



*Improving the lives of women and girls
through programs leading to social
and economic empowerment.*

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Guide to Office365 Club Email Management

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Signing in and Accessing Office365 Club Email

How to sign-in and access Office365 club Email

1. Open an internet browser window (i.e.: Internet Explorer, Firefox, Safari, etc)
2. In the address line type: **mail.office365.com** and press “enter” on the keyboard.
3. Enter your Microsoft Account ID = siclubname@soroptimist.net
4. Enter your Password = 6 digit club ID number preceded by sia (i.e. sia111111)

Please do not add any spaces or characters to the Microsoft Account/Club email address provided by Soroptimist Headquarters.

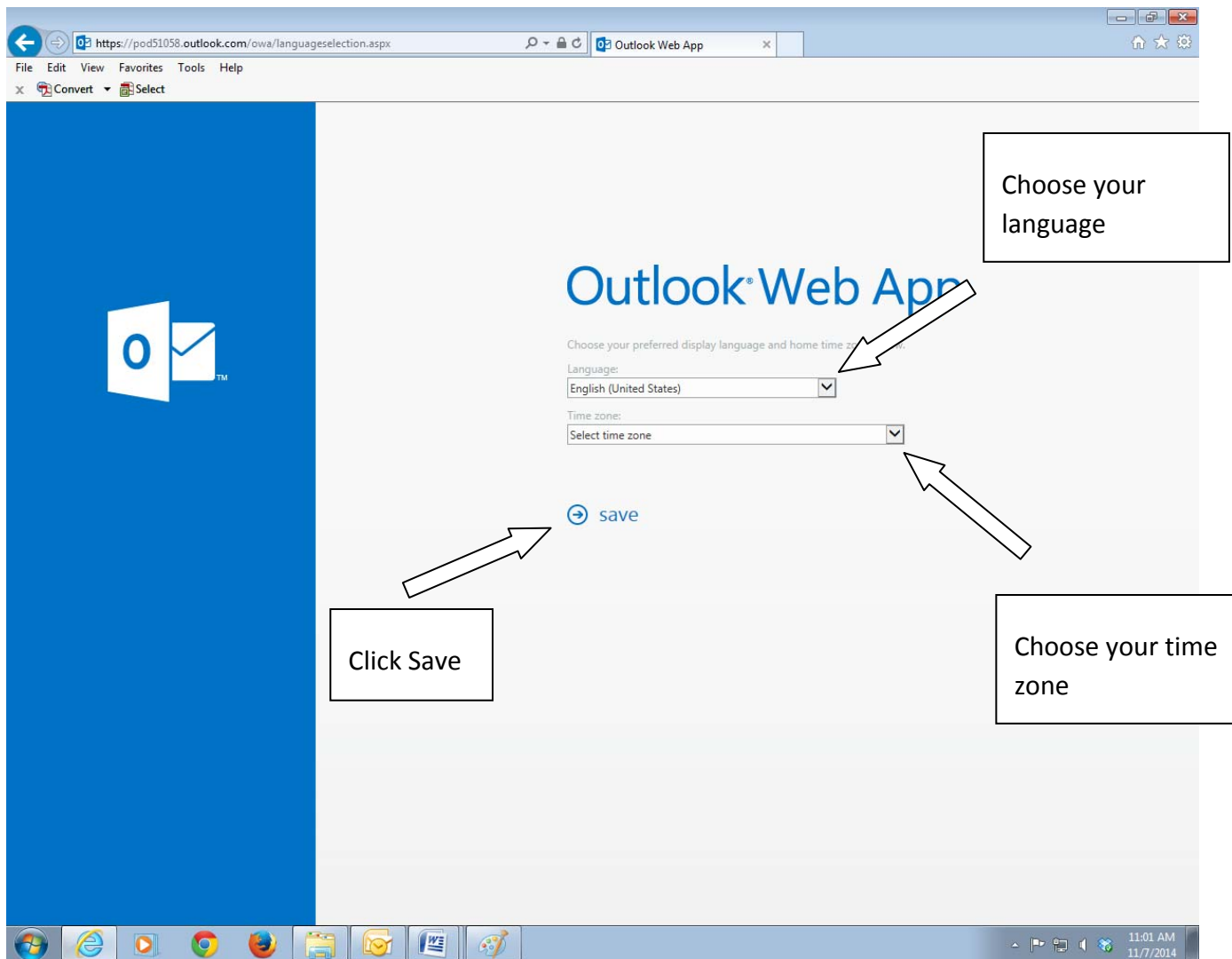
Example: Soroptimist International of Nassau County→
sinassaucounty@soroptimist.net

