

5. When completed, you'll want to be sure that your new password is labeled **"strong"** as shown below. Make a note of it and then click on **Submit ...**



Change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

jdoe@archatl.com

Old password

Create new password

strong

Confirm new password



Your new password choice should be rated "strong"

Cancel

When satisfied, click "Submit"

6. Should you see a pop-up similar to that shown below it is suggested that you click **Don't save ...**

Save password for windowsazure.com?

Username

Password

Show password

7. When faced with the next window, it is recommended that you choose “**Sign out of everywhere**”

Manage account

[Change password](#)

[Set up self service password reset](#)

[Review terms of use](#)

[Sign out everywhere](#)



... acknowledging the choice by clicking **Yes** ...

Sign out everywhere?

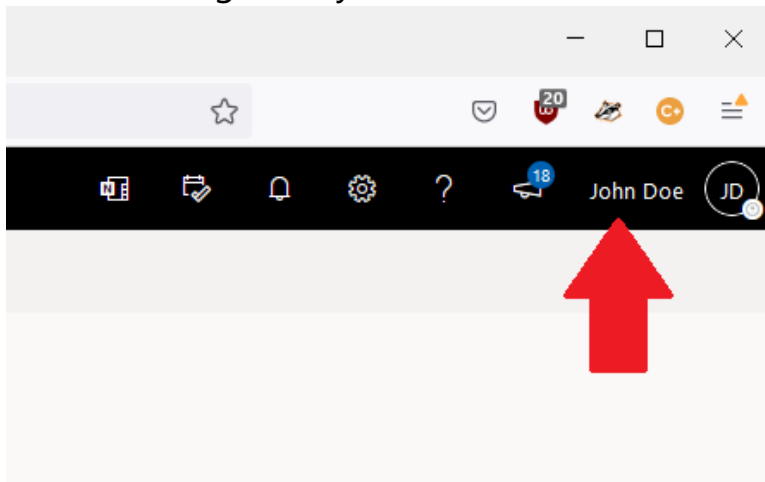
Are you sure? This will sign you out of all sessions and all devices.

Note: There may be a delay of up to an hour before you are signed out everywhere.

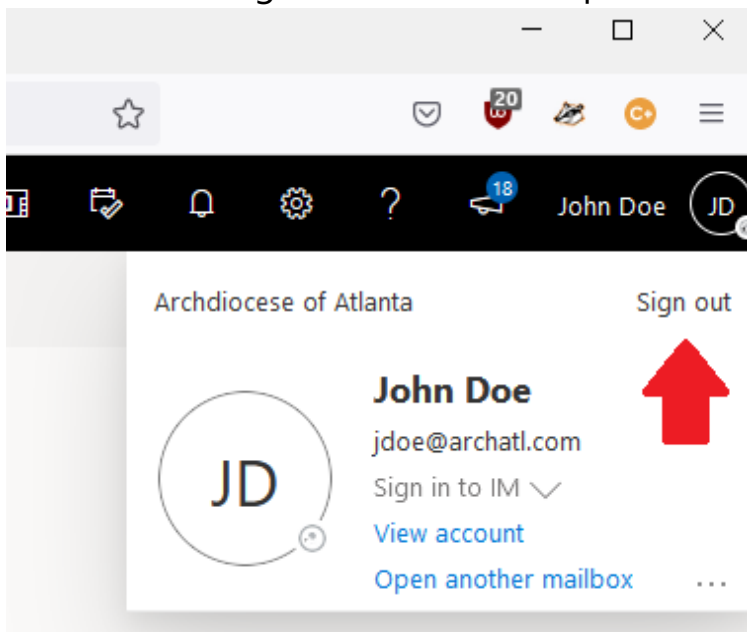
8. Follow the “**Connecting**” steps shown in the first section of this document to sign back into your e-mail account to test that your new password is working.

Disconnecting (logging out)

1. When finished using the Outlook Web portal to access your e-mail, it is recommended that you logout of the system. To begin the steps of disconnecting, click your name near the in the upper right corner of the screen ...



2. Then choose Sign out from the drop-down window that appears ...





3. You will then see the following message



Hang on a moment while we
sign you out.

... which will be followed by this message ...



You signed out of your account

It's a good idea to close all browser windows.

4. At this point, you can close down your browser (and/or tabs that were connected to Outlook on the Web)

Accessing Your E-mail account from a Smartphone or Tablet

OPTIONAL: For additional instructions on how to access your arch-based e-mail account from a smartphone or tablet (i.e. iPad), please see the link below from the Archdiocesan IT Department's knowledgebase

<https://archatl.zendesk.com/hc/en-us/articles/360049835072-Windows-Email-Setup-for-Mobile>

It will be the responsibility of AoA's Office of Information Technology to keep these directions updated. Should these procedures require an update, a modification, a correction, etc. – the office of IT should be notified by way of the helpdesk ticketing system found at: <http://help.archatl.com/>