

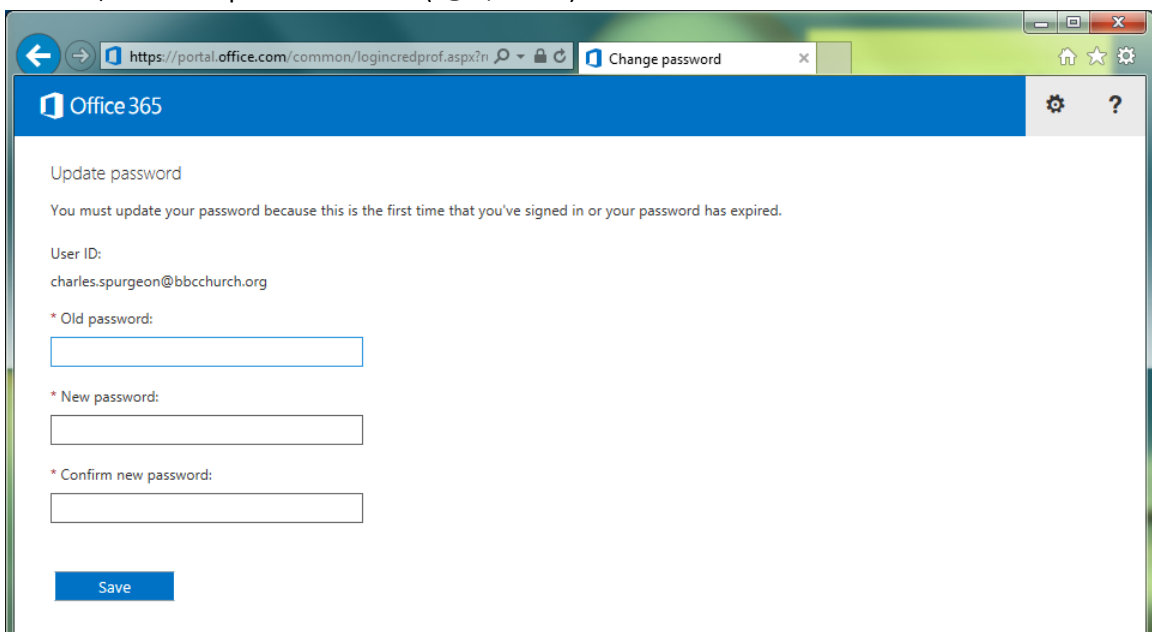
## Setting up your BBC Office 365 Account

If you have any questions, or need help, please email us at [office365@bbcchurch.org](mailto:office365@bbcchurch.org)

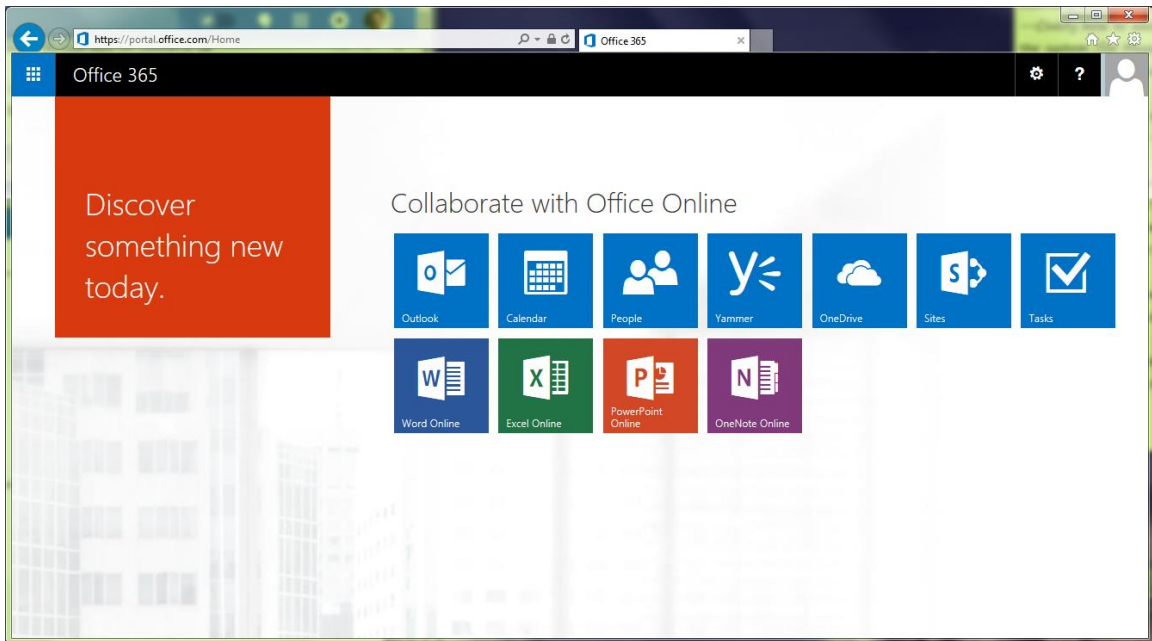
1. Open your web browser and visit <http://portal.bbcchurch.org/>
2. Enter your username and temporary password (provided in the email with this attachment), then click **Sign In**.



