



User Guide for Office 365 Setup on Windows, Mac, Mobile Devices, and Web

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Overview: This document will explain and show step-by-step instructions on how to setup an NEP corporate email account in Microsoft Outlook 2013 for Windows, Mac Mail, and Mobile Devices. Also will show step-by-step instructions for setting up Lync 2013 in Windows and Mac.

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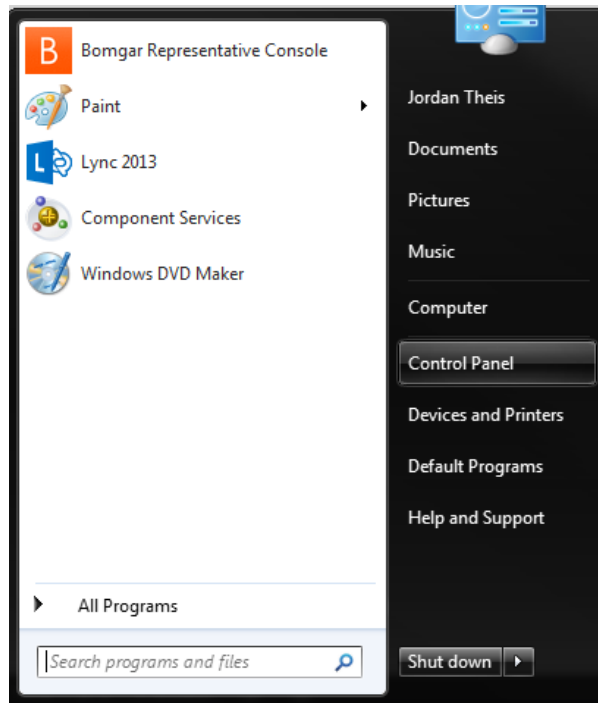
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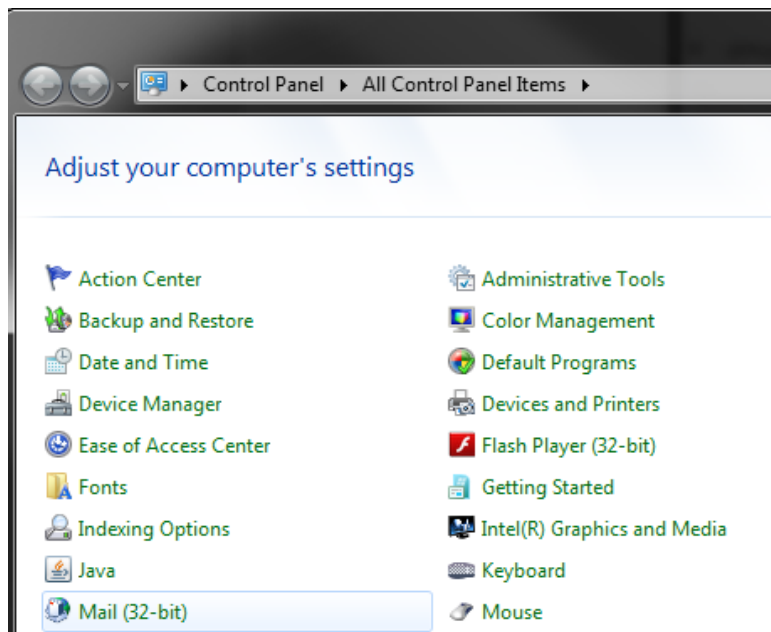


Outlook

1. Go to Start > Control Panel

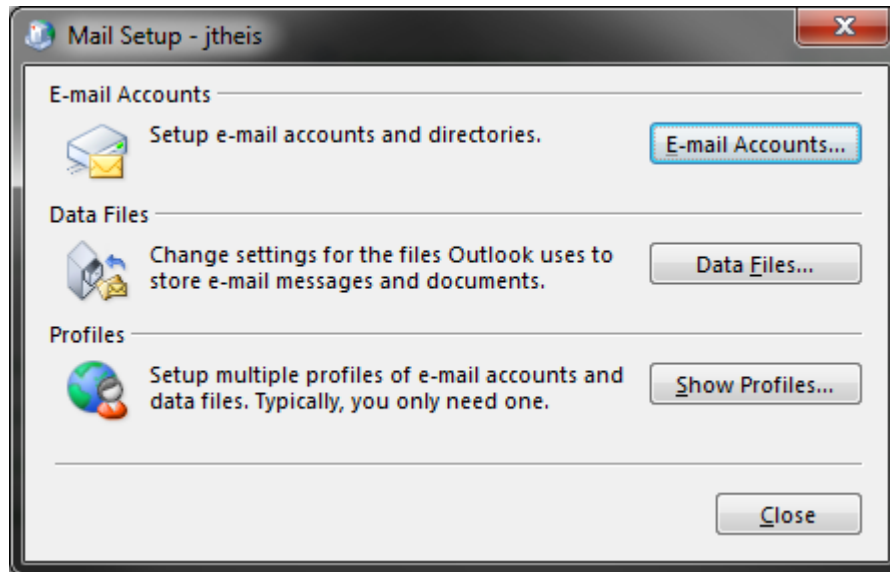


2. Once inside Control Panel click on Mail (32-bit)

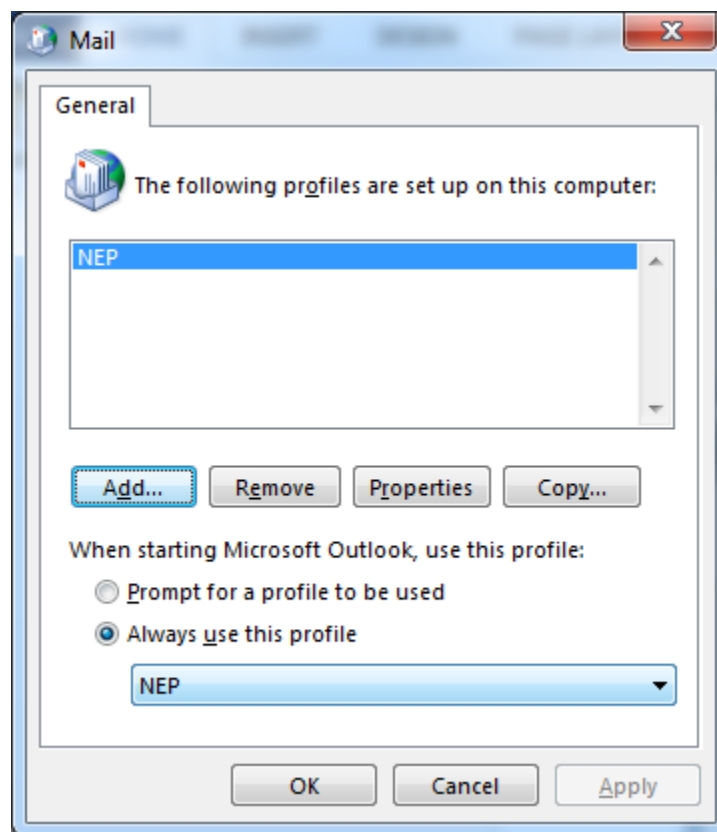




3. Next you will see this screen. Select “Show Profiles”

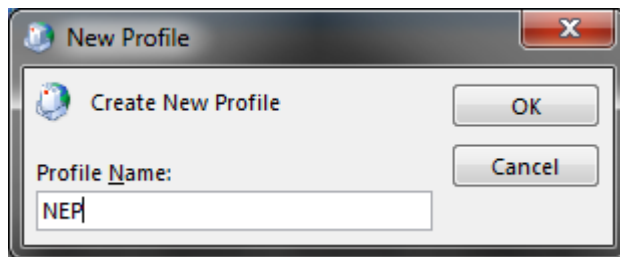


4. Show profiles will bring up the following screen. Click on “Add”



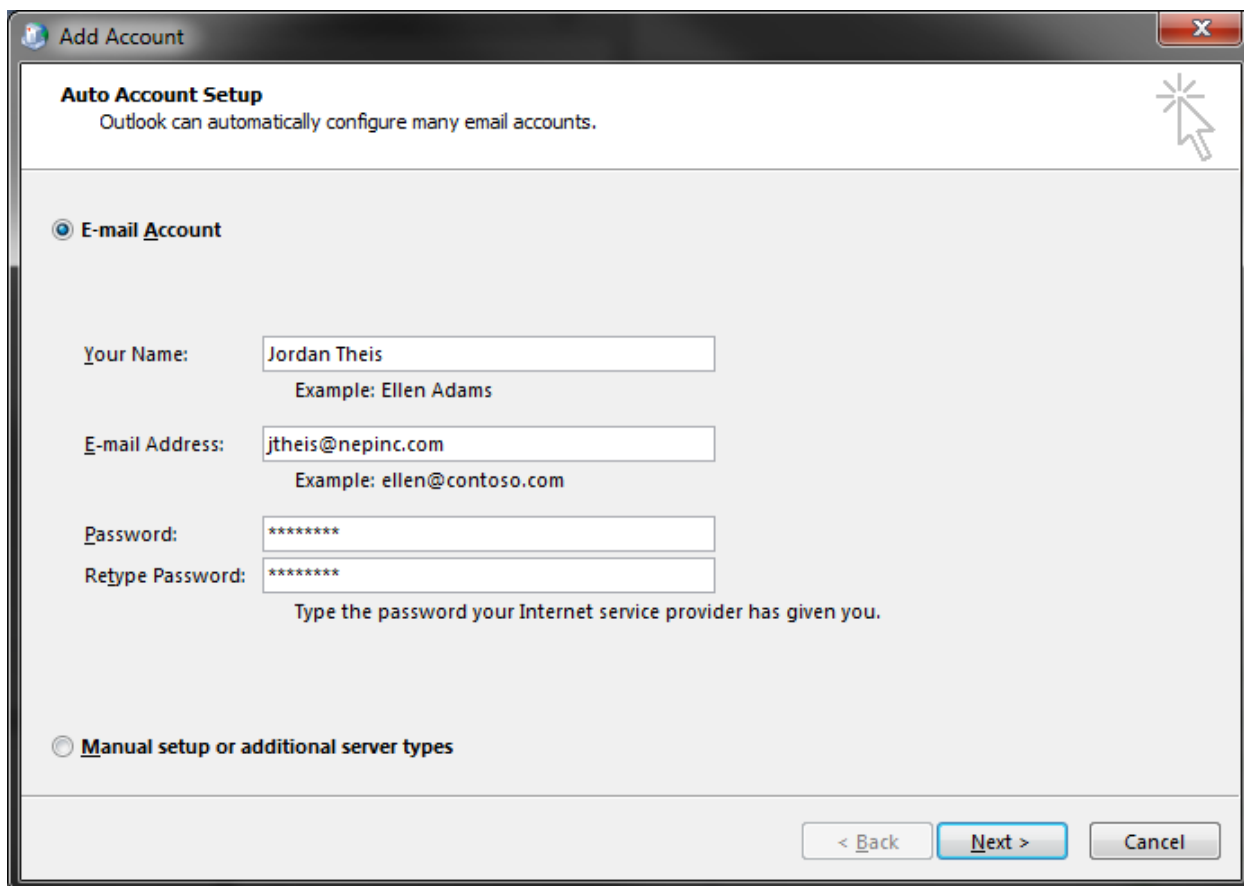


5. Name the new profile and click okay



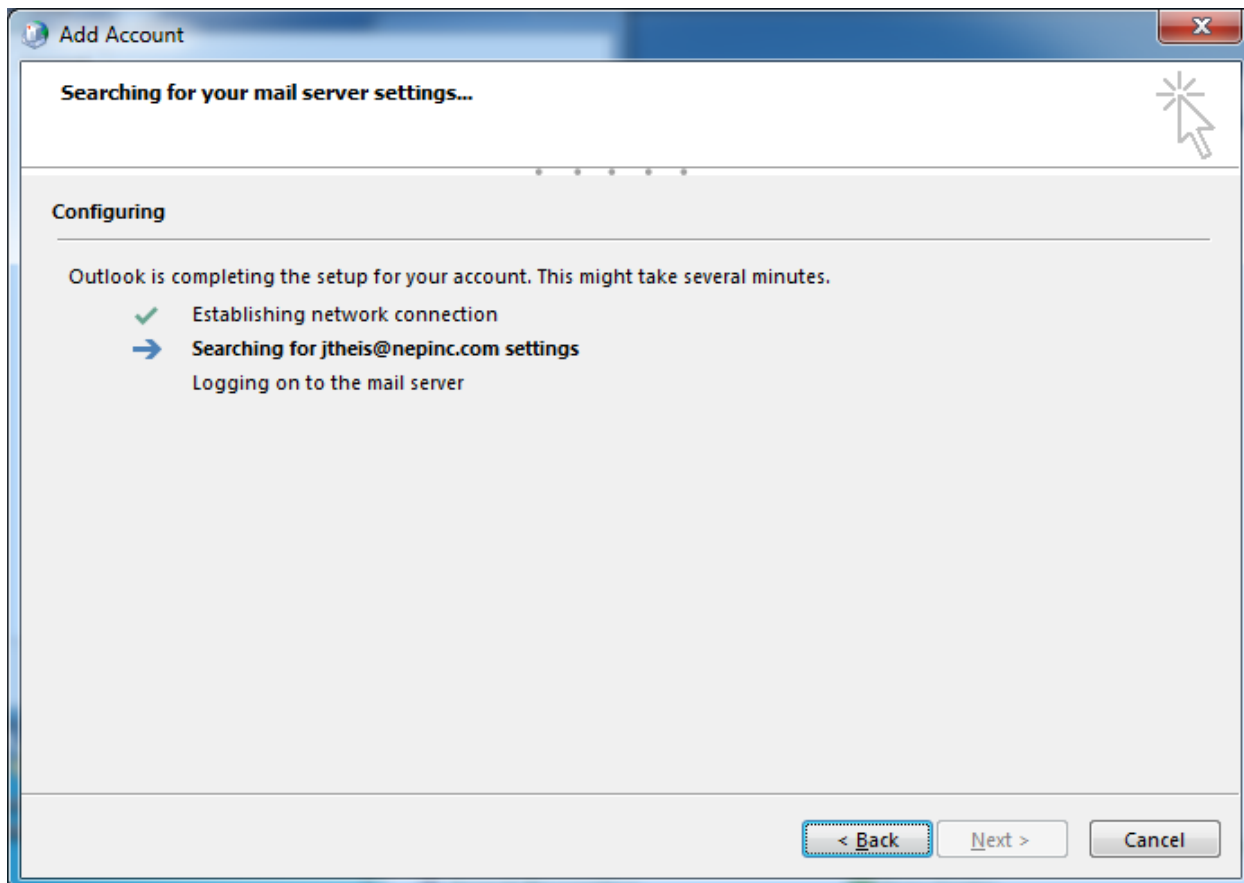
6. On the Next screen enter your name, email address*, and password then click next.

***Note:** Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@nepinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksnep.com, psmith@nepstudios.com, etc.)

