BBC Office 365 Email System – Windows 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)*

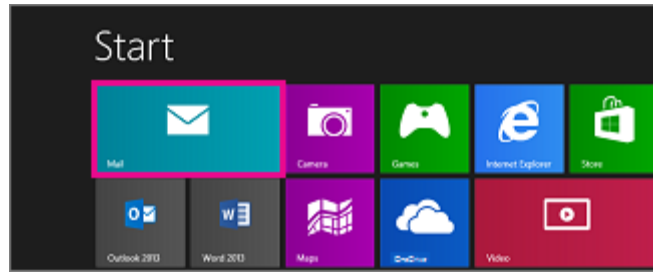You must enter your full email address and password.

Passwords

Strong password are required by Office 365. Combine at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.
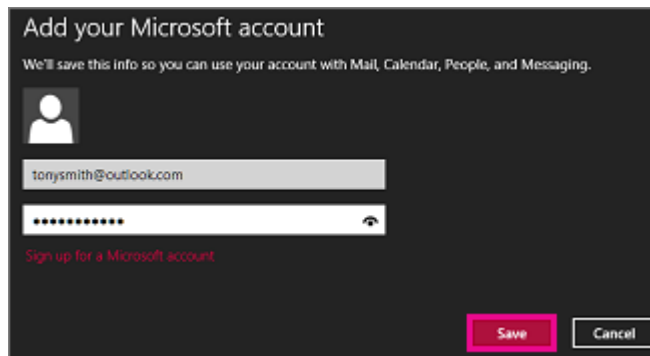
Set up BBC Email on Windows 8's Windows Mail

Use this procedure to set up your Office 365 or Exchange-based email account. You can use this procedure whether or not you are already signed in to Windows or Windows 8 Mail with a Microsoft account.

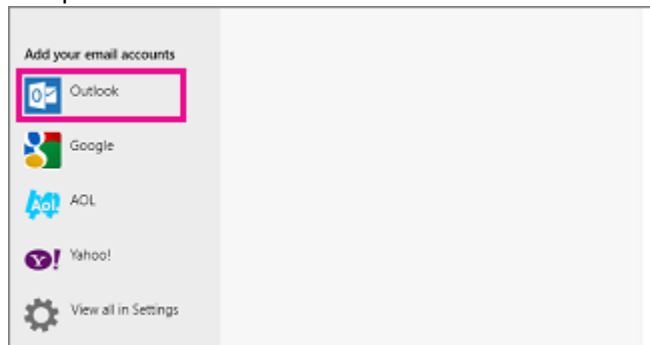1. From **Start**, select the **Mail** tile.

2. If **Mail** shows the **Add your Microsoft account** page when you start it, you need to sign in to **Windows 8 Mail** using a Microsoft account. Type the email address and password for your Microsoft account, and then click **Save**. If you don't have a Microsoft account, select **Sign up for a Microsoft account**.

   NOTE If you don't see the **Add your Microsoft account** page when you start Mail, you are already signed into Windows or Windows 8 Mail with a Microsoft account. Skip to the next step.

3. If Mail shows the **Add your email accounts** list when you start it, select **Outlook** to set up our first account in Mail. Then, skip ahead to step 5.
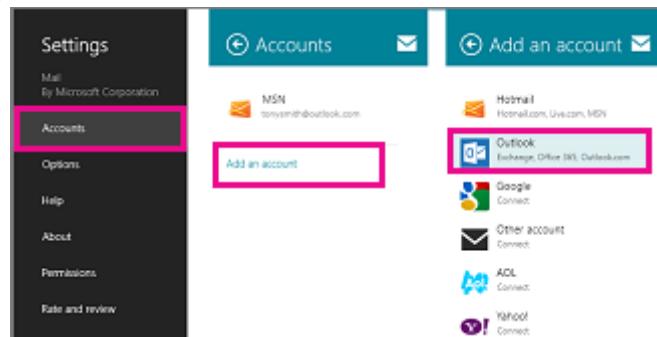

4. If Mail shows the email from an account that you had previously set up when you start it, do the following:
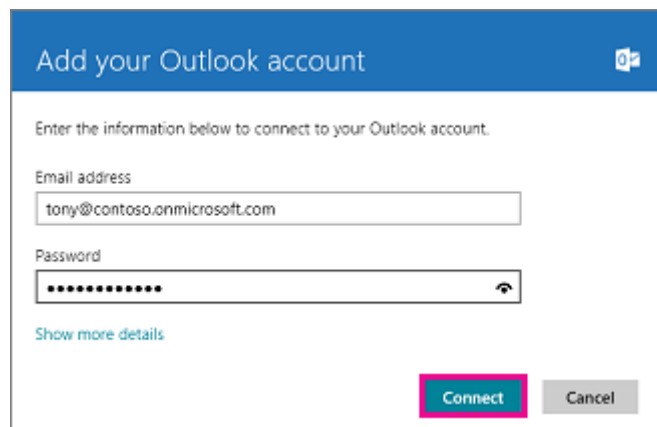
1. If you are using a touch device, swipe in from the right edge of the screen, and select **Settings**. If you are

    using a mouse, point to the lower-right corner of the screen, and click **Settings**.

2. In the **Settings** menu select **Accounts** > **Add an account** > **Outlook**.

5. On the **Add your Outlook account** page, type the email address and password for the email account you want

    to add, and then select **Connect**. Mail will perform an online search to find your email server settings.

6. If you see the message "Your email account is successfully configured.", select **Finish**. If you see the message

    titled **Make my PC more secure**, read the message, and then select **Enforce these policies**.

View or change Windows 8 Mail app settings

Windows 8 Mail sets up your account using default settings. The default settings may be different depending on the type of account you're using. Most account types will let you change the settings.

To access your settings, if you are using a touch device, swipe in from the right edge of the screen, and select **Settings** > **Accounts**, and then select your account. If you are using a mouse, point to the lower-right corner of the screen, and click **Settings** > **Accounts**, and then select your account.

The following settings are available for most types of accounts:

OPTION	DESCRIPTION	SETTINGS
Account name	The name of the account that appears when you view your account in Windows 8 Mail.	N/A
Download new email	How often email is downloaded from the email server to Windows 8 Mail.	**As items arrive** **Every 15 minutes** **Every 30 minutes** **Hourly** **Manual**
Download email from	The length of time for which you want to download email from the server.	**The last 3 days** **The last 7 days** **The last 2 weeks** **The last month** **Any time**
Content to sync	Specify what content you want to synchronize to your computer.	**Email** **Contacts** **Calendar**
Automatically download external images	Whether you want Windows 8 Mail to automatically download images. If you set this to **Off**, you can choose to download external images in messages you receive on a per-message basis.	**On** or **Off**
Use an email signature	Create an email signature that appears at the end of each message you send from your account.	**Yes** or**No**

Email address	The email address for your account.	N/A
Password	The password that was entered when you set up your account.	N/A
Domain	The domain for your account. This setting will be empty if you did not enter a domain when you set up your account.	N/A
Email username	The name that you want to appear in the From box of messages you send from this account.	N/A
Server	The name of your email server.	N/A
Server requires SSL	Whether the email service you are using requires a connection using SSL (Secure Sockets Layer).	Select or clear
Show email notifications for this account	Whether you want Windows 8 to display notifications when you receive new messages in this account.	**On** or **Of**