

Office 365 Mailbox Migration Email Setup Instructions

Date: 06/12/19
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PLEASE NOTE: Up to date instructions will be maintained on the Concord College Staff & Student Portals and can be accessed at the following sites below the Webmail links:

Staff: <https://concordcollegeuk.com/portal/staff/>
Students: <https://concordcollegeuk.com/portal/students/>

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Access via Outlook using a Desktop PC, Laptop or Tablet

1. Your mailbox will automatically reconfigure itself and no further action is required.
2. You may be prompted to restart Outlook once your mailbox has been migrated. Please do so and your mailbox will be reconfigured and setup.

Access via iPhone/iPad/iOS devices

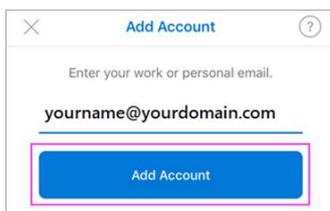
1. Please ensure that you have installed the Microsoft Outlook App on your device, which is available from the Apple App Store:

<https://apps.apple.com/gb/app/microsoft-outlook/id951937596>

The app icon looks like this:



2. Open the Outlook App.
 - a. If you have already previously installed the Outlook app on your device, please remove any Concord email accounts that you have previously set up. You will then need to re-add your email account.
 - b. If it's your first time using Outlook for iOS, enter your full email address, then tap Add Account. If not, open the Menu > tap Settings  Outlook app settings > Add Account > Add Email Account.
3. Enter your email address in the format <youralias>@concordcollege.org.uk. e.g your.name@concordcollege.org.uk



4. Enter your email account password and tap Sign In.



5. Accept any prompts for permission you may receive.
6. Setup is now complete.

Access via Android devices

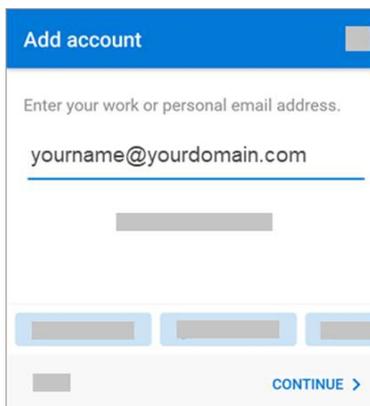
1. Please ensure that you have installed the Microsoft Outlook App on your device, which is available from Google Play:

https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en_GB).

The App icon looks like this:



2. Open the Outlook App:
 - a. If you have already installed the Outlook app on your device, please remove any Concord email accounts that you have previously set up. You will then need to re-add your email account.
 - b. If it's your first time using the Outlook App, Tap Get Started. Otherwise, to add another email account, open the Menu More button > Settings Settings > Add Account > Add Email Account. Then skip to step 4 under Set up another email account below.
3. Enter your full email address, then tap Continue. (Enter your email address in the format **<youremail>@concordcollege.org.uk**. e.g p.kalnins@concordcollege.org.uk)

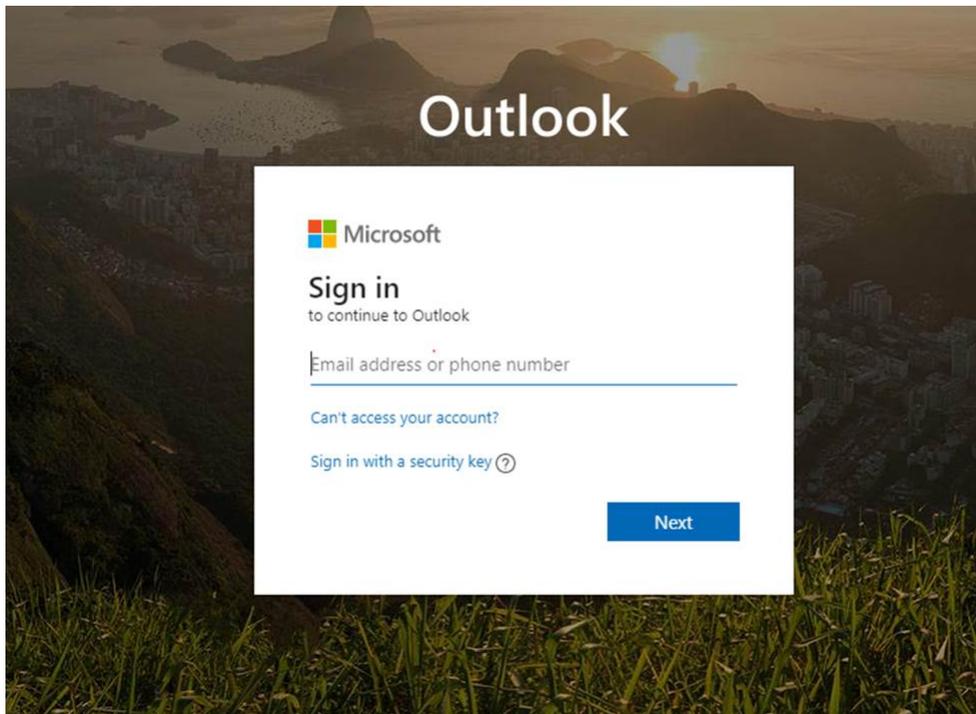
A screenshot of the Outlook mobile app's 'Add account' screen. The screen has a blue header with the text 'Add account' and a small grey square icon on the right. Below the header, there is a text input field with the placeholder text 'Enter your work or personal email address.' and the example email address 'yourname@yourdomain.com' entered. Below the input field is a grey bar. At the bottom of the screen, there are three blue buttons with white text, and a 'CONTINUE >' button in blue text on the right.

4. Enter your email account password and tap Sign In or Next.
5. Your email address will now automatically be configured and is ready to use.

Access via Webmail

Once your mailbox has been migrated you will lose access to your webmail using the old link.

1. Please use the following link to access your new Office 365 Webmail:
<https://outlook.office.com/>
2. Enter you usual Concord network username and password to log in to your webmail.



3. You can also access webmail at the following site:

Students: <https://concordcollegeuk.com/portal/students/>

Staff: <https://concordcollegeuk.com/portal/staff/>