3. You will be prompted to change your password. Enter your temporary password again in the first box, and then enter a new password in the other two boxes. Your password should be at least 8 characters long, and include at least one upper case letter, one lower case letter, one number, and one special character (!@#%\$%^&\*). Then click **Save**.



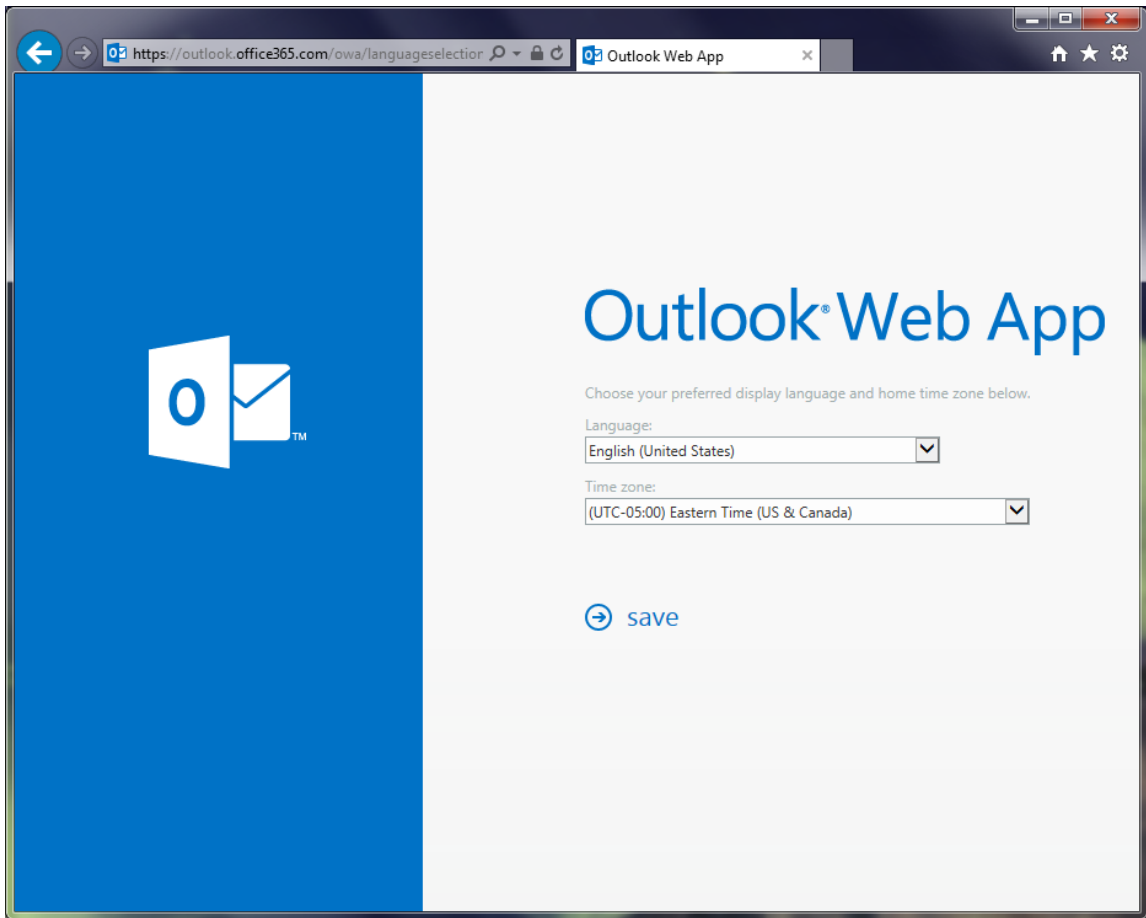
4. You will now come to the following screen:



