

BBC Office 365 Email System – Apple Mail

For help on any of these directions, contact:

Office365@bbcchurch.org

Start **HERE**

You should first login to the system at the web address listed below. If it asks you to change your password, do so according to the instructions on passwords below. Once you are logged in, click on the **Outlook** button in the upper right. You may be asked to set the time zone for your account. Select the Eastern Time Zone.

If you did not have to change your password when you first logged in, now is the time to do so:

1. Click the small gear icon in the upper right of the screen and choose the last option **Office 365 Settings**.
2. On the left side, select **password**.
3. Enter your current **password** and choose a new password according the requirements below and enter it twice. You should write this password down 😊

You will now setup your email on all of your mobile devices and PCs. There are sections below for iOS devices, Apple Mail, Outlook 2010/2013, Windows 8, and a quick reference for Android and Windows Mobile.

You will receive your login information separately from this document.

Web access of the system:

To access your email on the web go to:

<http://mail.bbcchurch.org> or <http://portal.bbcchurch.org> (these both map to <http://portal.microsoftonline.com>, which you may also enter)

You must enter your full email address and password.

Passwords

Strong password are required by Office 365. Combine at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.

Set up BBC Email in Apple Mail application on MacOS 10.9 (Mavericks)

Setup your Apple Mail to use the IMAP mail capability of Office 365.

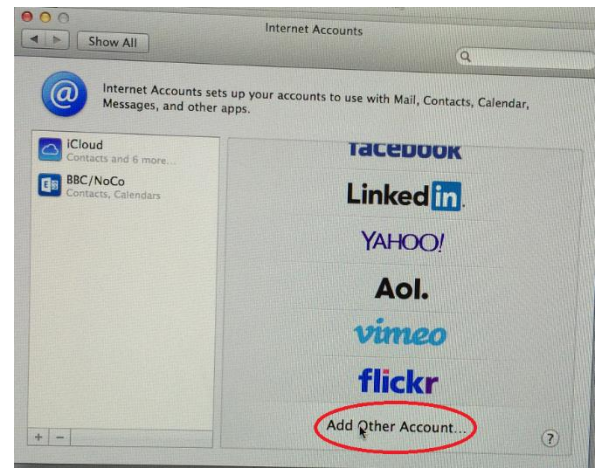
1. Open the **System Preferences**.
2. Select **Internet Accounts** (example on right)



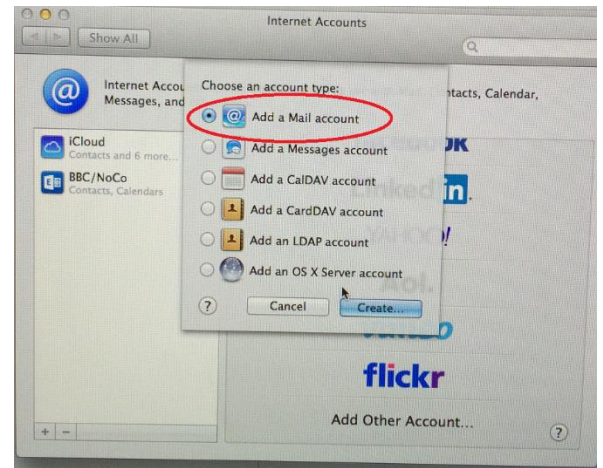
3. Select the **+** icon at the bottom left of the window.



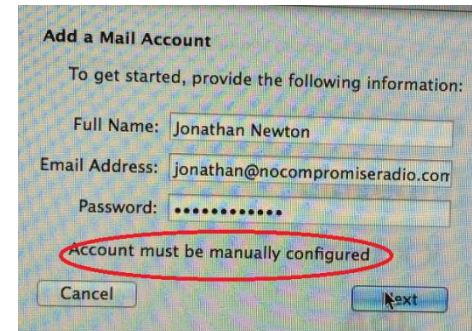
4. In the next window that appears select **Add Other Account**