The screenshot shows a web browser window displaying the Office 365 login page. The page features the Office 365 logo and a sign-in form. The form includes a text box for the email address, a text box for the password, a checkbox for 'Keep me signed in', and a 'Sign in' button. Below the sign-in button is a link for 'Can't access your account?'. The background of the page is a scenic view of a highway with cars. The browser's address bar shows the URL 'https://login.microsoftonline.com/login.srf?wa=wsignin1.1'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's status bar shows the time '2:32 PM' and the date '10/24/2014'. The Windows taskbar is visible at the bottom of the screen, showing icons for Internet Explorer, Google Chrome, and other applications.

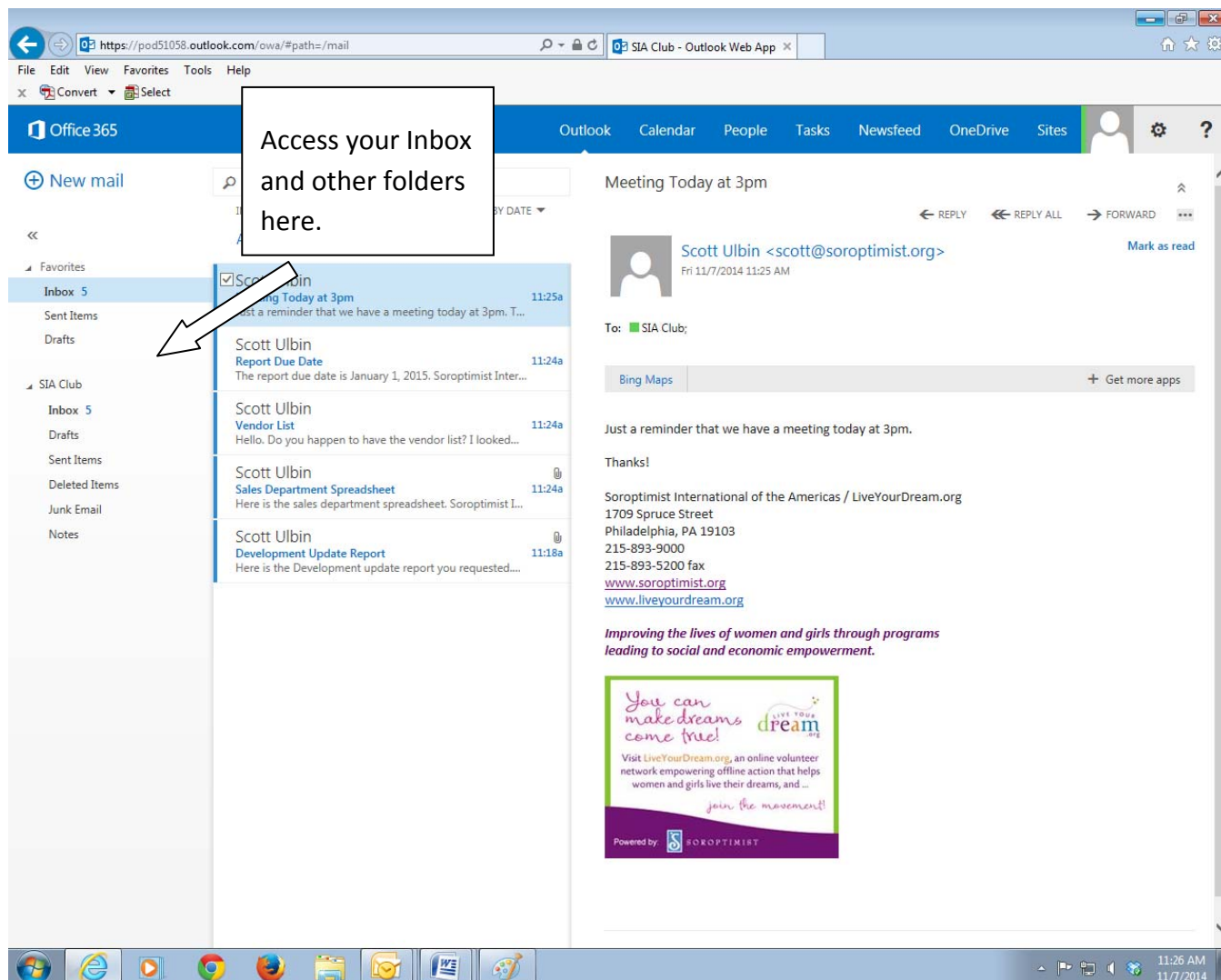
Annotations on the screenshot:

- A box labeled "Enter email address here (#3)" with an arrow pointing to the email input field.
- A box labeled "Enter password here (#4)" with an arrow pointing to the password input field.

5. When you log into the Office365 system for the first time you will be asked to choose your language and time zone.



6. Once logged in, you should now see your club email inbox.



Important Folders:

Inbox: Holds current emails

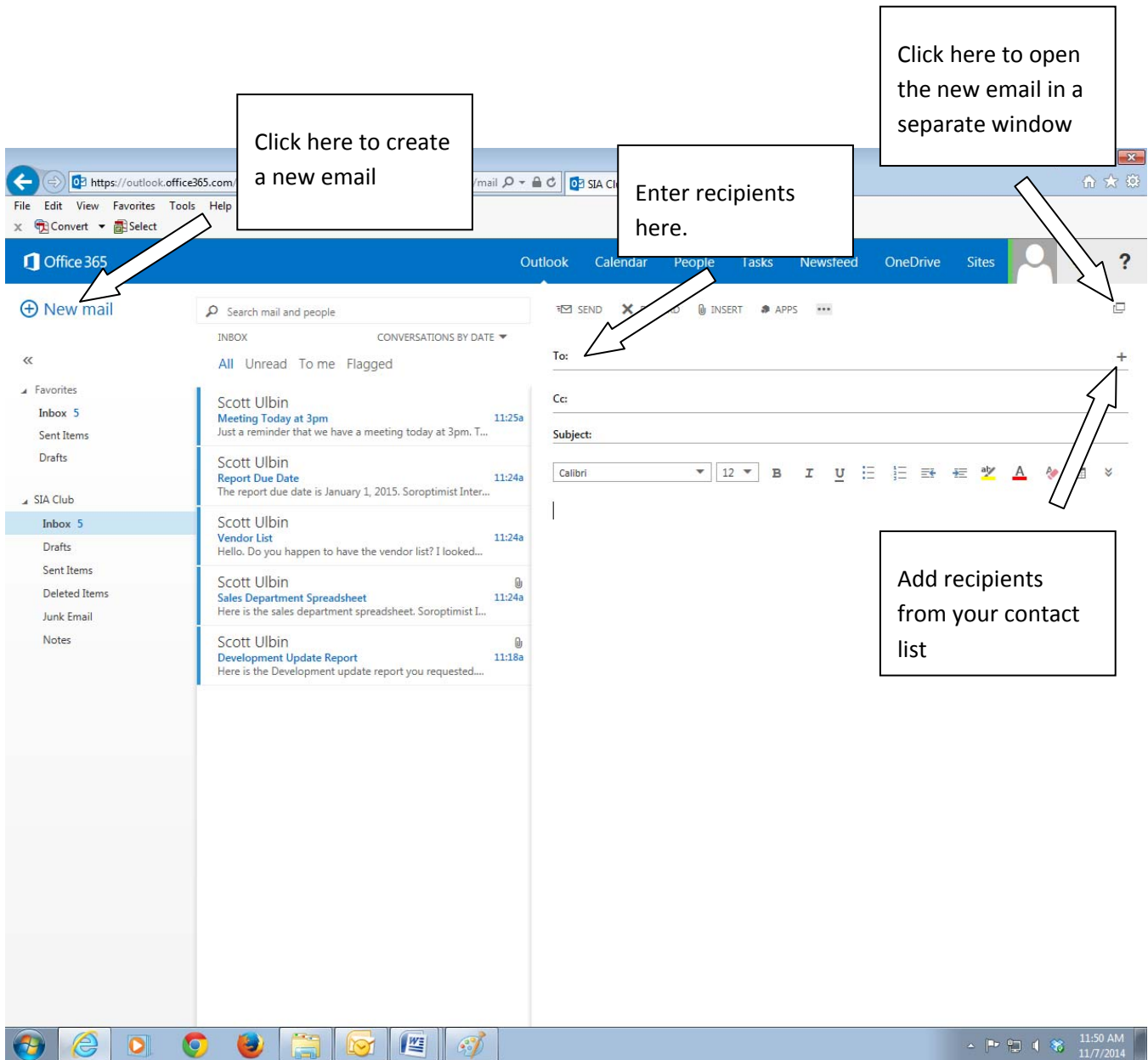
Junk Folder: Outlook Web App filters certain emails into this folder. If you are expecting an email and have not received it- check this folder first. There is a chance it was automatically filed in this Folder.