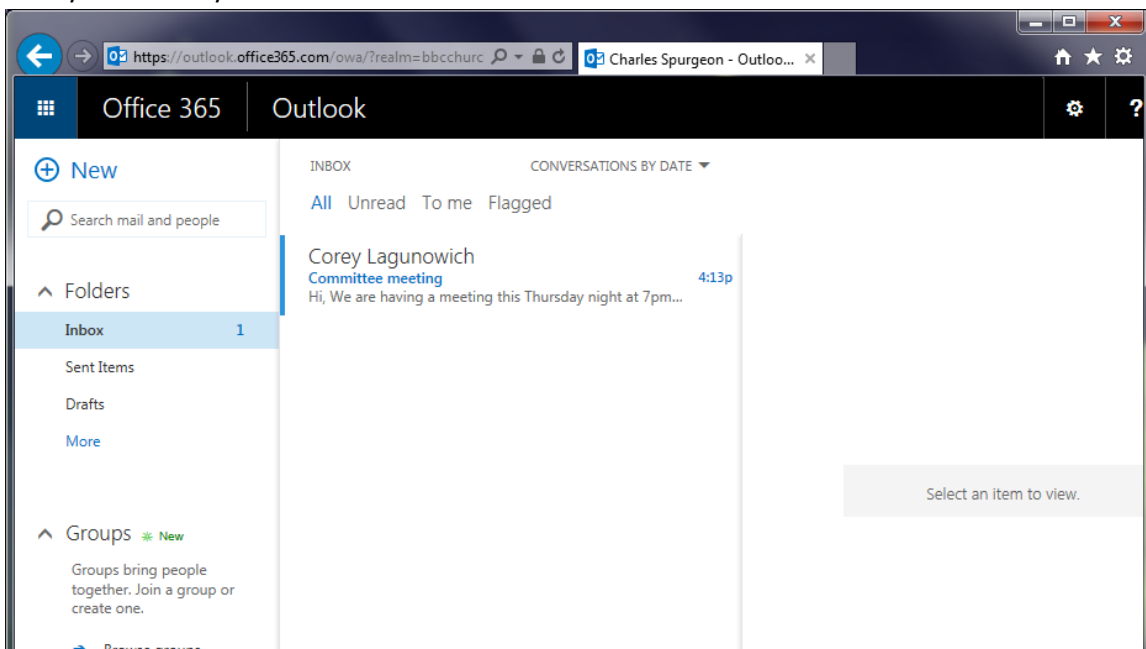
This is your BBC Office 365 homescreen. There are a lot of features included, and you are free to explore, but let's walk through two of the most important: your BBC email (**Outlook**) and the BBC directory (**People**).

5. Click on **Outlook** to go to your email. The first time you do this, you will be asked to choose your preferred language and time zone. Your language is up to you, but please choose Eastern Time

for Time Zone. Click **Save**.

