

# BBC Office 365 Email System – Outlook 2010/2013

## 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 Outlook 2010 or Outlook 2013

## Add the new Office 365 email account

1. Open Outlook 2010 or Outlook 2013. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the **E-mail Accounts** page, click **Next** to set up an email account.
  - If the **Microsoft Outlook Startup** wizard doesn't appear, on the **Outlook** toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.
2. On the **Auto Account Setup** page, Outlook may automatically fill in the **Your Name** and **E-mail Address** settings based on how you're logged on to your computer. If the settings are filled in and they're correct, click **Next** to have Outlook finish setting up your account. If the settings on the **Auto Account Setup** page aren't filled in or aren't correct, do the following:
  - If the settings on the **Auto Account Setup** page aren't filled in, type the correct settings based on the information that was provided to you by the person who manages your email account.
  - If the name in the **Your Name** box isn't correct, you may need to reset the options on the **Auto Account Setup** page before you can edit your name. To reset the options, click the option button next to **Manually configure server settings or additional server types**, and then click the **option** button next to **E-Mail Account**.
3. After you click **Next** on the **Auto Account Setup** page, Outlook will search online to find your email server settings. You'll be prompted to enter your **user name** and **password** during this search. Make sure that you enter your **full email address** (for example, bbcpastor@bbcchurch.org) as your user name.
4. If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use." Click **Finish**.
5. You may be required to restart Outlook to continue.