BBC Office 365 Email System – POP or IMAP

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 Using IMAP / POP Settings on any device

Follow your device specific requirements to setup your IMAP/POP email account using your full email address as login and the server settings below.

	SERVER NAME	PORT	ENCRYPTION METHOD
POP3	outlook.office365.com	995	SSL
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	587	TLS