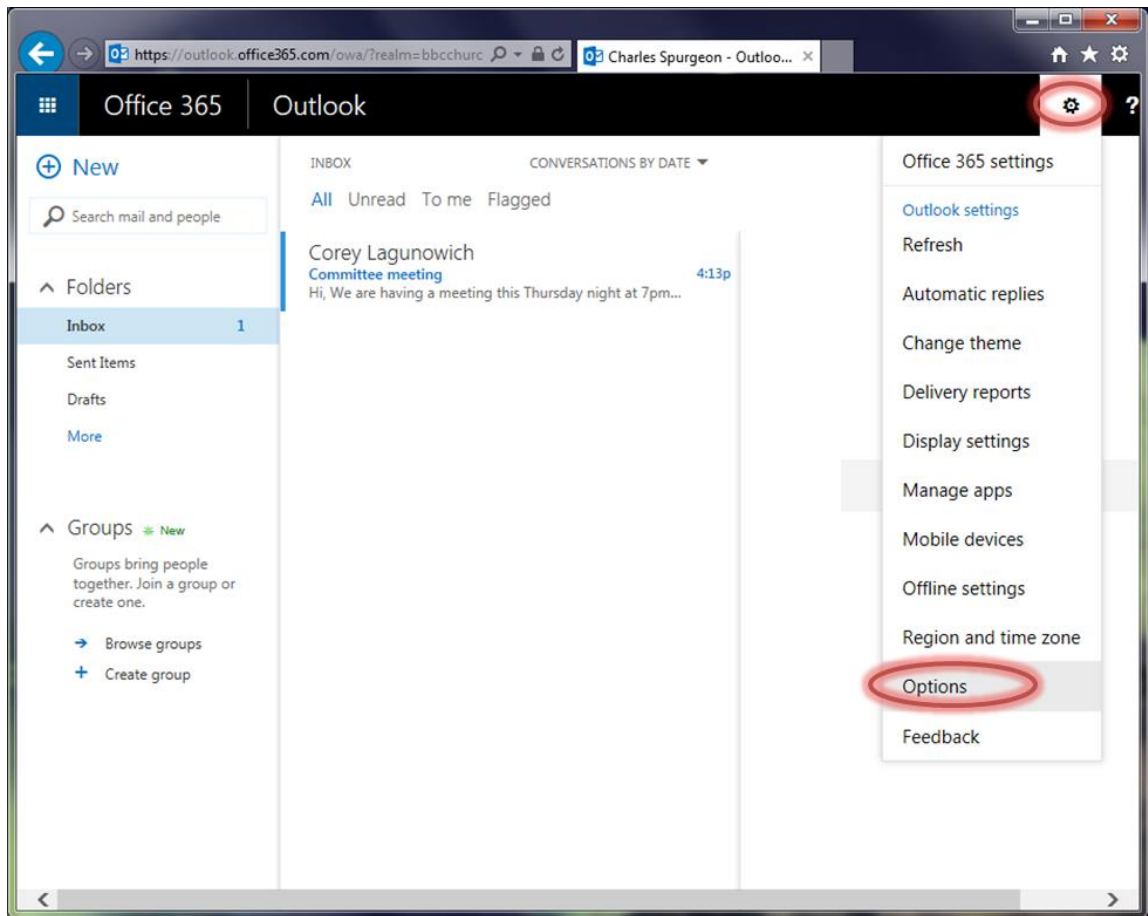


6. Now you will see your email inbox.

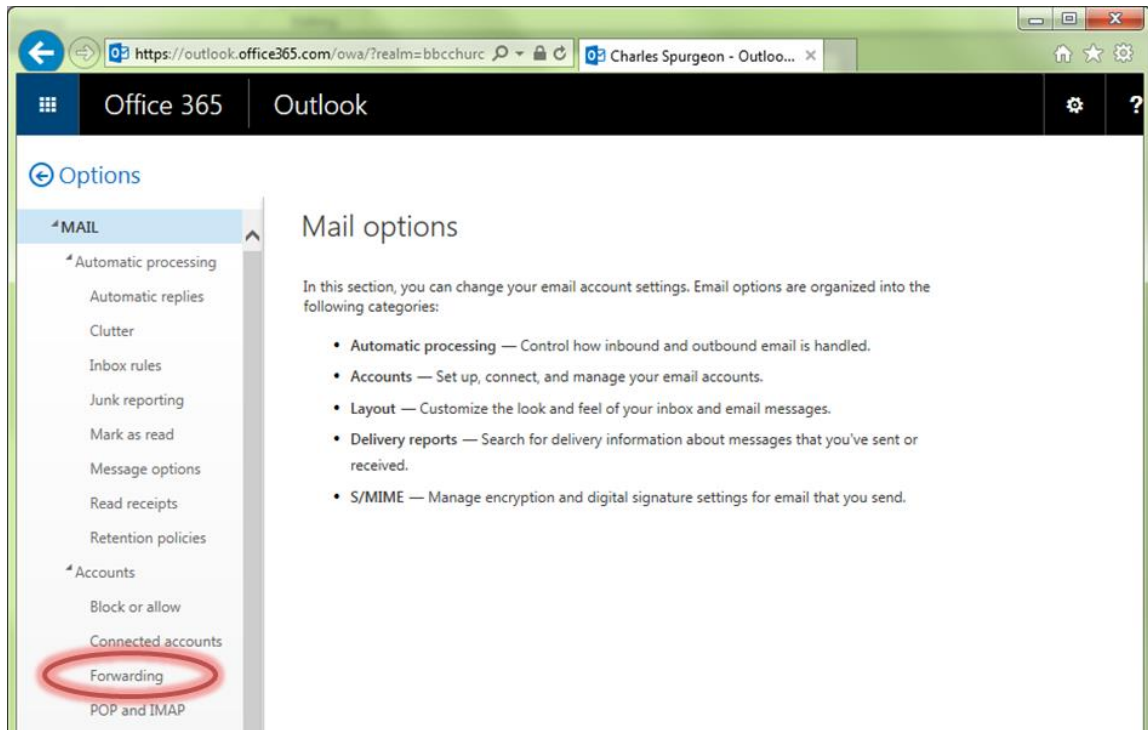


We've set up every one's account to automatically forward your email at first. This means that if someone sends an email to your BBC email