5. In the next window that appears select **Add a Mail Account** for the account type, then press **Create**

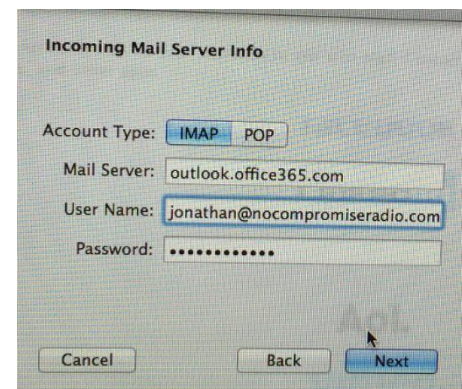


6. Enter your **full name**, your **FULL BBC email address** (ie – Charles.Spurgeon@bbcchurch.org) and your **password**. Click **Next**.
- If you see “Account must be manually configured” – that’s just hit **Next** again if need be

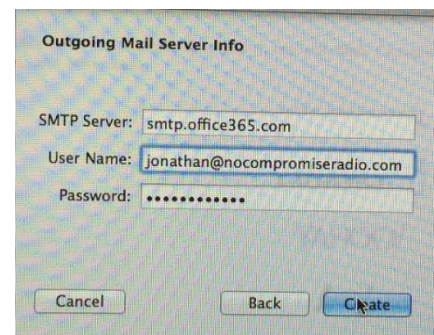


fine,

7. In the next window you will enter the **Incoming Mail Server Info**. Select **IMAP** as the **Account Type**. For the **Mail Server**, enter **outlook.office365.com**. Enter your FULL email address as the **User Name** (ie – Charles.Spurgeon@bbcchurch.org). Enter your normal **Password**. Hit **Next**.



8. In the next window you will enter the **Outgoing Mail Server Info**. For the **SMTP Server**, enter **smtp.office365.com**. Enter your FULL email address as the **User Name** (ie – Charles.Spurgeon@bbcchurch.org). Enter your normal **Password**. Hit **Create**.



9. The email should now be setup successfully.

Then add the new Office 365 Contacts and Calendar account

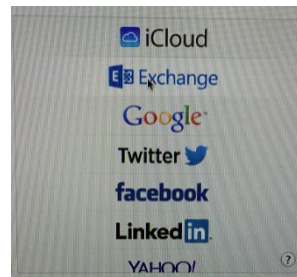
1. Open the **System Preferences**.
2. Select **Internet Accounts** (example on right)



3. Select the **+** icon at the bottom left of the window.



4. In the next window that appears select **Exchange**



5. Enter your **full name**, your **FULL BBC email address** (ie – Charles.Spurgeon@bbcchurch.org) and your **password**. Click **Continue**.

Exchange

Name: Jonathan Newton

Email Address: jonathan@nocompromiseradio

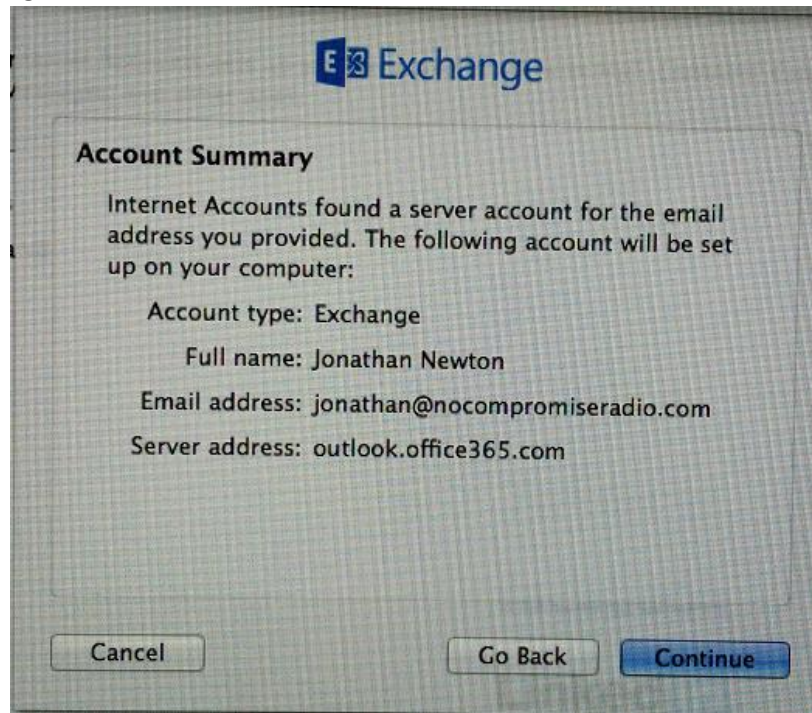
Password:

Cancel Go Back Continue

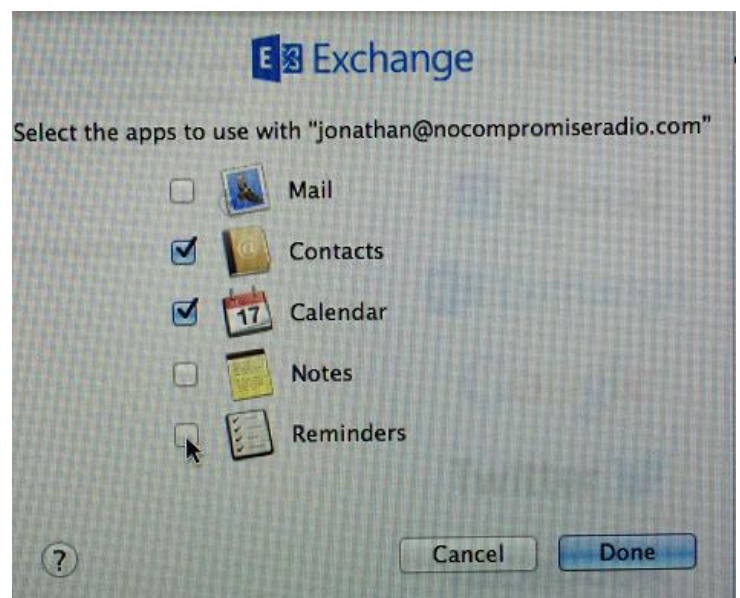
6. If you see an error like “Contacts can’t verify the identity of the server ...”, just hit **Continue**.



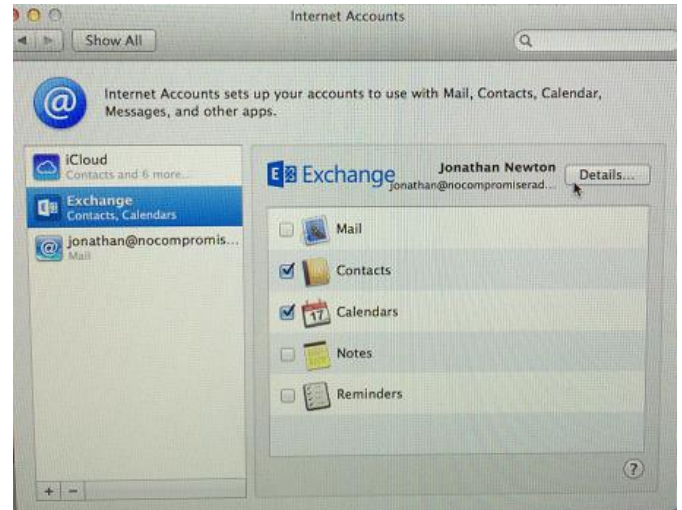
7. You should see the following success message. If not – use the server address **outlook.office365.com** if it asks. If you do see the message, hit **Continue**.



8. For which apps to use, select **only Contacts** and **Calendar** and hit **Done**.



9. Your account is now setup, but you should change the name of it. The **Exchange** account should be selected (if not, then select it). On the right, click **Details**.



10. Enter "BBC Office 365" in the **Description** and hit **Ok**.
11. The contacts and calendar should now be setup successfully.