Drafts: Emails you have started but not sent will be saved to this file.

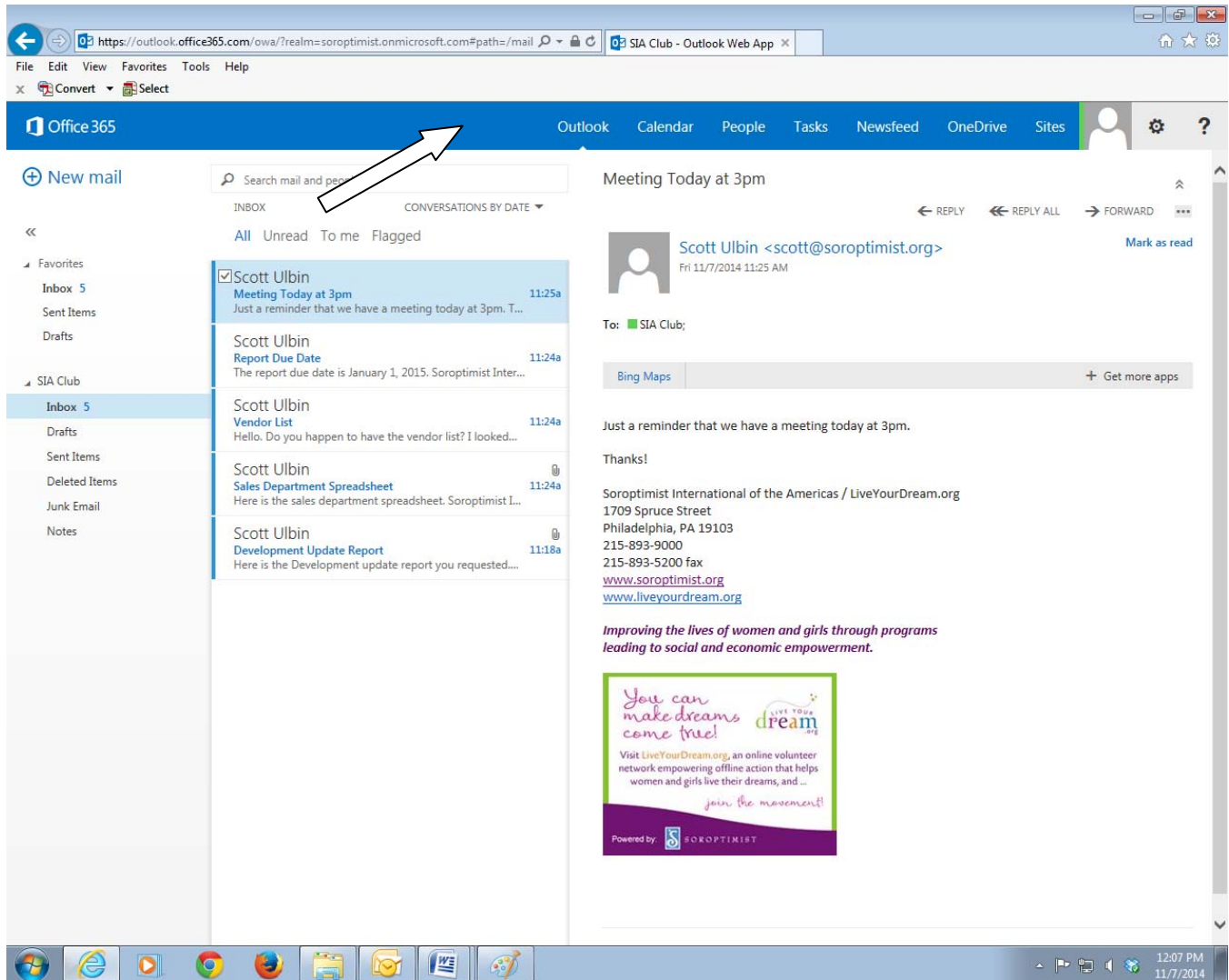
Sent Items: Outlook Web App automatically saves a copy of your sent emails to this Folder.

