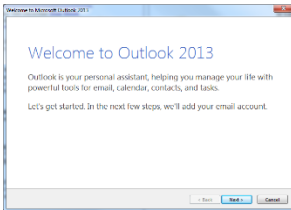




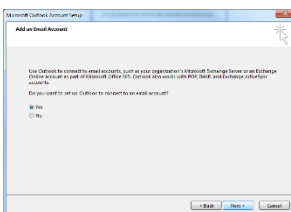
How to configure Office 365

Outlook

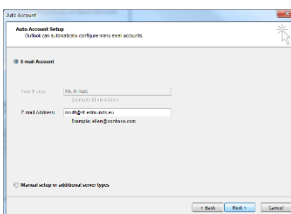
Once your account has been switched, you will be asked to set up a new account for Outlook.



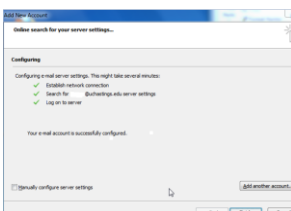
Click Next



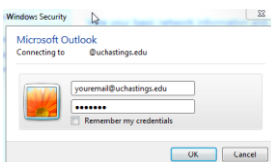
Select Yes and Click Next



This should fill automatically, click next



Wait to complete and click Finish



If this box appears:

Your username is your email address e.g. nrutt@st-edmunds.eu

Your password is your normal school password.

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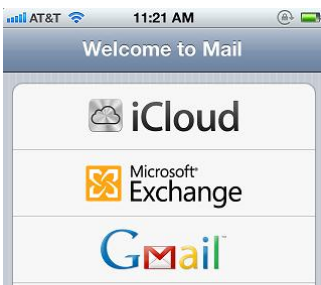
Written by Mr. N Rutt



How to configure Office 365 on Apple IOS (iPhone, iPad, iTouch)

Go to Settings, Mail Contacts Calendars

If you have an exchange account set up for your school email, please remove it.



Select Microsoft Exchange



email is your email@st-edmunds.eu

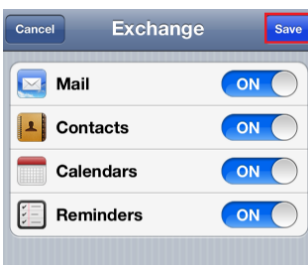
Leave domain empty

Username is your full email address

Password is your normal school password

Description School email

If you have a server box, enter outlook.office365.com



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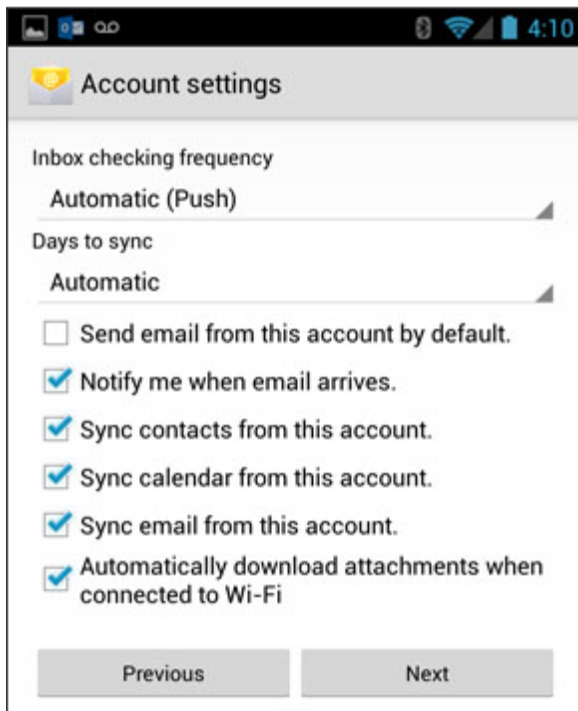
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How to configure Office 365 on Android

- 1). From the Applications menu, tap Email. On some versions of Android, this may be called Mail.
2. Type your full email address, for example nrutt@st-edmunds.eu and your password, and tap Next.
3. Select Exchange account. On some versions of Android, this may be called Exchange Activesync.
4. Enter the following information
 - a. Domain\Username: your email address
 - b. Password: normal school password
 - c. Server: outlook.office365.com
5. Tap Next
6. Tap OK to security warning
7. Check which options to synchronise and tap Next

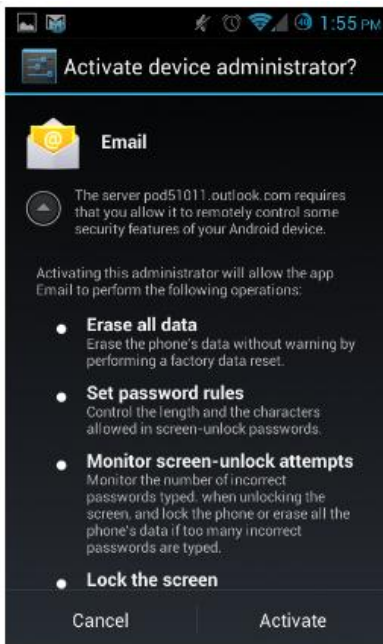


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Click Activate

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