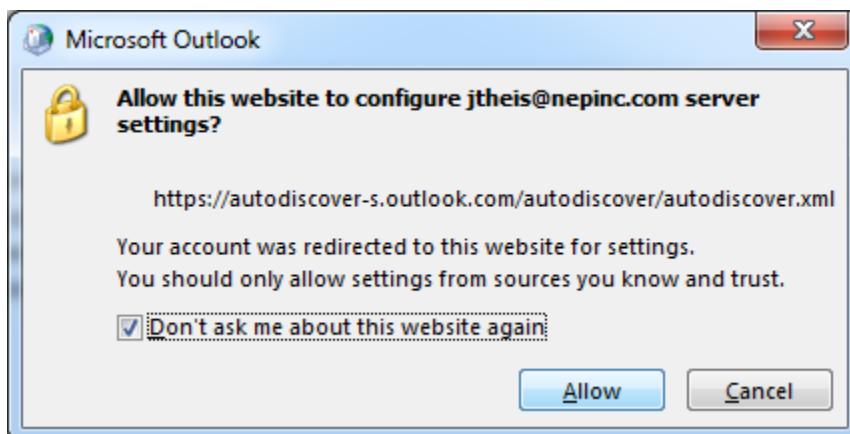




7. Once you have clicked next the system will start to setup your profile and search for settings.

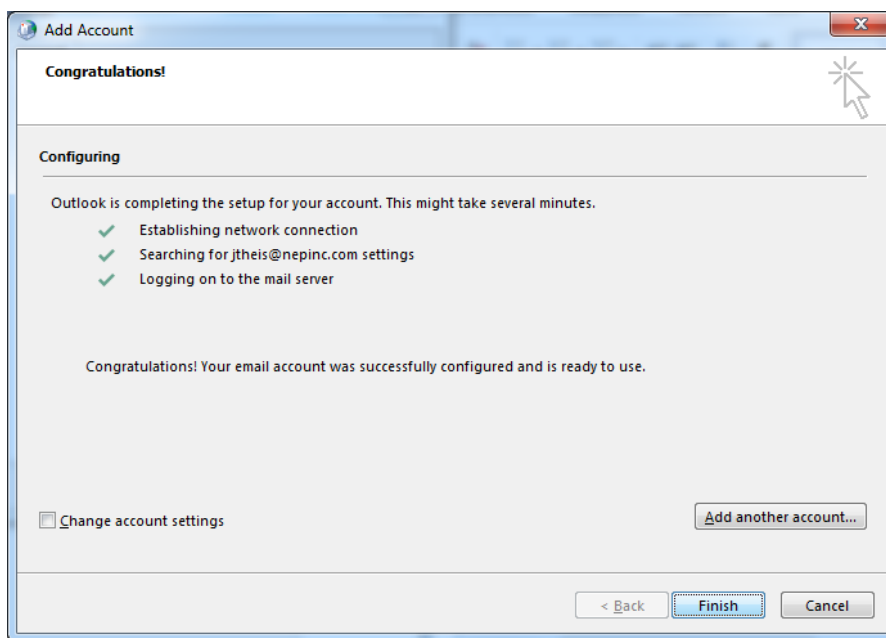


8. You will see a pop-up to allow the server to configure your email. Check “Don’t ask me about this website again” and click allow.

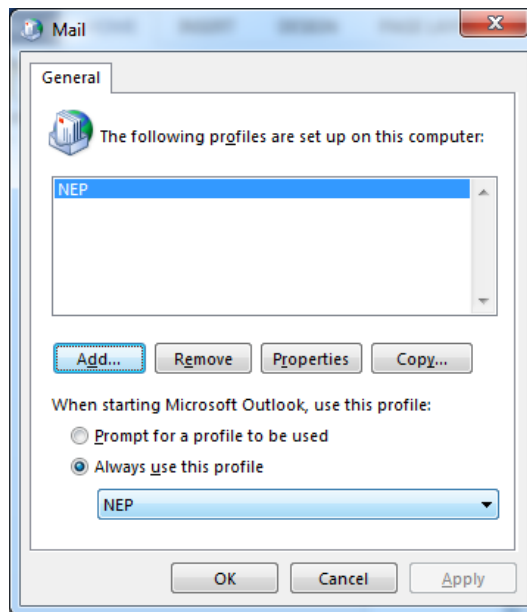




9. Once the system shows three check marks click on finish.



10. You will be returned to the profile screen. Remove any profiles other than the one you just created. Check that "Always use this profile" is selected and that your new profile is selected then click ok.

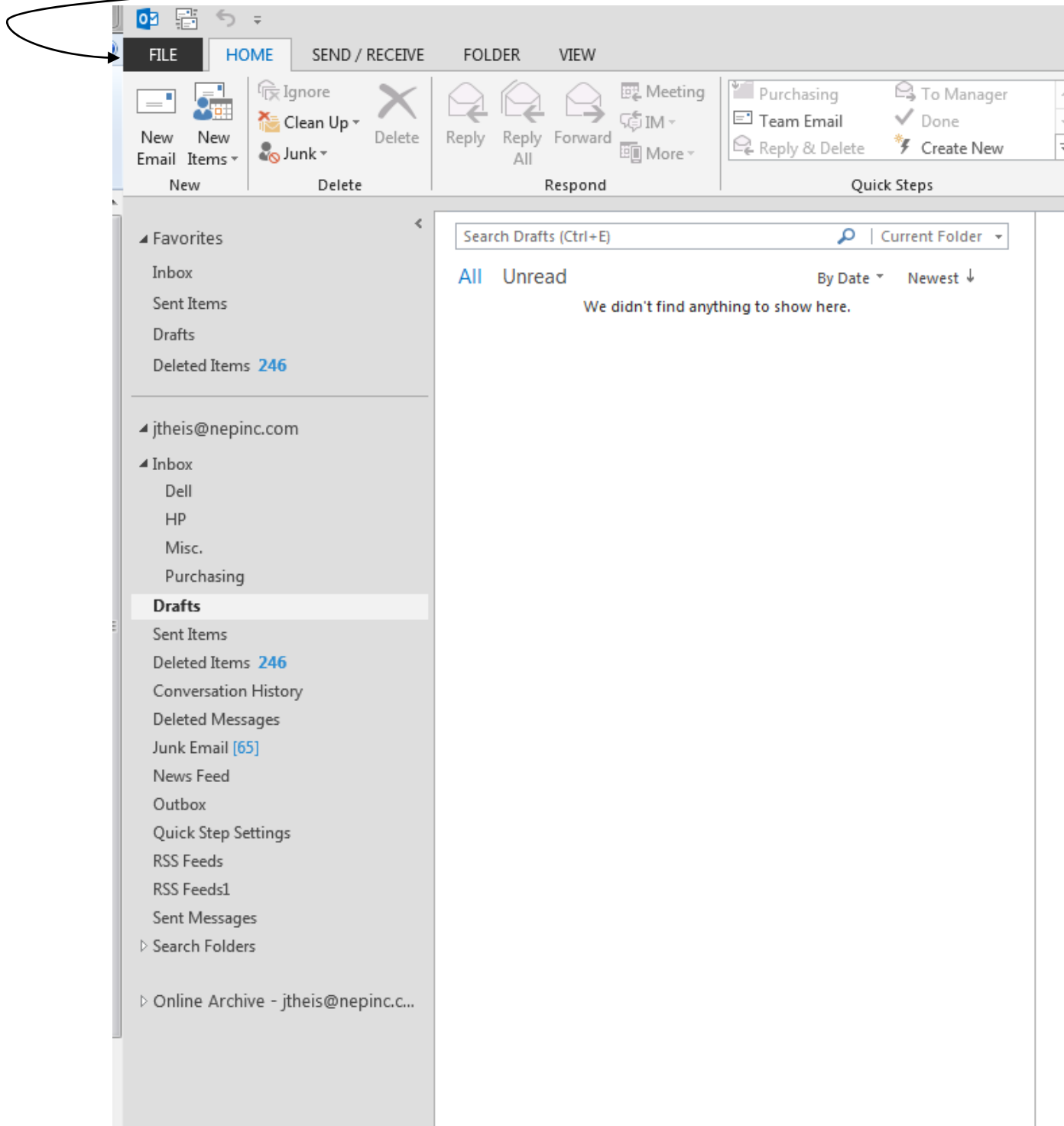


11. Your new email profile is now setup and you are ready to begin using Outlook.



Outlook – Out of Office

1. Once inside of outlook select the “File” tab at the top left of the screen.





2. Once inside of the “File” tab select Automatic Replies.

Inbox - jtheis@nepinc.com - Outlook

Account Information

jtheis@nepinc.com
Microsoft Exchange

+ Add Account

Account Settings
Account and Social Network Settings
Change settings for this account or set up more connections.

- Access this account on the web.
<https://outlook.office365.com/owa/nepinc.com/>
- Connect to social networks.

Automatic Replies
Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Cleanup Tools
Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

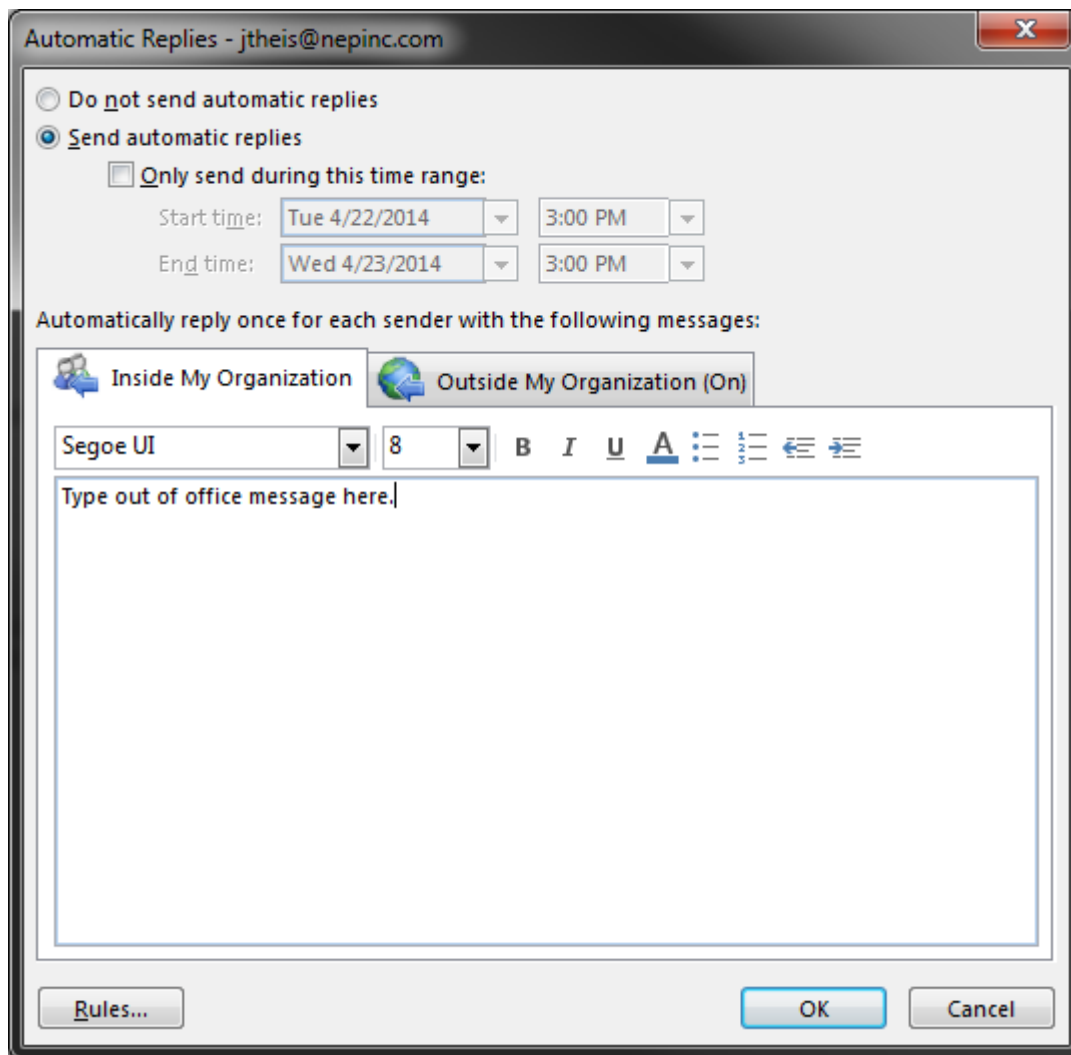
49.3 GB free of 49.5 GB

Manage Rules & Alerts
Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Manage Apps
Manage Apps
Manage and acquire apps for Outlook.



3. At the automatic replies screen select “Send automatic replies”. Here you can select times to start and end the out of office as well as type the messages you would like people inside and outside of the company to receive.

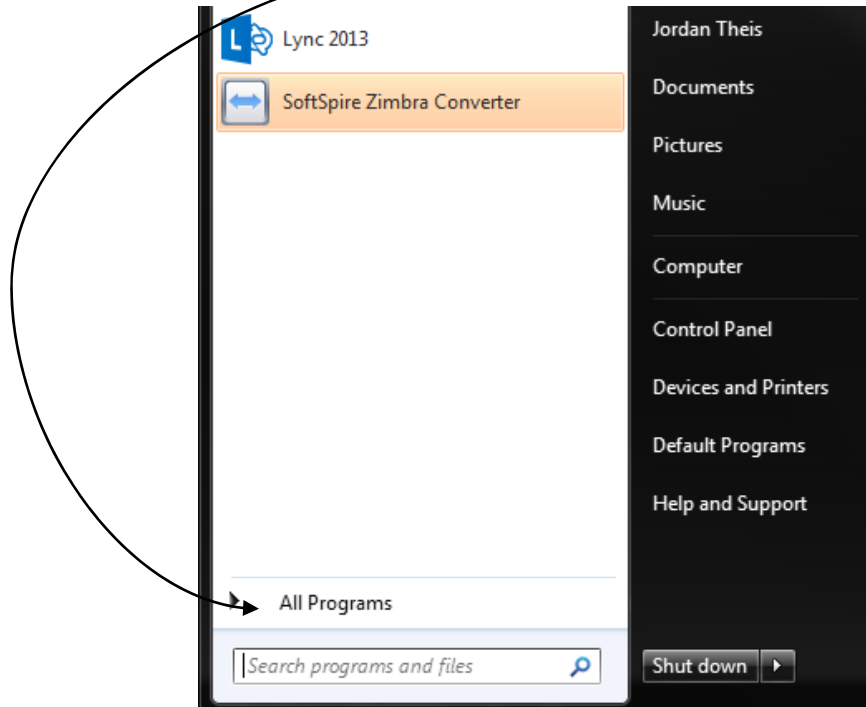


4. Once you are satisfied with your messages click ok at the bottom. Your out of office will be set. If you want to turn automatic replies off select “Do not send automatic replies”.

