BBC Office 365 Email System - iOS

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 an Apple iPhone, iPad, or iPod Touch

Add the new Office 365 account using native email:

1. Tap **Settings** > **Mail**, **Contacts**, **Calendars** > **Add Account**.
2. Tap **Microsoft Exchange**.
3. Type the information requested in the **Email** and **Password** boxes. You need to type your full email address in the **Email** box (for example, bbcpastor@bbcchurch.org) . You should also enter a Description (recommended: **BBC Office 365** or **BBC Exchange**).
4. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. *Go to step 10 if your mail program finds your settings.*
   - *Note: If you attempt this setup before Monday night 8pm, June 23rd, you will likely have to go to step 5.*
5. If your iPhone can't find your settings you may have entered your password or email address incorrectly. You can either **Cancel** and try again or you'll need to manually enter your server information.
6. If you are manually entering the information, for **Server** enter **outlook.office365.com**.
7. For **Username** use the same as your **Email** (the full address including @bbcchurch.org)
8. You may leave **Domain** blank.
9. Hit **Next** in the upper right.
   - If this still doesn't work then you've entered information incorrectly. Please verify your email and password are being entered correctly.
10. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, **Mail**, **Contacts**, **Calendar,** and **Reminders** information are synchronized. You may also select **Notes.**
11. Your account is now setup, but you may want to change some settings. Go to **Settings** > **Mail**, **Contacts**, **Calendars** > **BBC Office 365** (or whatever you named it). Your device is probably already on this page, so just select the account name you just created.
12. The default for **Mail Days to Sync** is 1 week. If you'd like to change it, you can go up to 1 Month. I do **not** recommend choosing "No Limit" as this will keep a lot of mail on your phone.
13. Once you are done, just hit the upper left arrow to get back to the main settings area.

(Optional) Add the new Office 365 account using Microsoft OWA on the iOS device:

1. Search for **OWA** in the app store and install.
   - There is a separate one for iPhone and iPad
2. Open the app and enter your **email** (the full BBC email address, ie Charles.Spurgeon@bbcchurch.org) and **password**, and hit **Sign In.**
3. It will take a moment to get logged in.
4. You now have access to your email, calendar, and people (church directory) from this app.
- Once you have logged in, click the 'hamburger' icon in the upper left and then the 'gear' icon to change your settings, update your photo, etc.
- To view the church directory, click "People" at the bottom, then you may choose "directory" from the hamburger icon (see right)
   - This will show you a pictorial view of the church directory.
- To enable notifications on your phone for OWA:
  1. Tap **Settings** > **Notifications** > **OWA**
  2. Set **Allow Notifications** to on and set any other settings you want for this.
- To enabled the OWA app to refresh in the background
  1. Tap **Settings** > **General > Background App Refresh**
  2. Find **OWA** in the list and set to on.