Deleted Items: When you delete an email, it will transfer to this Folder. To permanently Delete the email, make sure to delete from this folder as well.

7. Start a new email by clicking the New Mail link on the top left of the screen.



8. Click the links in the Office365 toolbar to access your calendar, contacts, task list, and cloud storage.



Notable Office 365 toolbar links:

Outlook: Email inbox main screen.

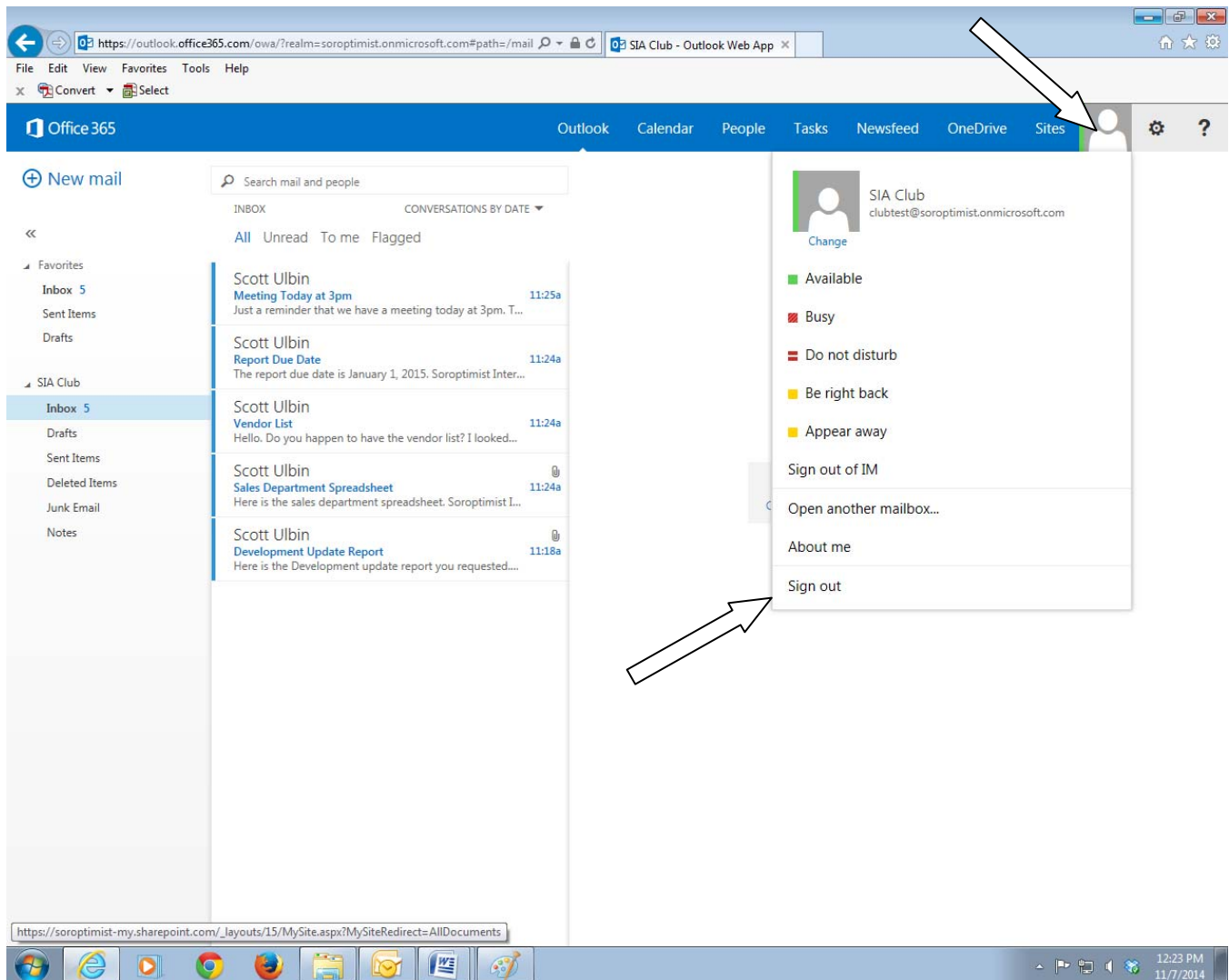
Calendar: Full featured calendar that allows you to add events, invite attendees, etc.