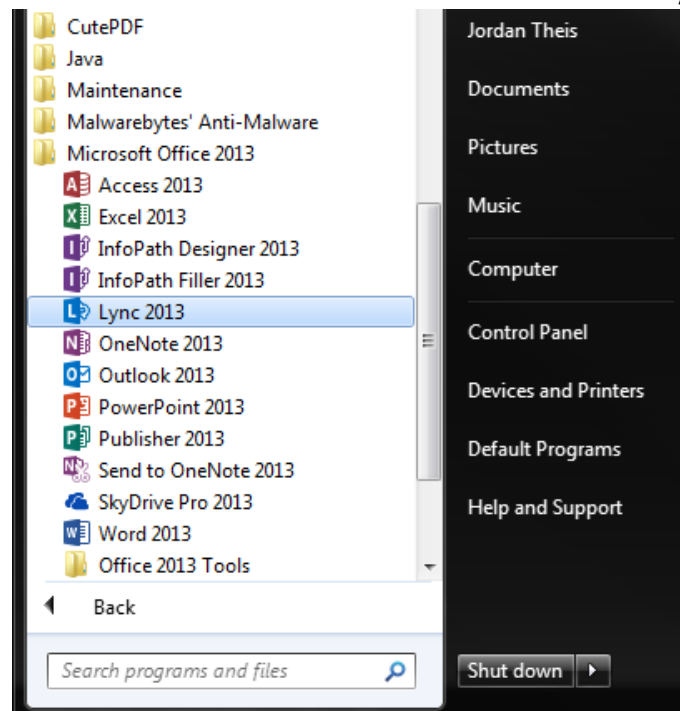


Lync

1. Click on the start menu and navigate to **All Programs**.



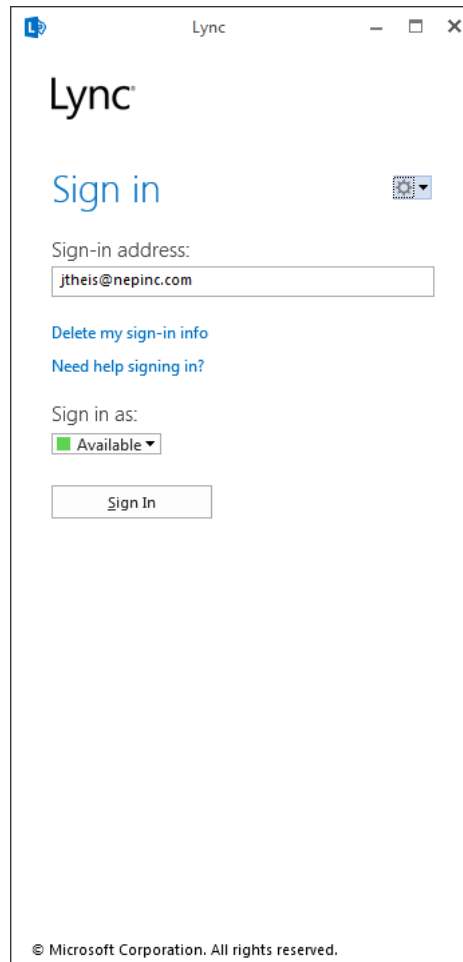
2. Find the folder called **Microsoft Office 2013** and then click on **Lync 2013**.





3. At the Lync sign in screen type you email address and click sign in.

***Note:** Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@nepinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksnep.com, psmith@nepstudios.com, etc.)





4. Next you will be prompted for your password. Enter your password and click sign in.

A screenshot of the Lync application's sign-in dialog box. The window title is 'Lync'. The main heading is 'Lync' with a registered trademark symbol. Below it is 'Sign in' with a settings gear icon. The 'Sign-in address:' field contains 'jtheis@nepinc.com' with a 'Change' link. The 'User name:' field also contains 'jtheis@nepinc.com'. Below these are examples: 'Lync Online users: username@domain.com' and 'All other users: domain\username'. The 'Password:' field is empty. There is a checked checkbox for 'Save my password'. The 'Sign in as:' dropdown is set to 'Available'. A 'Sign In' button is at the bottom. The footer reads '© Microsoft Corporation. All rights reserved.'

Lync

Lync®

Sign in

Sign-in address:
jtheis@nepinc.com [Change](#)

User name:
jtheis@nepinc.com

Examples:
Lync Online users: username@domain.com
All other users: domain\username

Password:

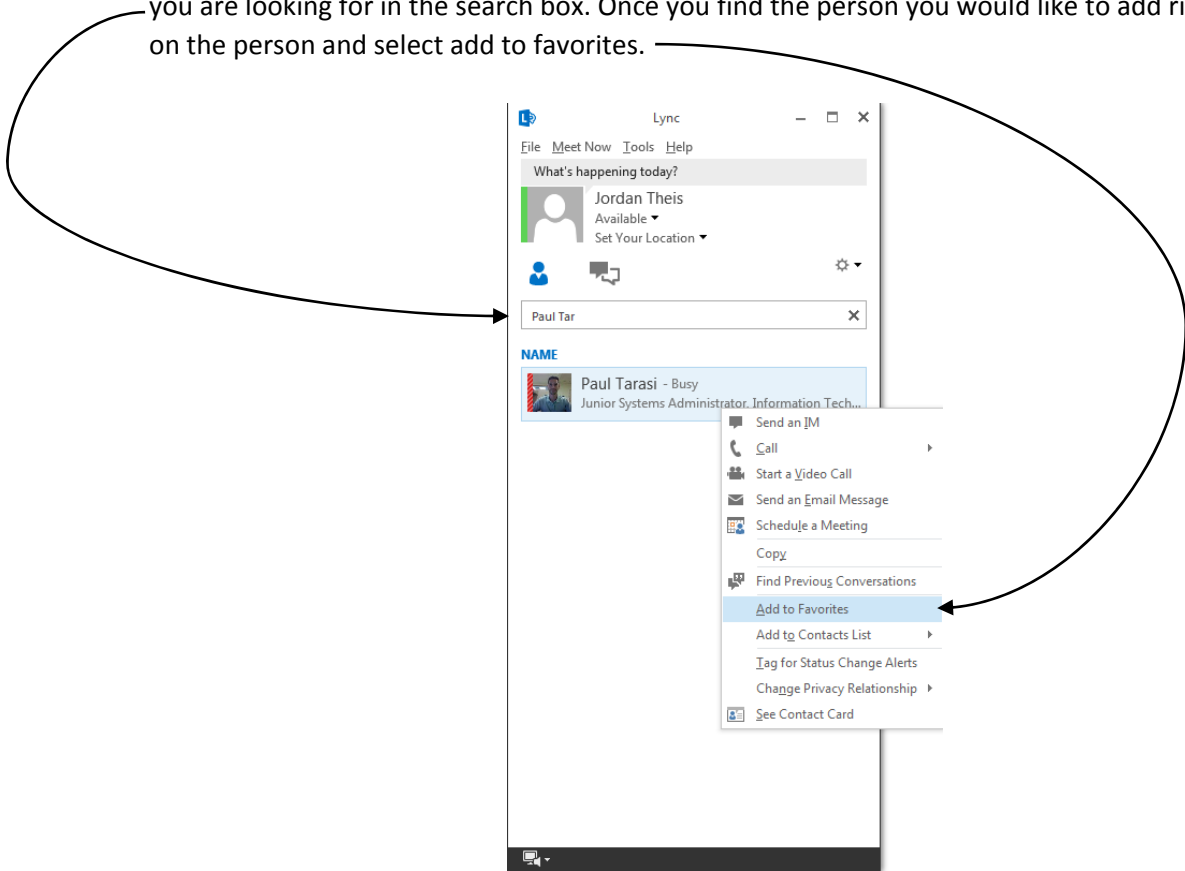
Save my password

Sign in as:

© Microsoft Corporation. All rights reserved.



5. Once you have signed into Lync you can add people to your Favorites. Start typing the person you are looking for in the search box. Once you find the person you would like to add right click on the person and select add to favorites.

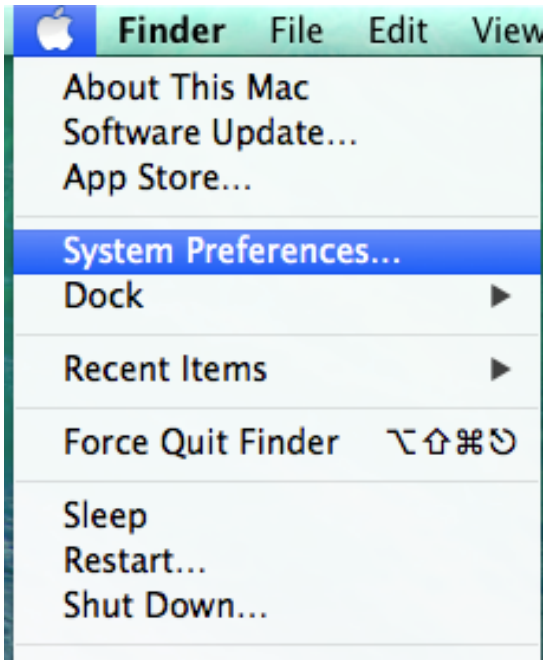


6. Once you have added people to your favorites you will be able to select them from you list and send them messages.



Mac Mail

1. Go to the Apple icon in the menu bar and go into System Preferences.



2. Click on Internet Accounts icon. For Lion and Mountain Lion OS X, the icon will be named Mail, Contacts and Calendars.





3. Click on Exchange. For Lion and Mountain Lion OS X, the account will be named Microsoft Exchange, as in the screenshot below.





4. Enter your name, email address and password in the fields provided. Click Continue. It will search the server for the specified email address.

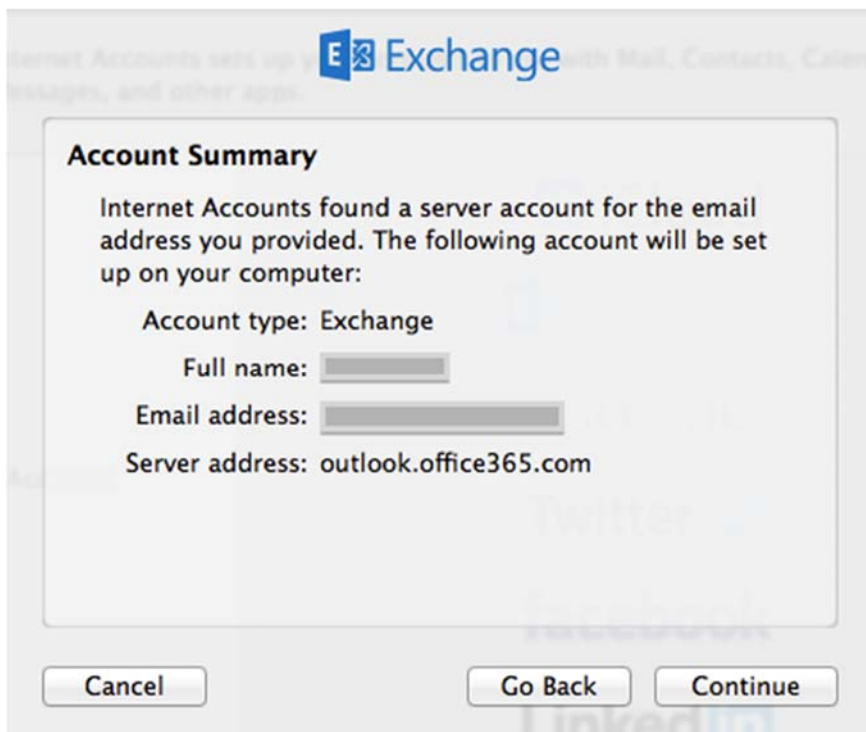
A screenshot of the Microsoft Exchange account setup dialog box. The "Name" field contains "Peter Smith", the "Email Address" field contains "psmith@nepinc.com", and the "Password" field contains six black dots. The "Continue" button is highlighted in blue. At the bottom, there are three buttons: "Cancel", "Go Back", and "Continue".

5. If for some reason the auto-discover fails and you receive an error, go back to the Name field and clear it out to leave it blank and try again.

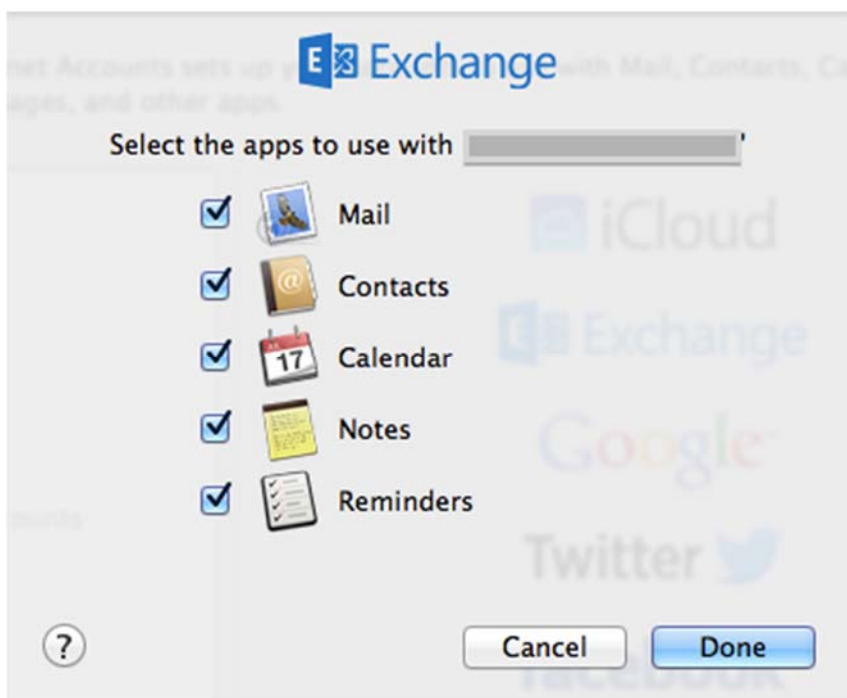
A screenshot of the Microsoft Exchange account setup dialog box, identical to the previous one, but with the "Name" field now empty. The "Continue" button remains highlighted in blue.



6. After successful confirmation, an Account Summary will be provided with the following account information. Click Continue to proceed.



7. Select the applications for which you want to sync with your Exchange account. By default, all options are checked. Click Done to finish the setup.



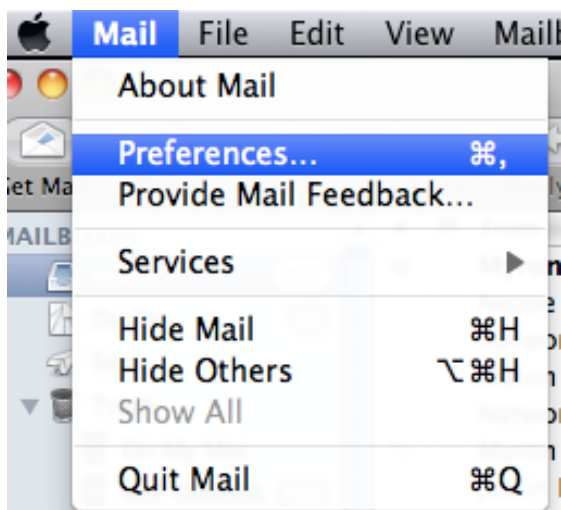


8. You will now have a completed Exchange account setup on the Mac. To begin to use your email, launch the Mail icon located on your Dock at the bottom of your desktop.

