Configuring Email On Mobile and Desktop

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You have been assigned an Email address. This address will usually take the form:

FirstName.Surname@domain.co.uk

For example:

John.Smith@domain.co.uk

The exact details of your Email Address, Username and Password will be sent to you.

To access your email visit this website: https://office.com

Log in to your account using the Username and Password supplied. Then, select 'Mail' to open the Mailbox.

This allows you to access your emails on the web, from any device.

It is possible to configure your Email Account on the Outlook Desktop App, and Mobile Devices, in order to access your email. Below is an example for adding your account to the Outlook Desktop App. Following this, there are a number of guides to configure on various Mobile devices.

To set up Outlook 2016:
•   File > Account Settings > Account Settings > Add
•   Enter your Name, Email address and password and click Next.
•   This should automatically configure Outlook
•   Click next/Finish

To configure an iPad or iPhone use these instructions:

https://goo.gl/QcEBmM

To configure an Android Device use these instructions:

https://goo.gl/dskHiW

To configure a Windows Phone use these instructions:

https://goo.gl/qxcPVN

When setting up the account on a Mobile Device, the 'Account Type' will primarily be 'Office 365'. If that is not available, select 'Microsoft Exchange'.

If you have any difficulties in accessing, configuring, or using your email account on the Outlook Desktop App or any Mobile Device, please give our helpdesk a call or email on:

T: 01462 425555
E: support@modern-networks.co.uk