People: Contact and group list.

Tasks: Outlook Web App automatically saves a copy of your sent emails to this folder.

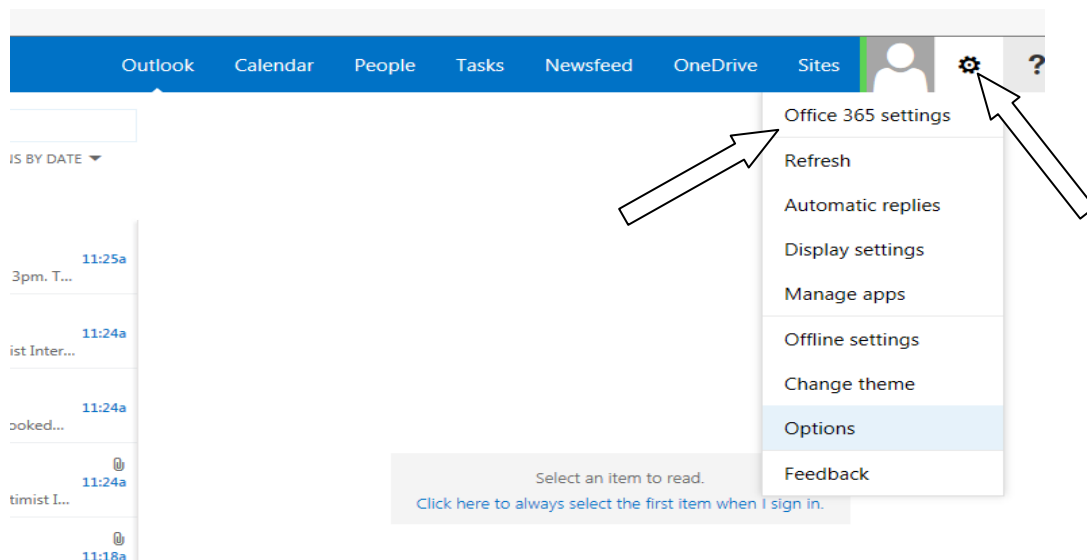
OneDrive: Online cloud storage.

- When you have finished your tasks within Outlook Web App click on the account icon on the top right and choose Sign Out from the drop down menu to log out of the system.