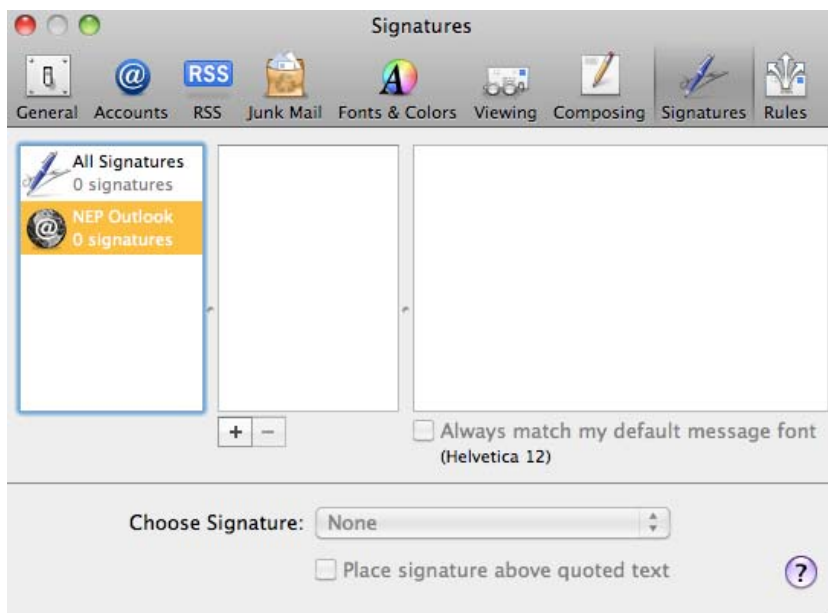


Adding a Signature – Mac Mail Directions

1. In the Mail menu bar, go to Mail then Preferences.

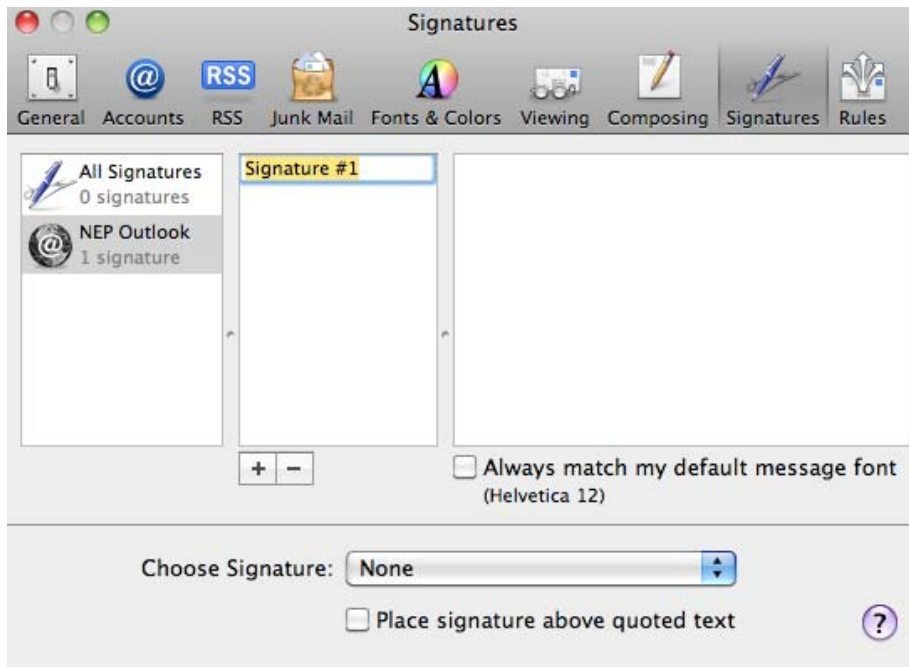


2. Click on Signatures, then click on the NEP email account.

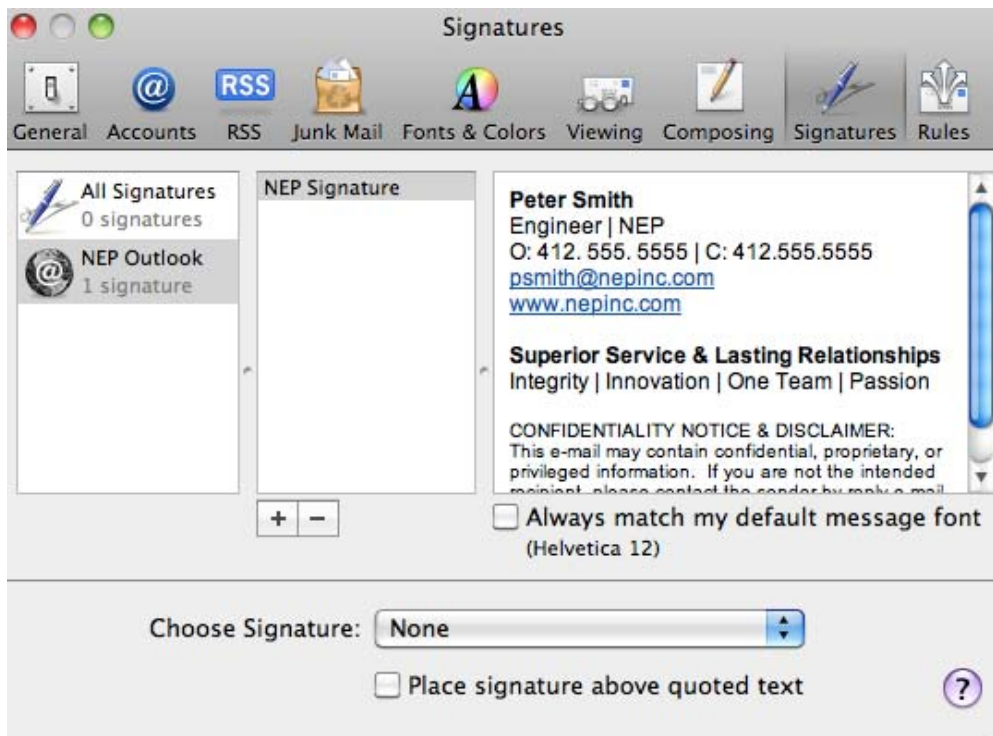




3. Click the + Plus button to add a new signature.



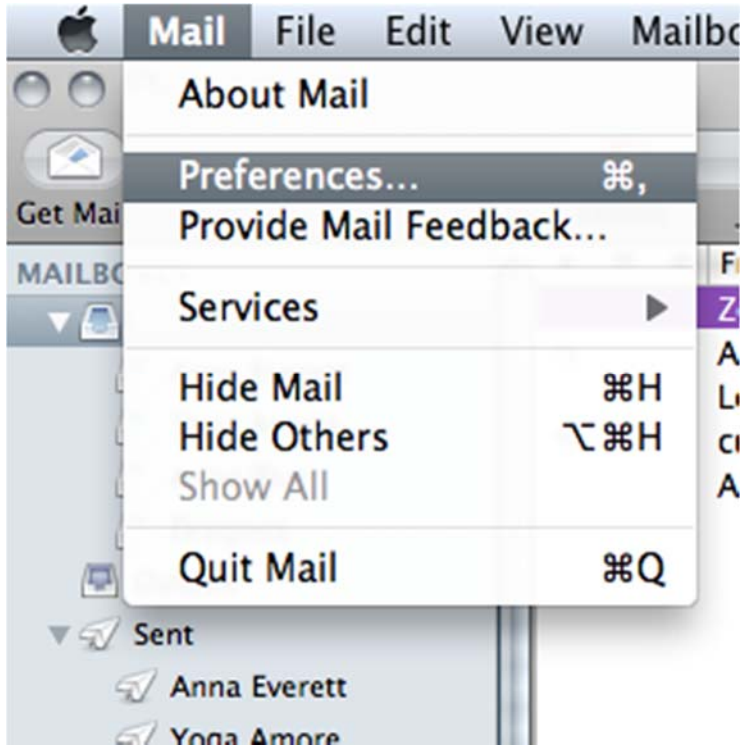
4. Enter a name for the signature and type your signature in the space provided.



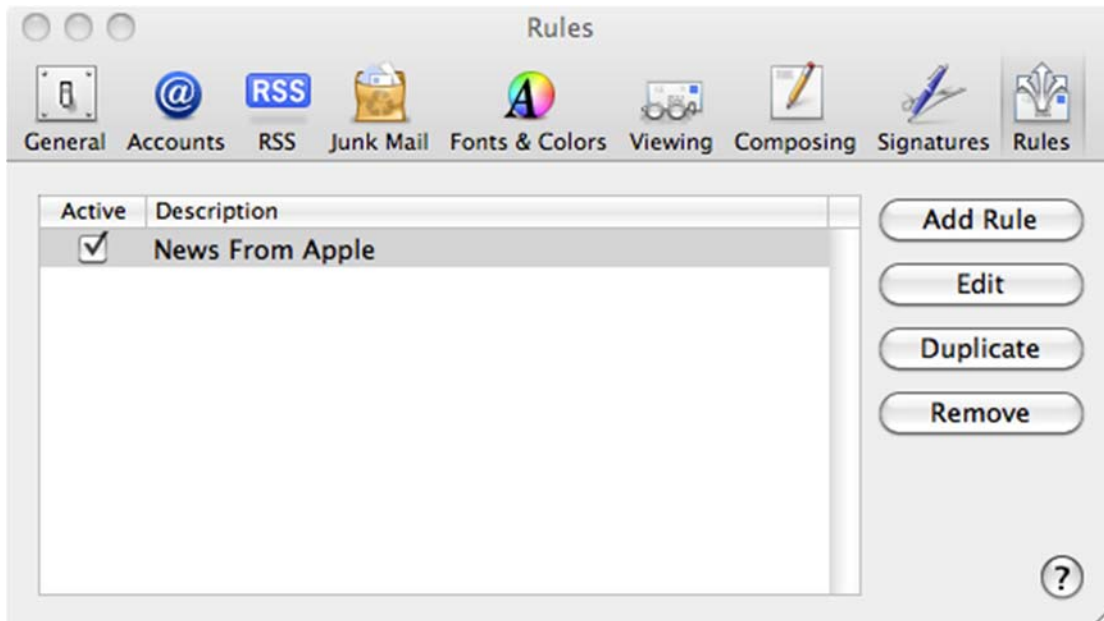


OSX 10.6 and earlier – Out of Office

1. Click Mail and choose Preferences...



2. Click Rules icon and choose Add Rule





3. Name the rule. Change options to: **all**, **Every Message**, [Reply to Message](#).

A screenshot of a rule configuration dialog box. The 'Description' field contains the text 'Out of office'. Below it, the 'If' section is set to 'all' of the following conditions are met, with a dropdown menu showing 'Every Message'. The 'Perform the following actions:' section has a dropdown menu showing 'Reply to Message' and a text input field containing 'Reply message text...'. At the bottom, there are buttons for '?', 'Cancel', and 'OK'.

Description:

If of the following conditions are met:

Perform the following actions:

4. **Click Reply Message Text** and enter your email detail, **click OK** twice.

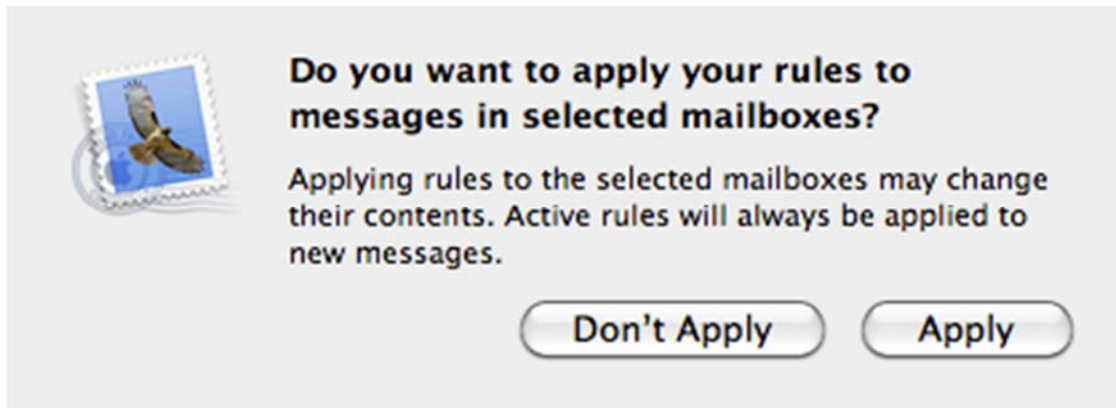
A screenshot of a 'Reply Message' dialog box. The title bar says 'Reply Message'. The main area is titled 'Text to include before original message:' and contains a text input field with the text 'Thank you for your email, I am out of the office until...'. At the bottom, there are buttons for 'Cancel' and 'OK'.

Reply Message

Text to include before original message:



5. When prompted **click Apply** or choose **Don't Apply** to simply save the rule for later.

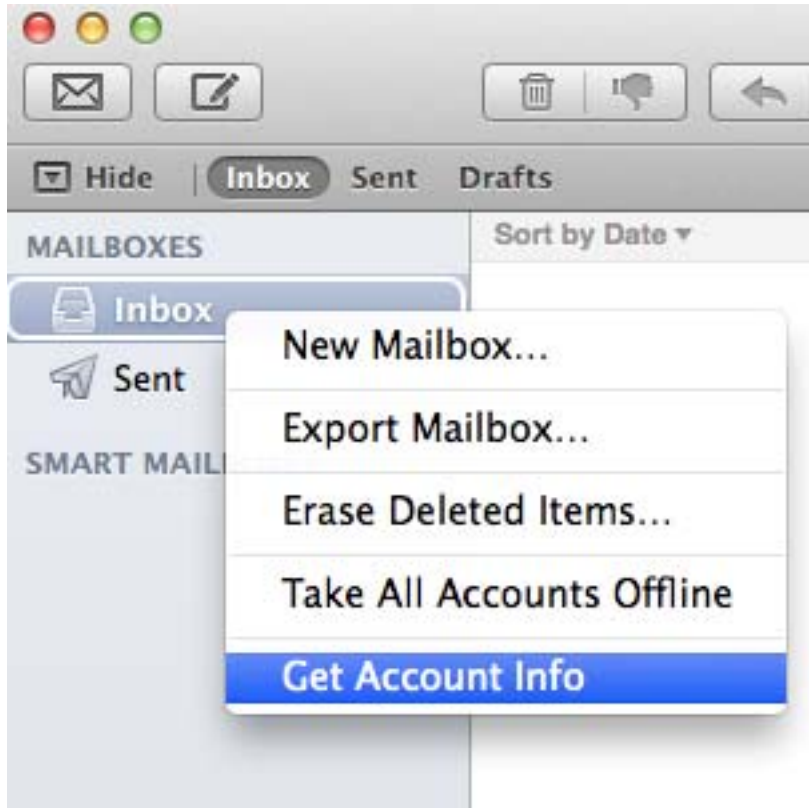


6. To remove the auto-response rule, go to Preferences, Rules, and uncheck the active rule. Remembering to de-activate the rule upon your return is necessary to avoid sending the reply when it is not needed.