address, it will also get delivered to the email

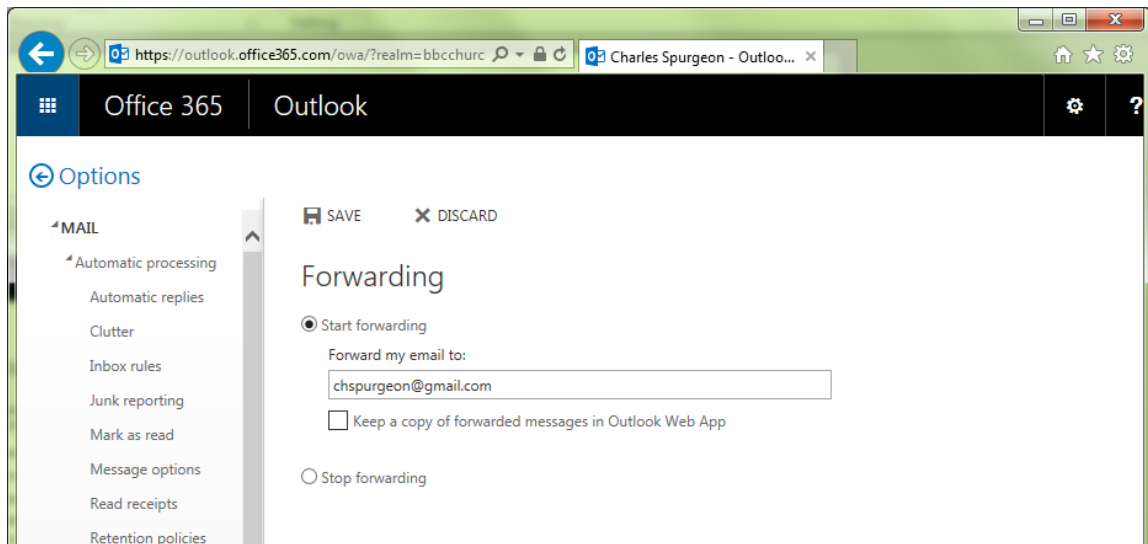
address the church has on file for you. If you'd like to change your forwarding address, click on the gear icon in the upper right corner of the window, and choose **Options**:



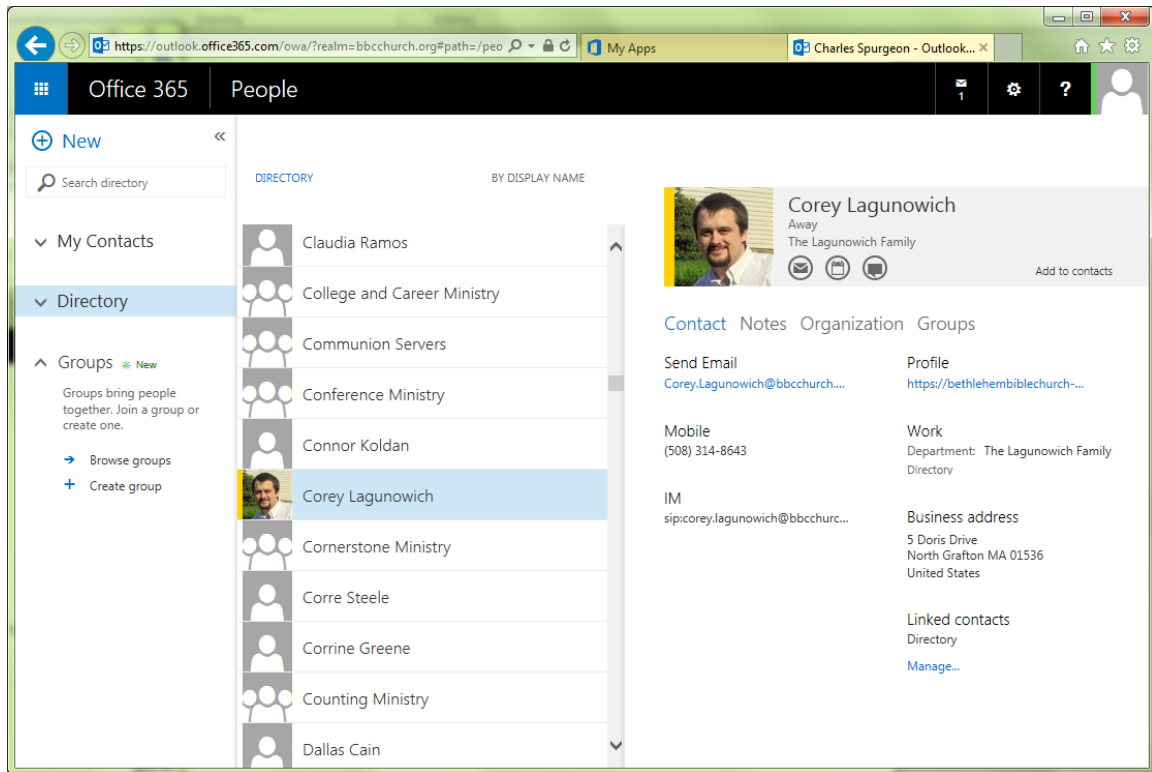
7. On the Options screen, click on **Forwarding**.



8. Enter a new forwarding address, or choose **Stop forwarding** if you only want your BBC email delivered to your Office 365 inbox, then click **Save**.