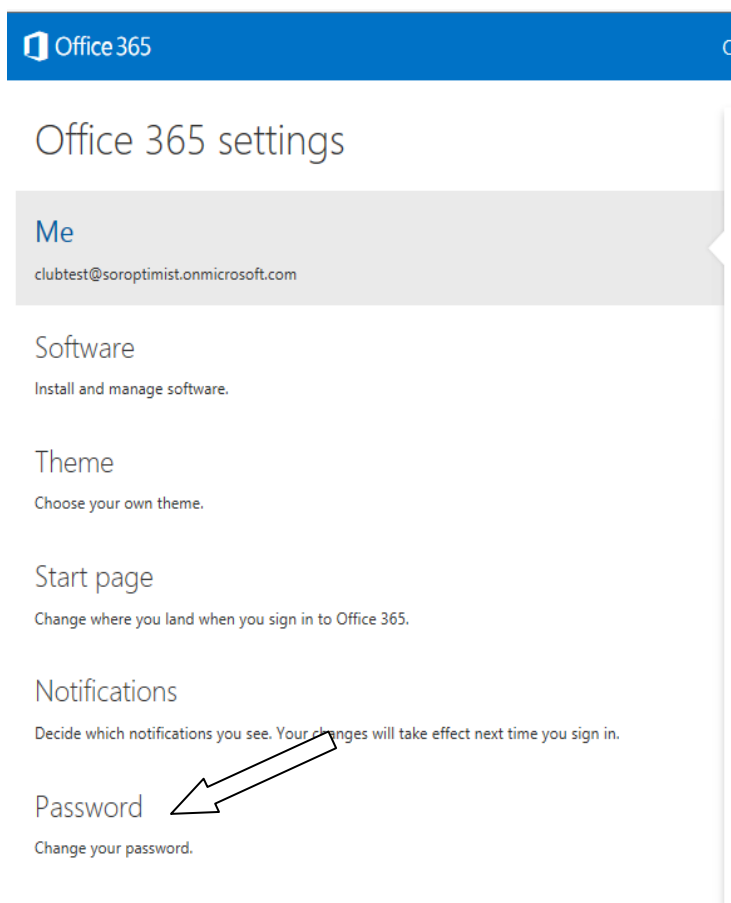


Changing the Password

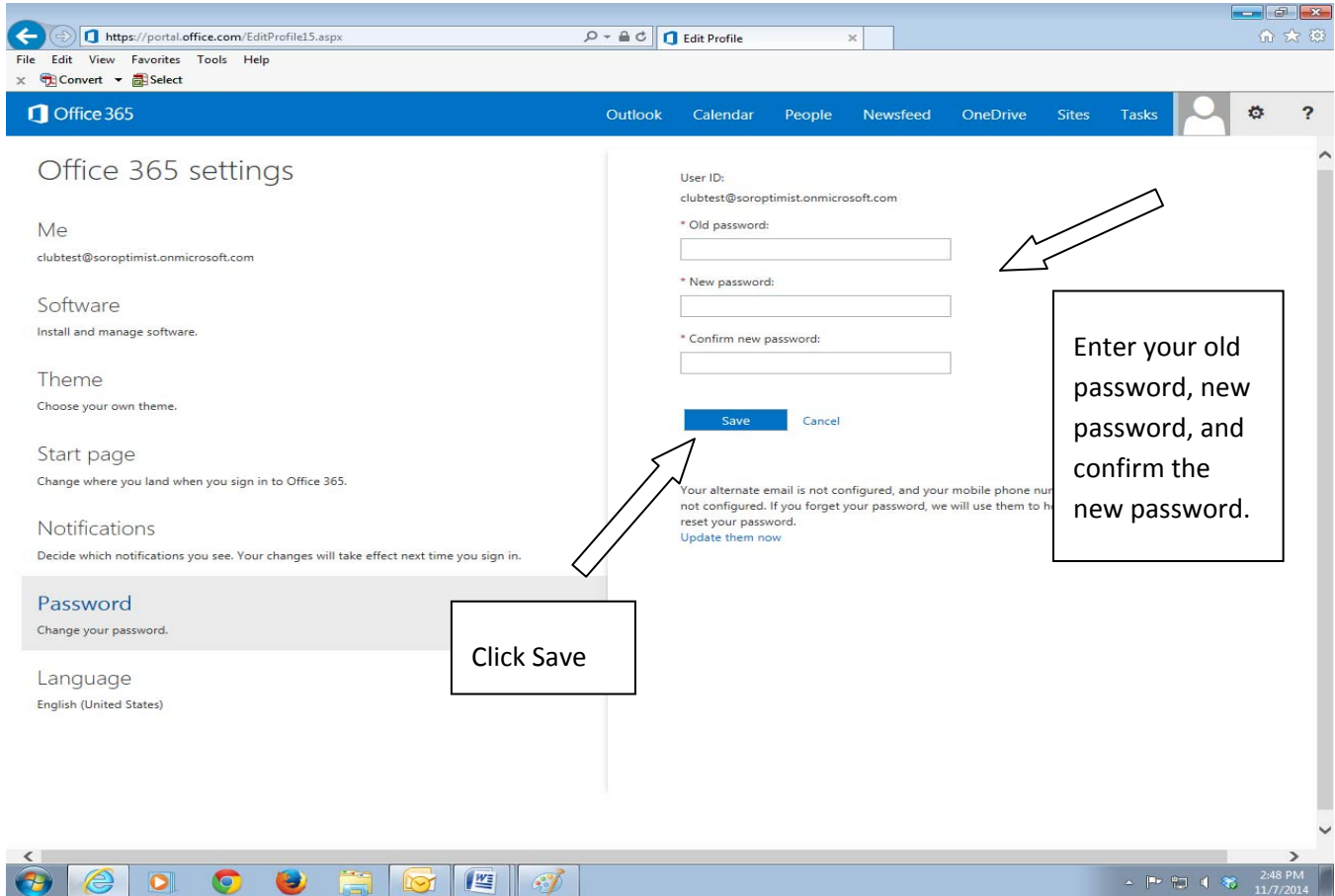
1. From the main Inbox screen, click gear icon on the top right and choose Office 356 Settings.