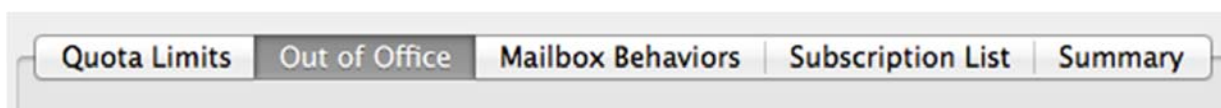


OSX 10.7 and later – Out of Office

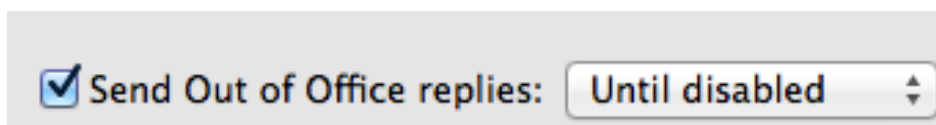
1. While Mail is open and you are looking at your email, right-click on your Inbox folder and choose Get Account Info.



2. Click on the Out of Office tab.



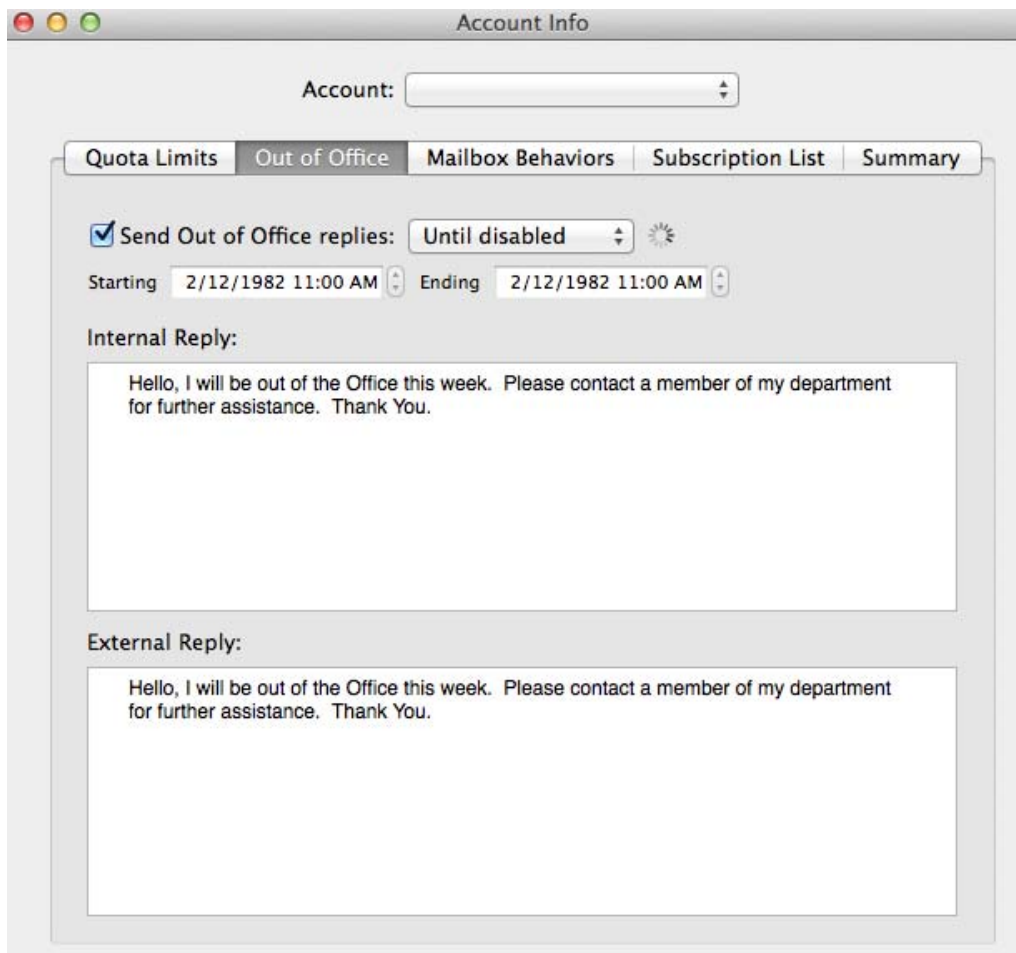
3. Click the checkbox to Send Out of Office Replies.



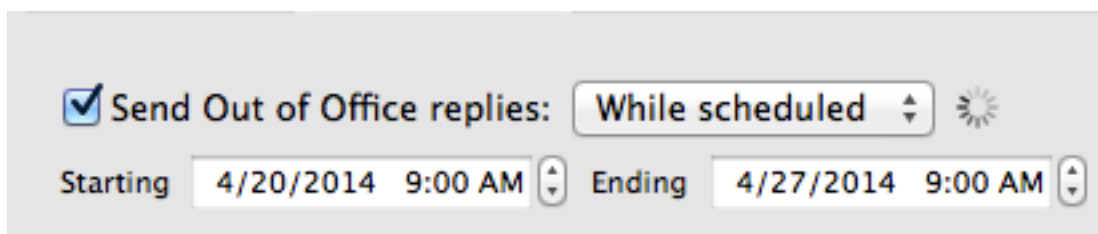


4. Enter your out of office message in both the internal and external reply fields.

By default, the out of office is set until it is disabled, meaning that you will need to remember to turn it off when you are back in the office.



5. To set the Out of Office reply to start and end automatically, choose While Scheduled from the drop-down field and set the starting and end dates and times.

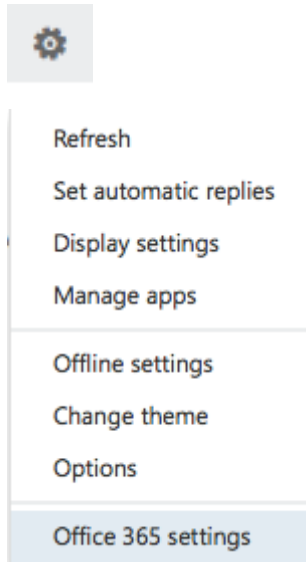




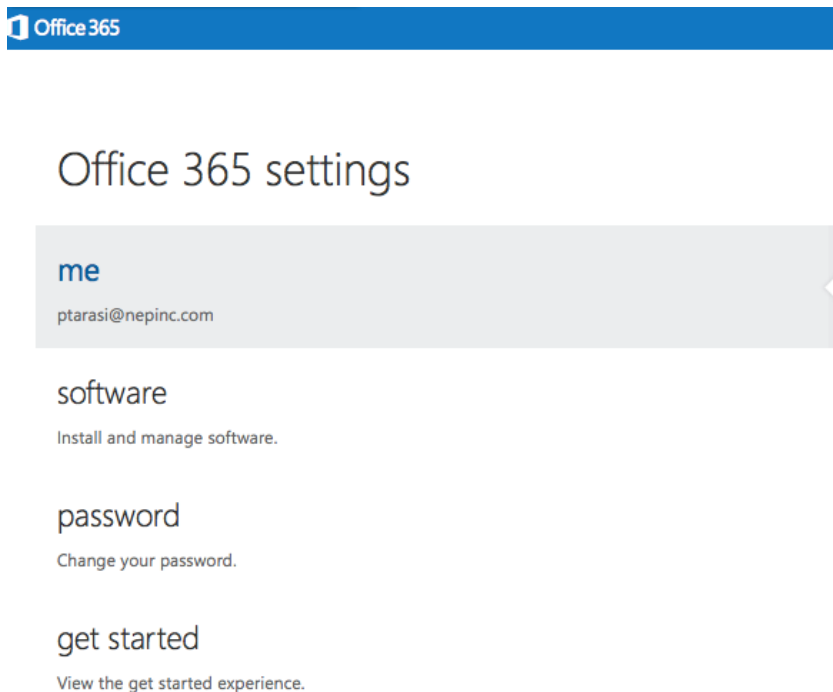
Lync

Lync is Microsoft's chat client. It can also be used for online video meetings.

1. Once you have logged into webmail by going to <http://outlook.office365.com>, navigate to the top right and click on the gear icon and select "Office 365 Settings"