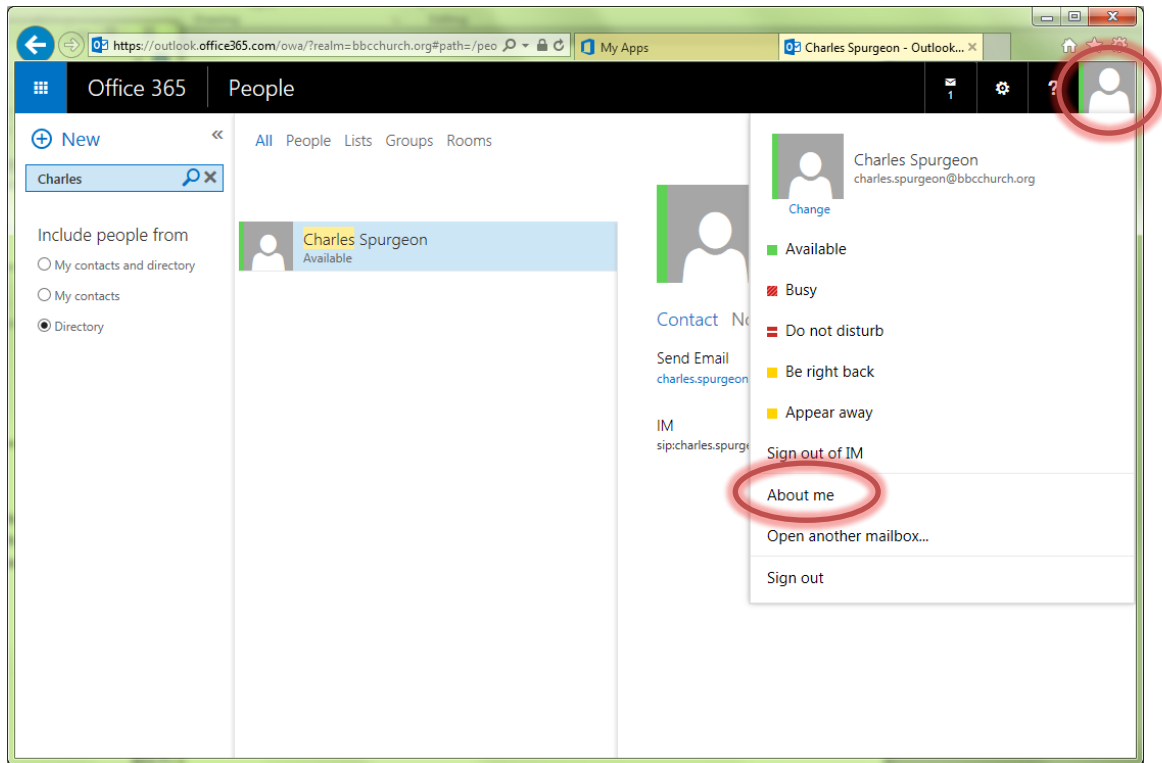
9. To see the BBC Church Directory, return to your homepage by clicking on the Office 365 logo at the top of the page. Then click on **People**. On the People screen, click on **Directory**.



The directory is sorted alphabetically *by first name*. Find your name, and confirm that your contact information is correct.

10. We loaded the pictures we had from the old directory into this new one, but in the process they lost resolution and became very fuzzy. Please add a new picture to the directory to replace this fuzzy one as soon as possible. To do so, click on the picture in the upper right of the People page (it will either be your fuzzy picture, or a grey silhouette as seen in the screenshot below). Then

in the menu that appears, click on **About me**.



11. Now click on **edit your profile**. Here you can update your contact information, as well as upload a new profile picture. Click on **Change your photo**. In the popup window that appears, click on **Browse...** to choose a picture file from your computer to use. You can choose any photo, but

because pictures in the directory are kind of small, tightly-cropped headshots work best!



12. Click **save** when you're all done.

That's all you need to do to get set up with BBC Office 365! Feel free to look around the site and explore. If you have any questions, or need help, please email us at [office365@bbcchurch.org](mailto:office365@bbcchurch.org)