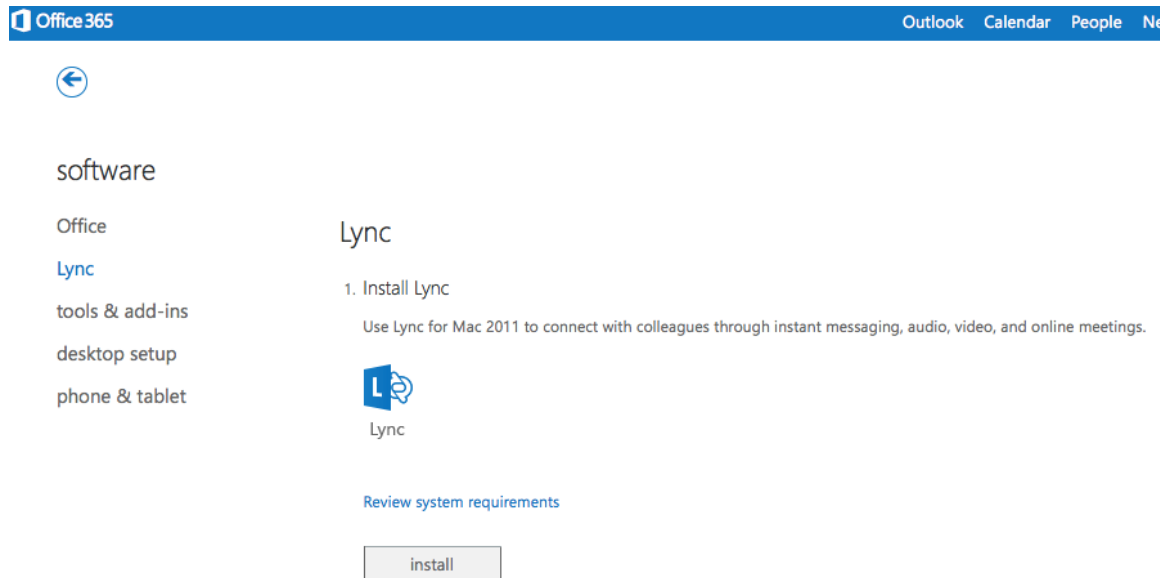


2. Click on Software: Install and Manage Software.

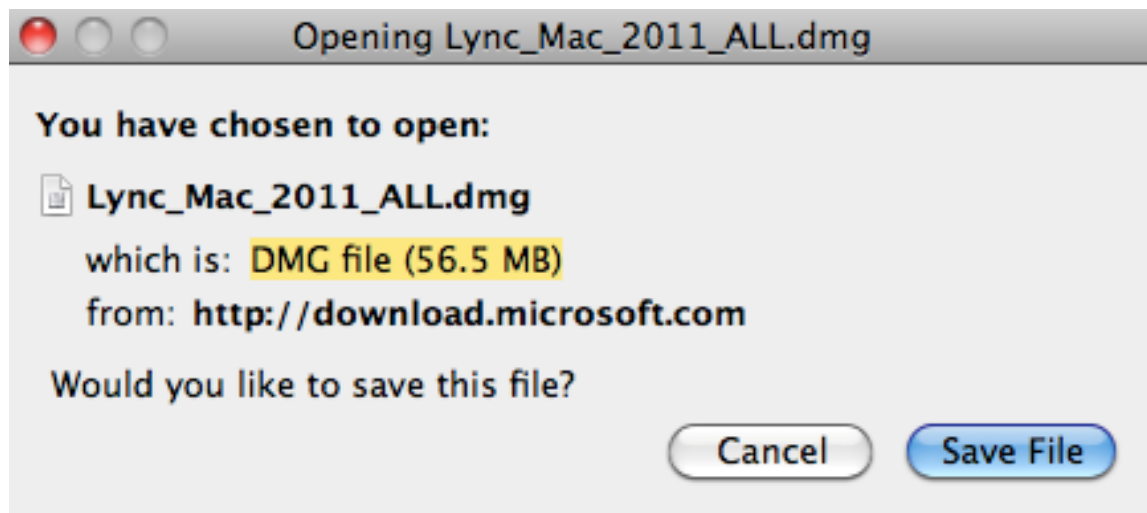




3. Click on Lync in the software list, then click on the Install button to download Lync.

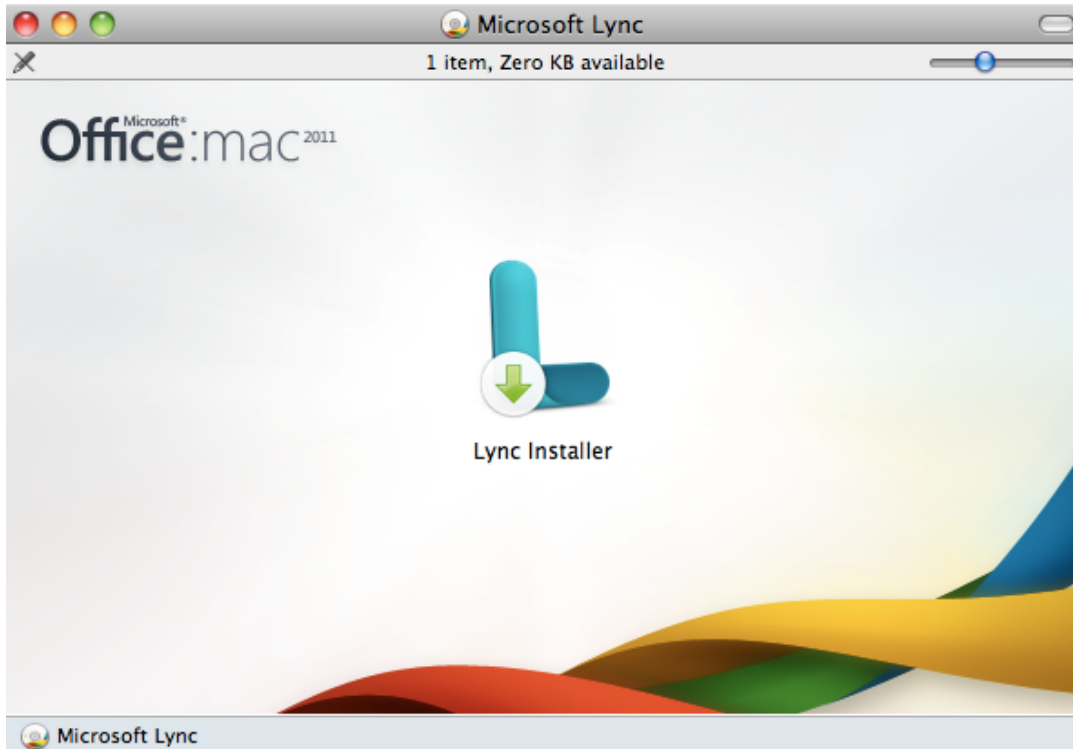


4. Save the setup file and run this file to begin setup of Lync.

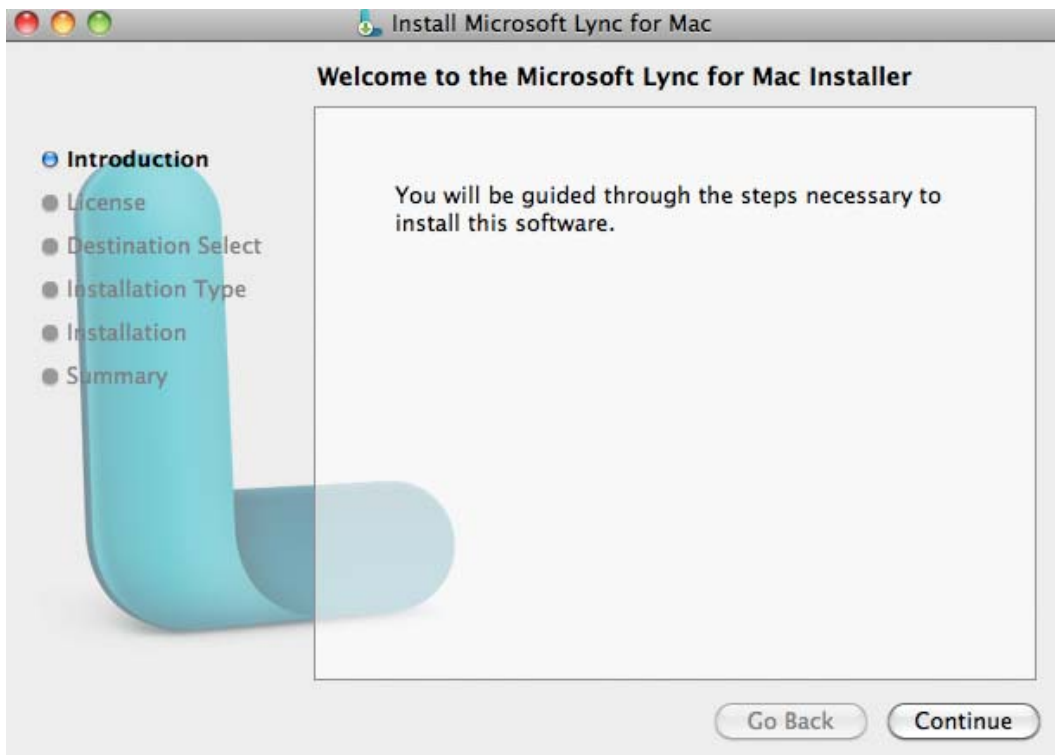




5. Double click the Lync Installer.



6. Click Continue





7. Click Continue and click Agree to accept the license terms.

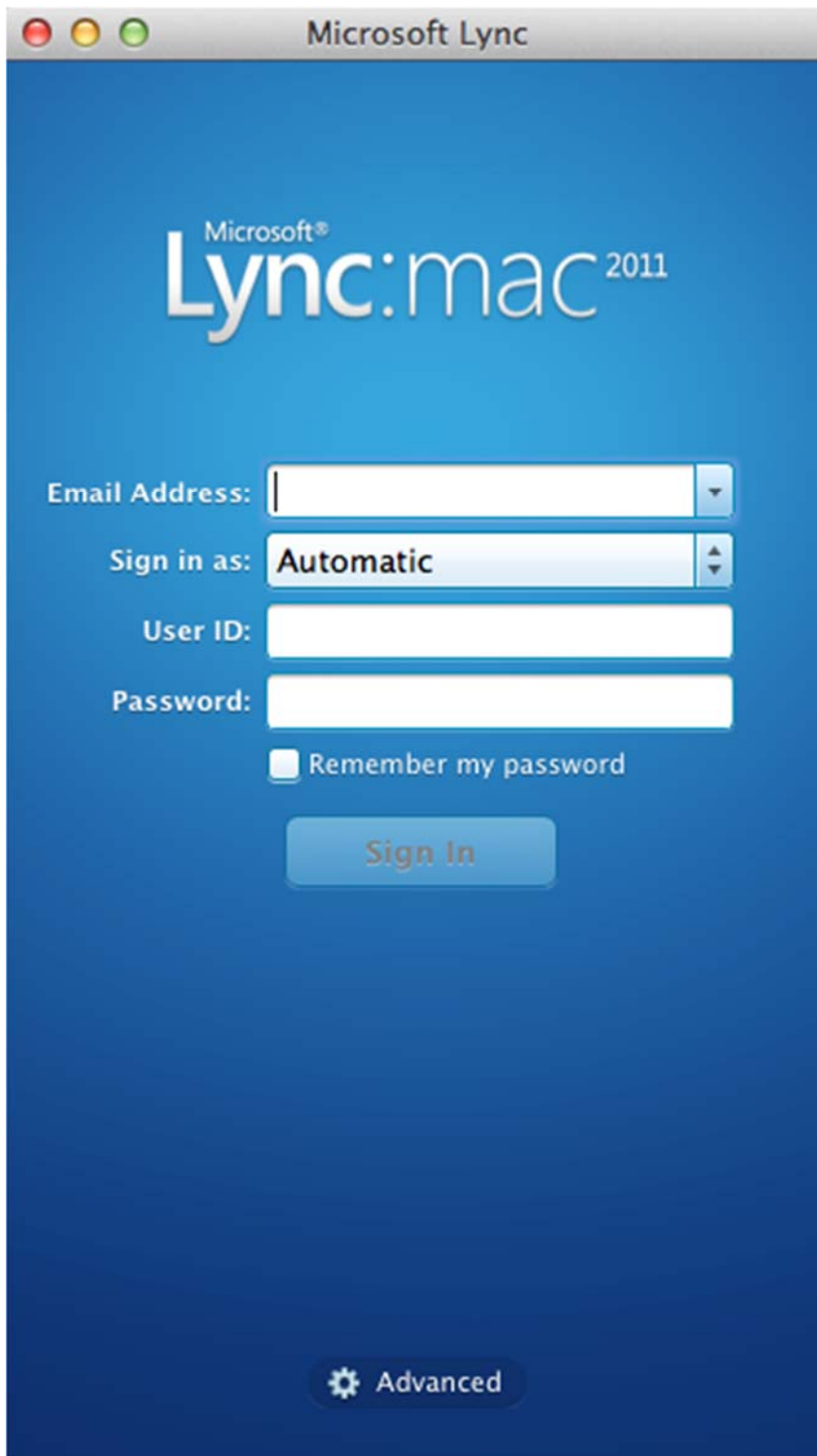


8. Click Continue to install Lync to the Macintosh HD location.





9. After Lync is installed, launch it from the Applications folder. In the **Lync for Mac** sign-in window, type your email address and user ID (ex. **psmith@nepinc.com**) and password, **but do not sign in at this time and continue to step 10.**

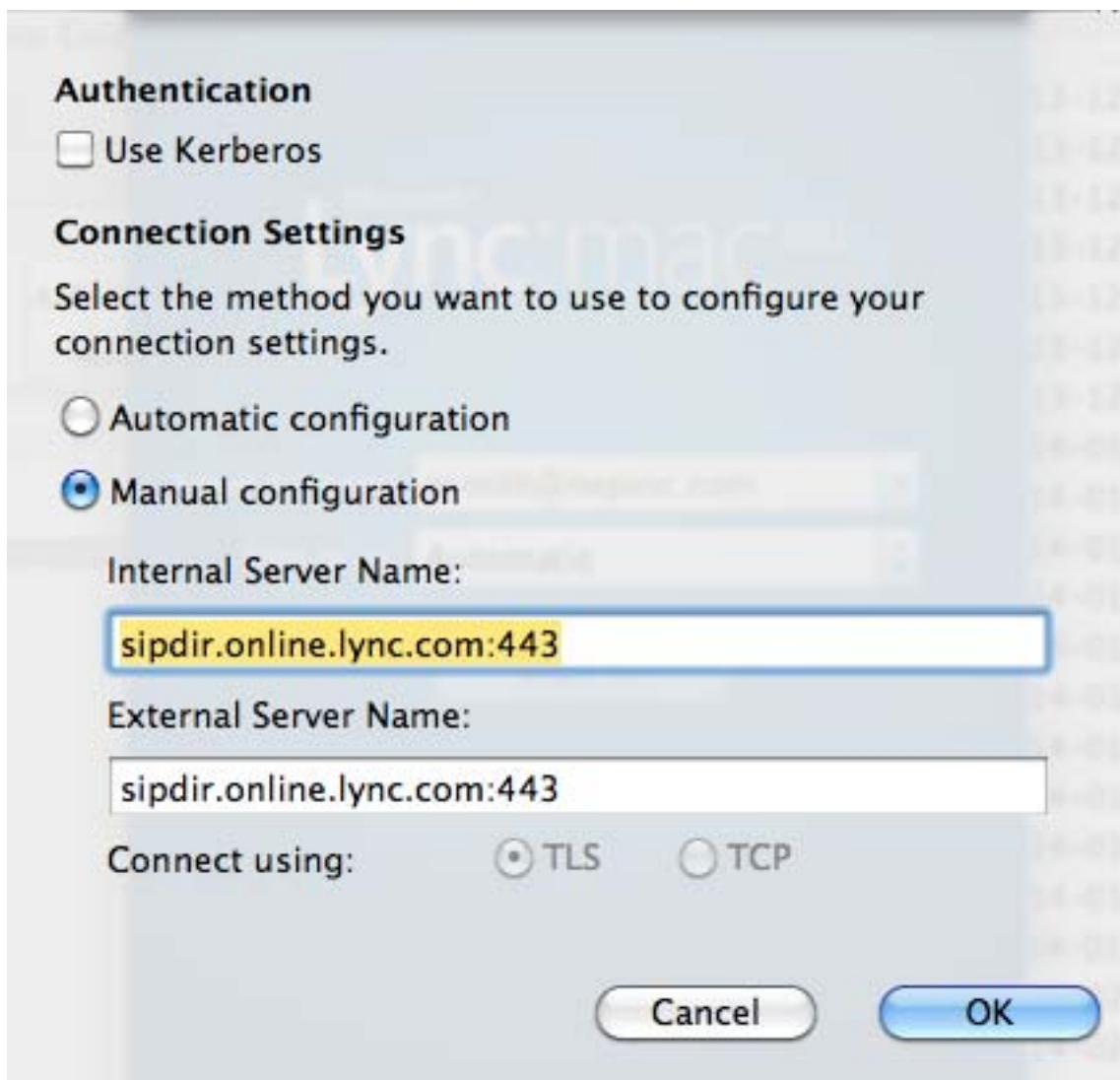




10. Click **Advanced** at the bottom of the window.

11. Under **Authentication**, clear the **Use Kerberos** check box. Under **Connection Settings**, click **Manual configuration**. In both the **Internal Server Name** box and the **External Server Name** box, type or paste **sipdir.online.lync.com:443**.

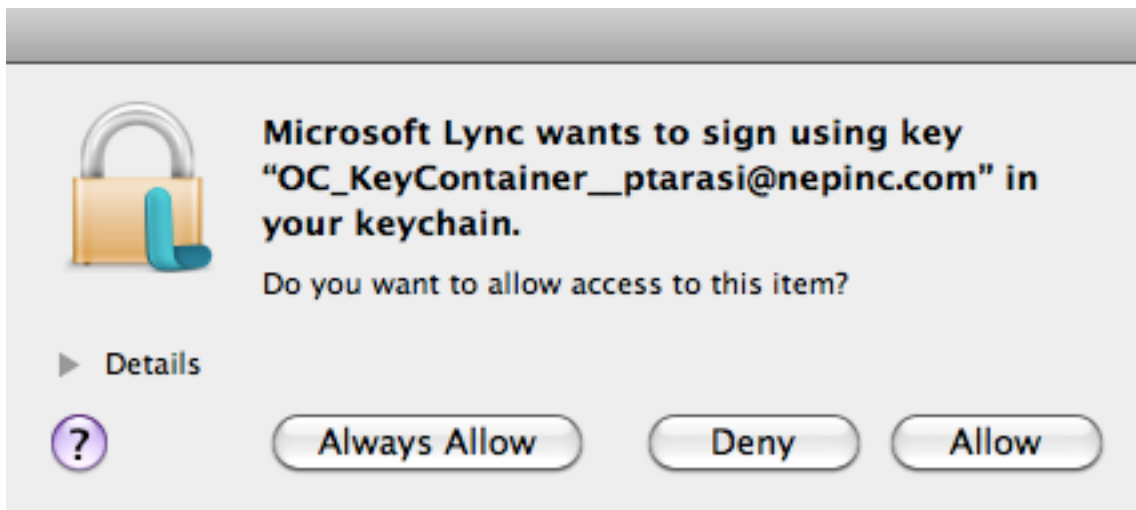
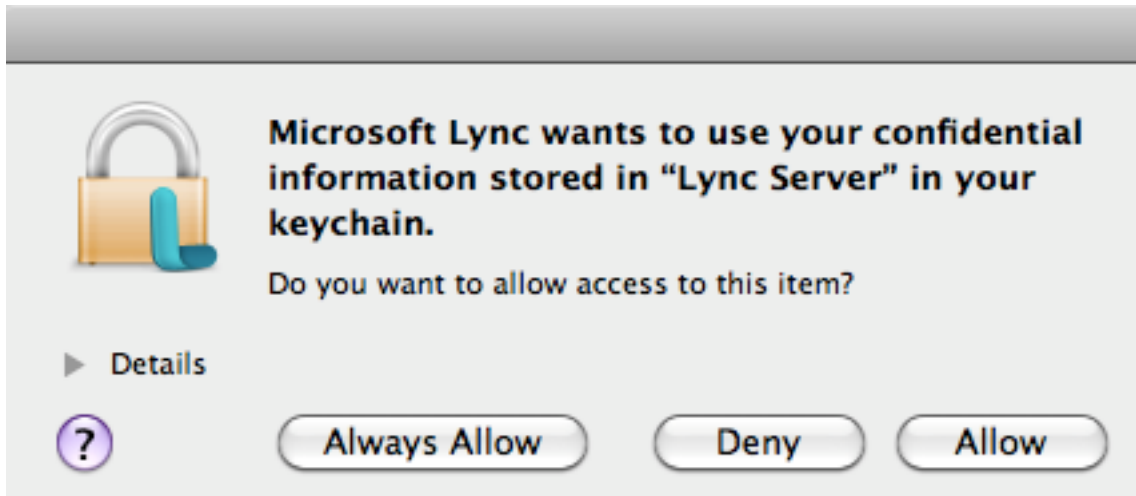
Click **OK** to continue.





12. In the **Lync for Mac** sign-in window, click **Sign In**.

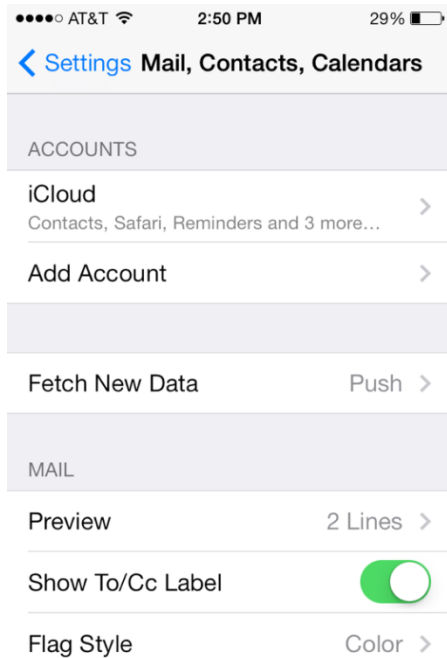
13. If you receive messages for Lync to allow your information to be stored in your keychain, click **Always Allow**.



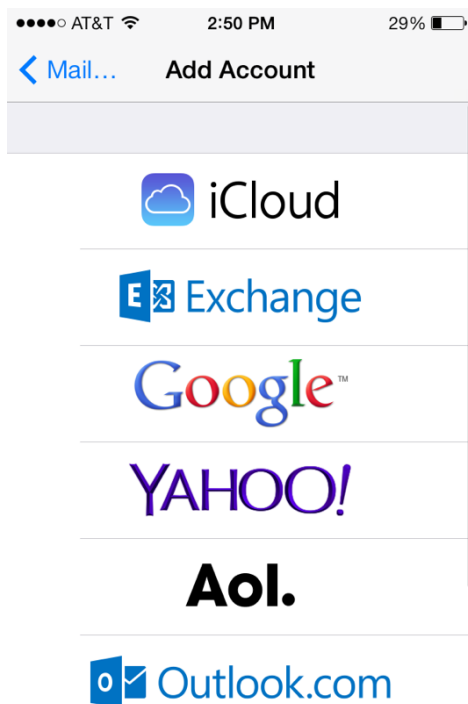


iPhone / iPad

1. Go to settings and select Mail,Contacts,Calendars then you will see the following screen. Click on Add Account.



2. Click on Exchange.

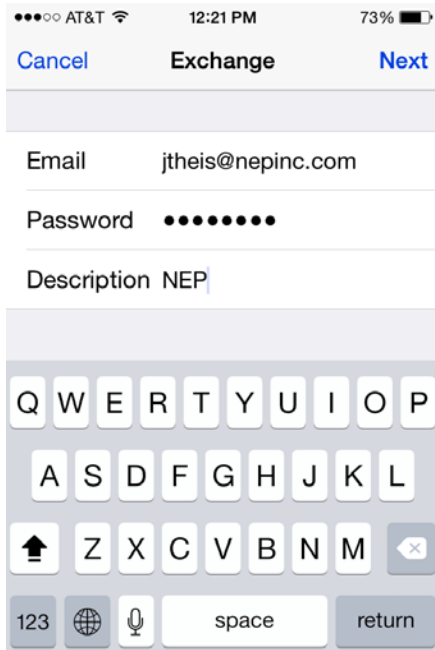




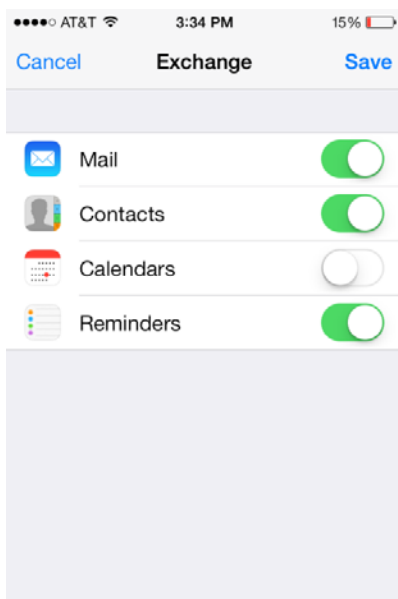
3. Enter your NEP email address and password.

***Note: Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@nepinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksnep.com, psmith@nepstudios.com, etc.)**

Enter the description as NEP, click Next when finished.

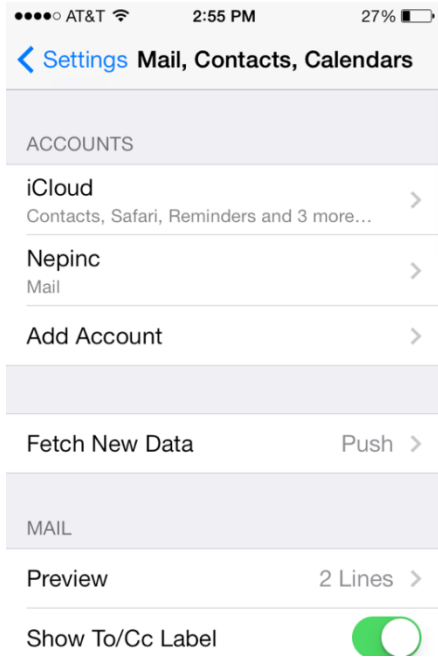


4.. Turn on syncing for contacts,calendars,and reminders. Once you have made your selection hit Save.

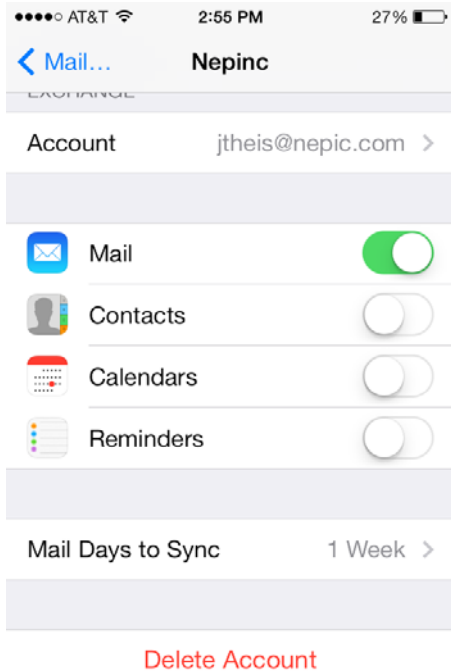




5. Click on the account you just created.



6. Adjust your settings for length of days that you would like your email to sync.



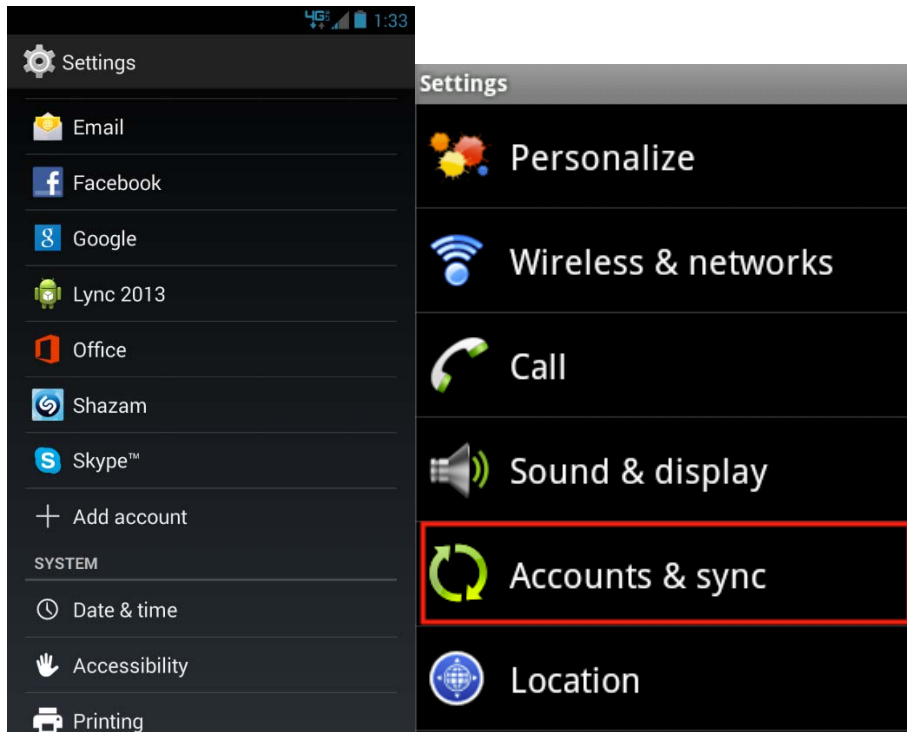
7. Go back to the Account section and choose your old NEP account and delete it. Your newly created Exchange account should be the only company account on your phone.

8. To access your mail, click on the mail icon off of your home screen.

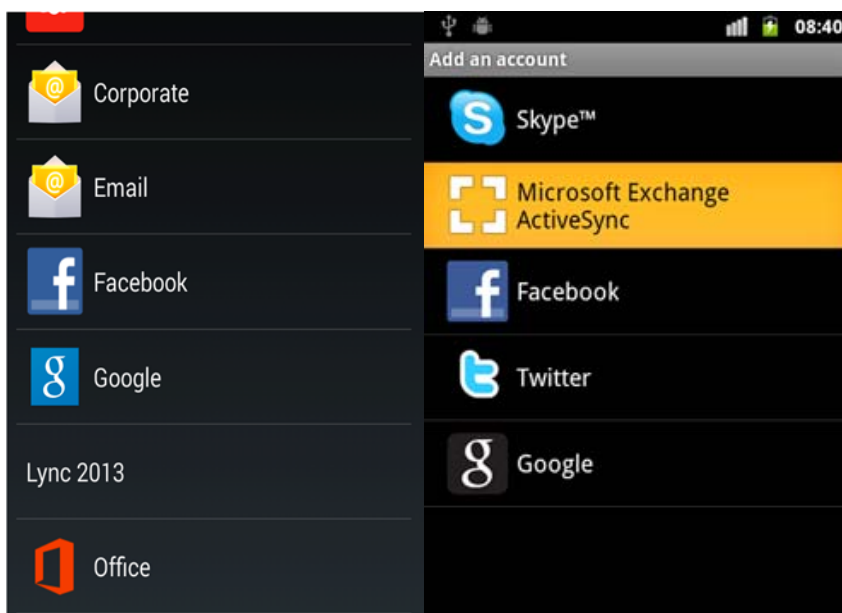


Android

1. Go into Settings and click on +Add Account or Accounts and Sync option, depending on the version of Android OS.



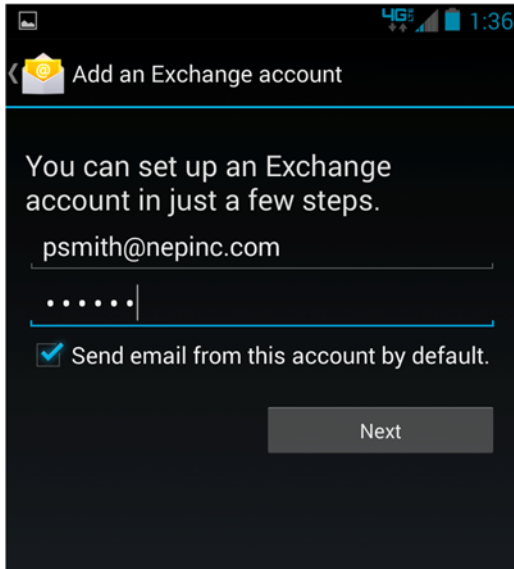
2. Click on Corporate email icon or Microsoft Exchange ActiveSync, depending on the version of Android OS.



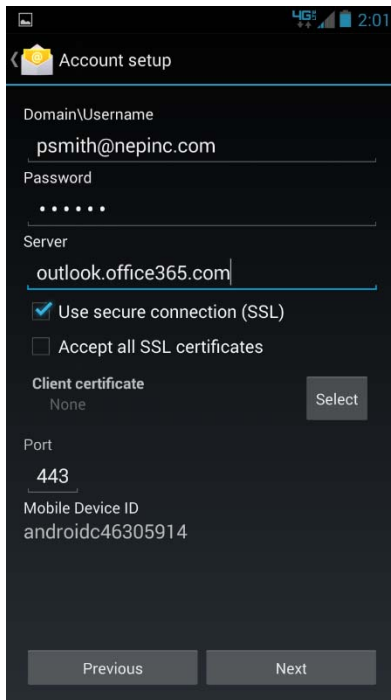


3. Enter your NEP email address and password.

***Note: Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@nepinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksnep.com, psmith@nepstudios.com, etc.)** Click Next to continue.

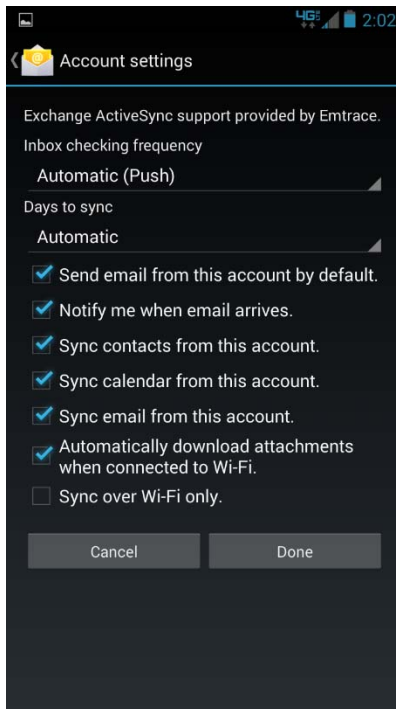


4. Enter your full email address in the Domain\Username field. In the server field, enter **outlook.office365.com**. Keep everything else as default and click Next to continue.

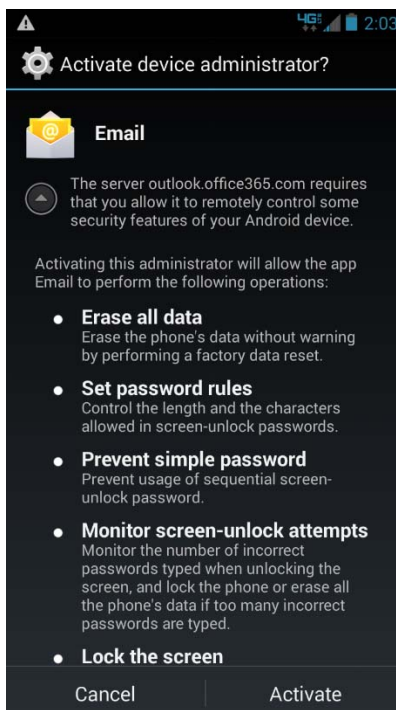




5. Adjust the settings by picking and choosing what you would like to sync. By default, all options are checked shown in the screenshot below. Click Done to continue.

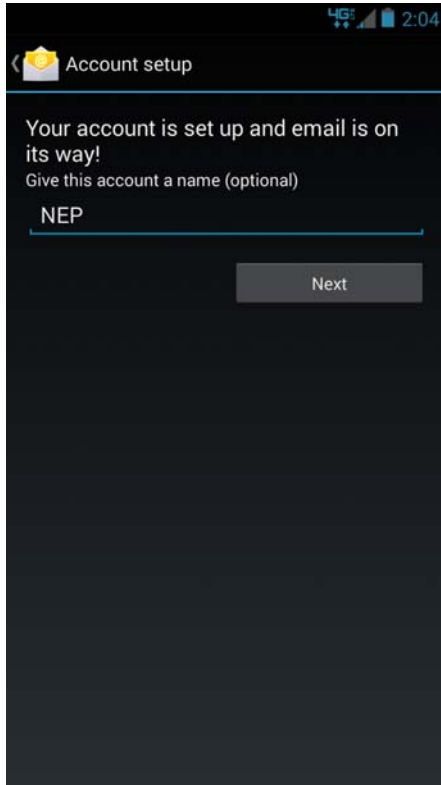


6. You will get a screen to activate device administrator. Click Activate to enable the security features needed for Outlook to setup the email account.





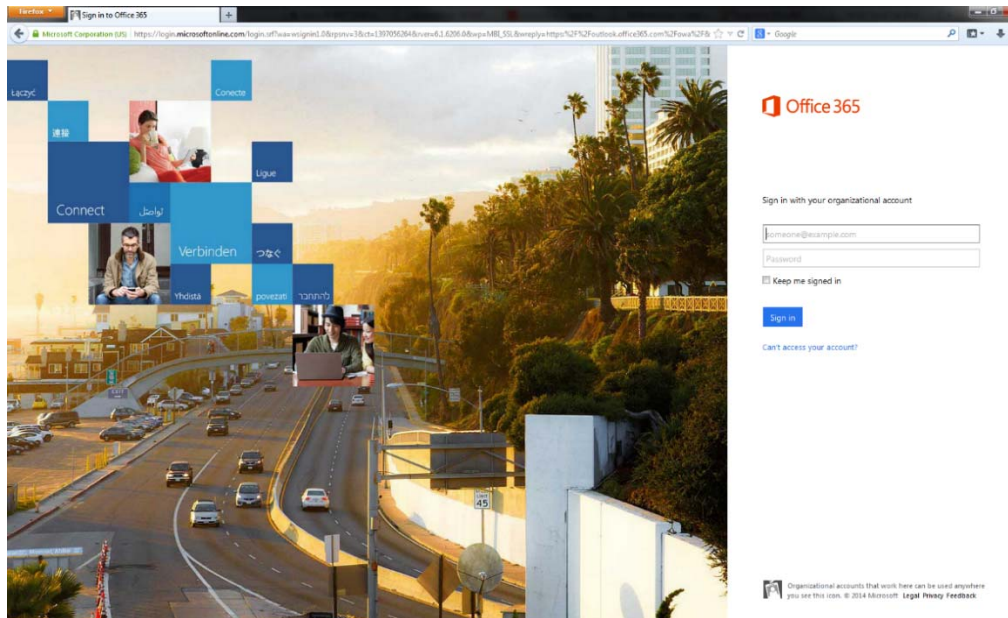
7. Enter the description as Nep and click Next when finished. To access your email, click on the Email icon on the Home screen desktop.



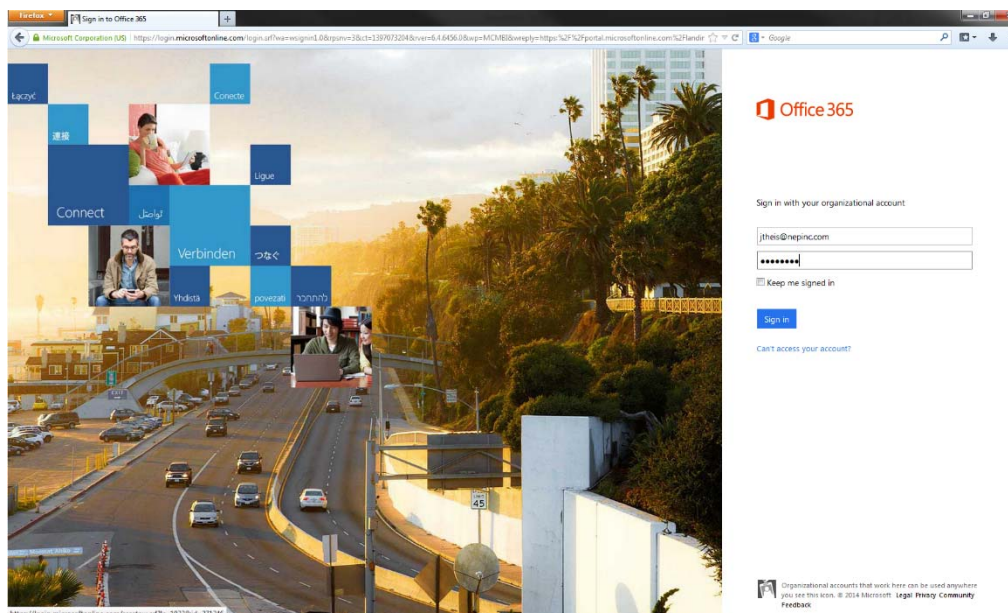


Access Webmail

1. Open a browser (Internet Explorer, Firefox, Chrome, Safari, etc.) and navigate to <http://outlook.office365.com>. This will take you to the login screen.

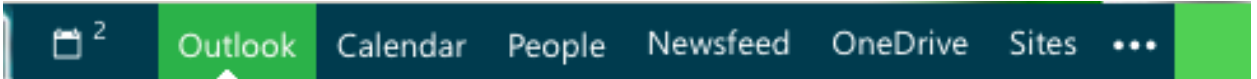


2. Enter your NEP email address and password. Click sign in to proceed to email.
***Note: Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@nepinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksnep.com, psmith@nepstudios.com, etc.)**





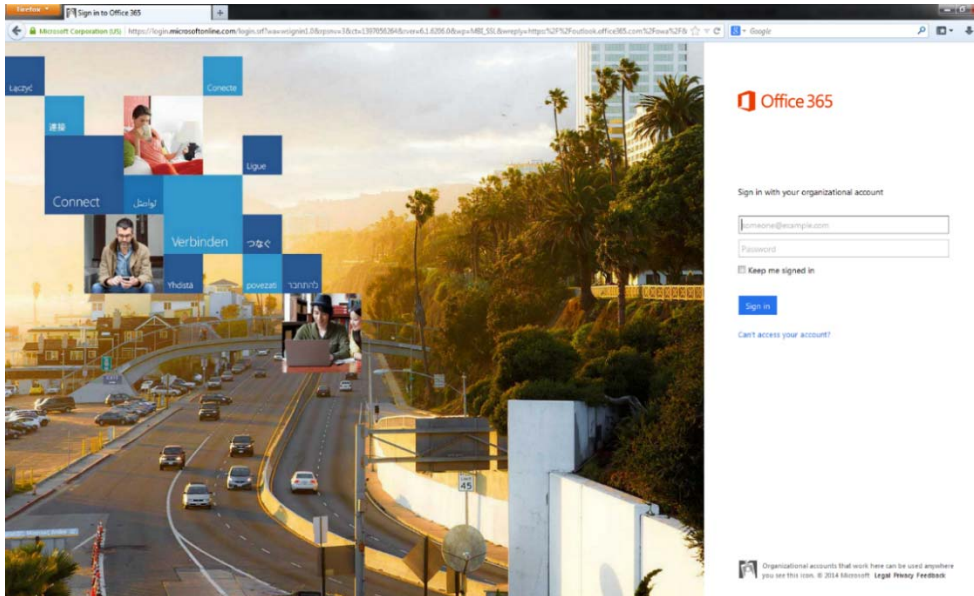
3. Click on Outlook tab to view your email. You can also view your Calendars and People by clicking on the respective tabs.





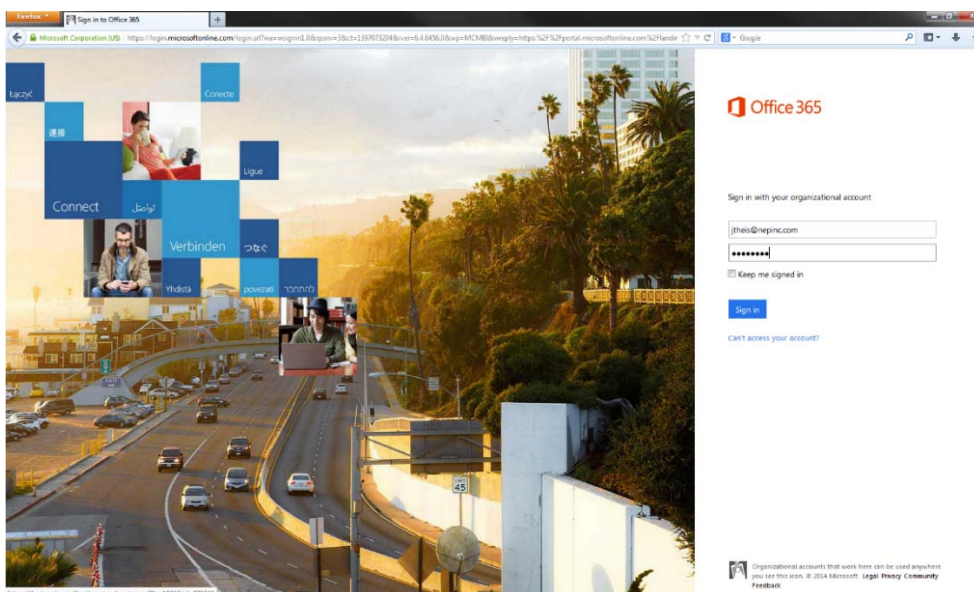
Web – Out of Office

1. Open a browser (Internet Explorer, Firefox, Chrome, Safari, etc.) and navigate to outlook.office365.com. This will take you to the login screen.



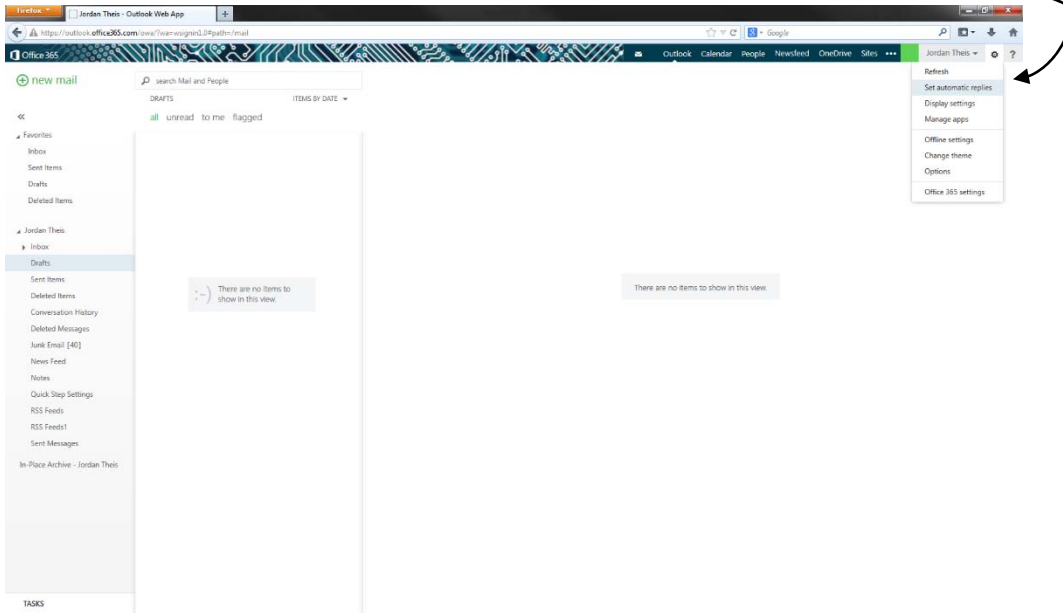
2. Enter your NEP email address and password.

***Note:** Your email address must be first initial, last name (ex. psmith) and the fully qualified domain address for your division. (ex. psmith@ncpinc.com, psmith@ncpvideo.com, psmith@svptv.com, psmith@screenworksncp.com, psmith@ncpstudios.com, etc.)

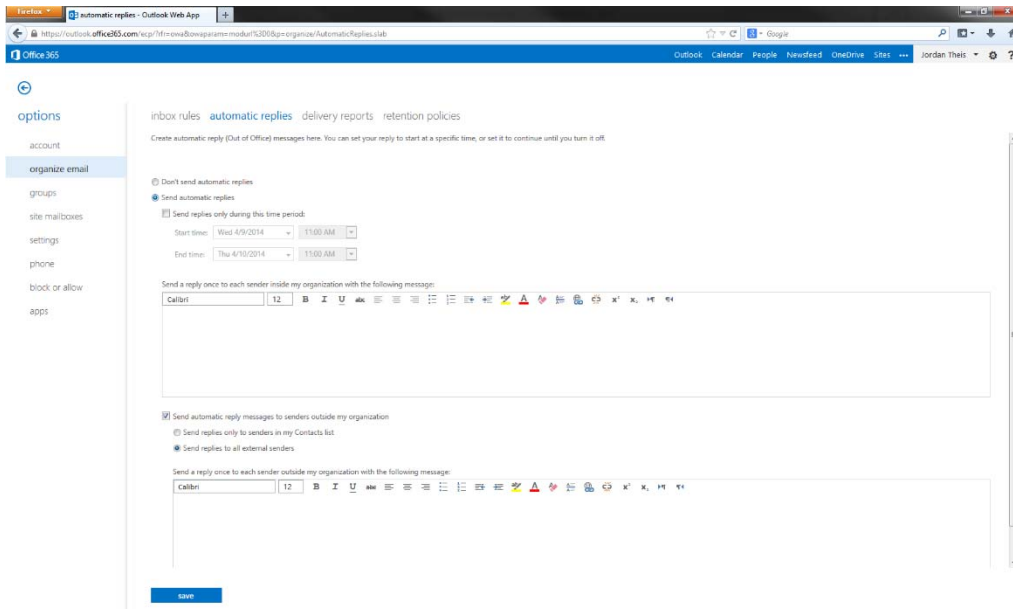




3. Once you have logged in, navigate to the top right and click on the gear and select “Set automatic replies”



4. At the automatic replies screen select “Send automatic replies”. Here you can select times to start and end the out of office as well as type the messages you would like people inside and outside of the company to receive.



5. Once you are satisfied with your messages click save at the bottom. Your out of office will be set. If you want to turn automatic replies off select “Don't send automatic replies”.