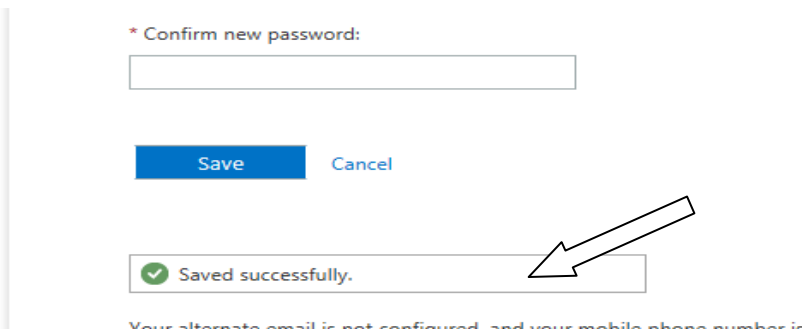
2. On the next screen choose Password-Change your password in the left pane.



3. At this point the system may ask you to sign in again for security reasons. If so, log in using your credentials.
4. You should now see the password change screen. Enter your current password, your new password, and confirm the new password.
5. Click Save.



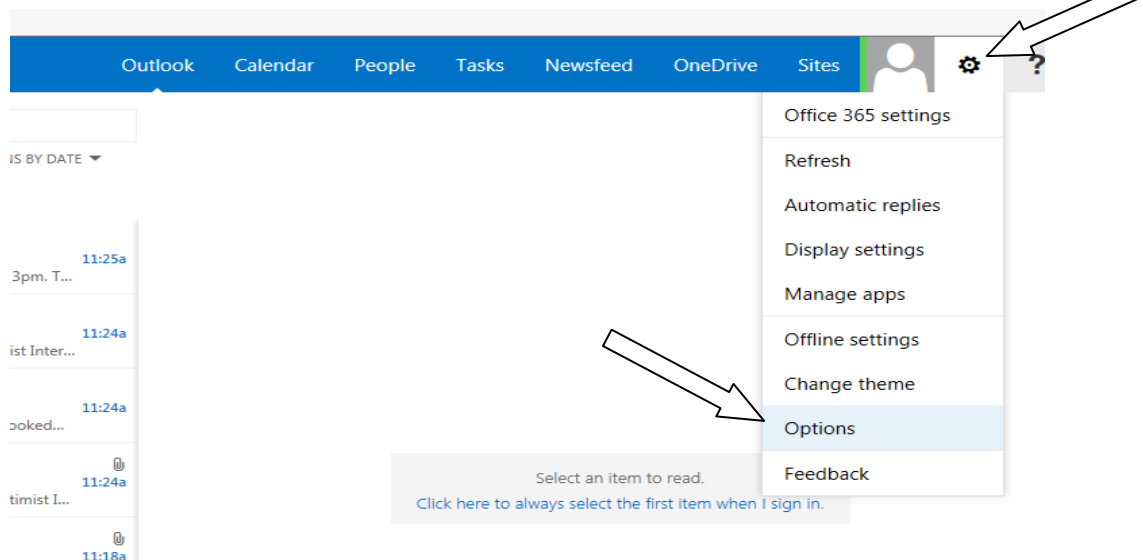
6. You should see a confirmation that the changes saved successfully. The confirmation will only display temporarily.



7. You have successfully changed your password.

Forwarding Club Email to Another Email Address

1. From the main inbox screen, click the gear icon on the top right and choose Options.



2. On the next screen, click on the Forward your email link located in the list of “shortcuts to other things you can do” on the right.

shortcuts to other things you can do

[See email from all your accounts in one place](#)

[Set up an automatic reply message](#)

[Connect your mobile phone or device to your account](#)

[Connect Outlook to this account](#)

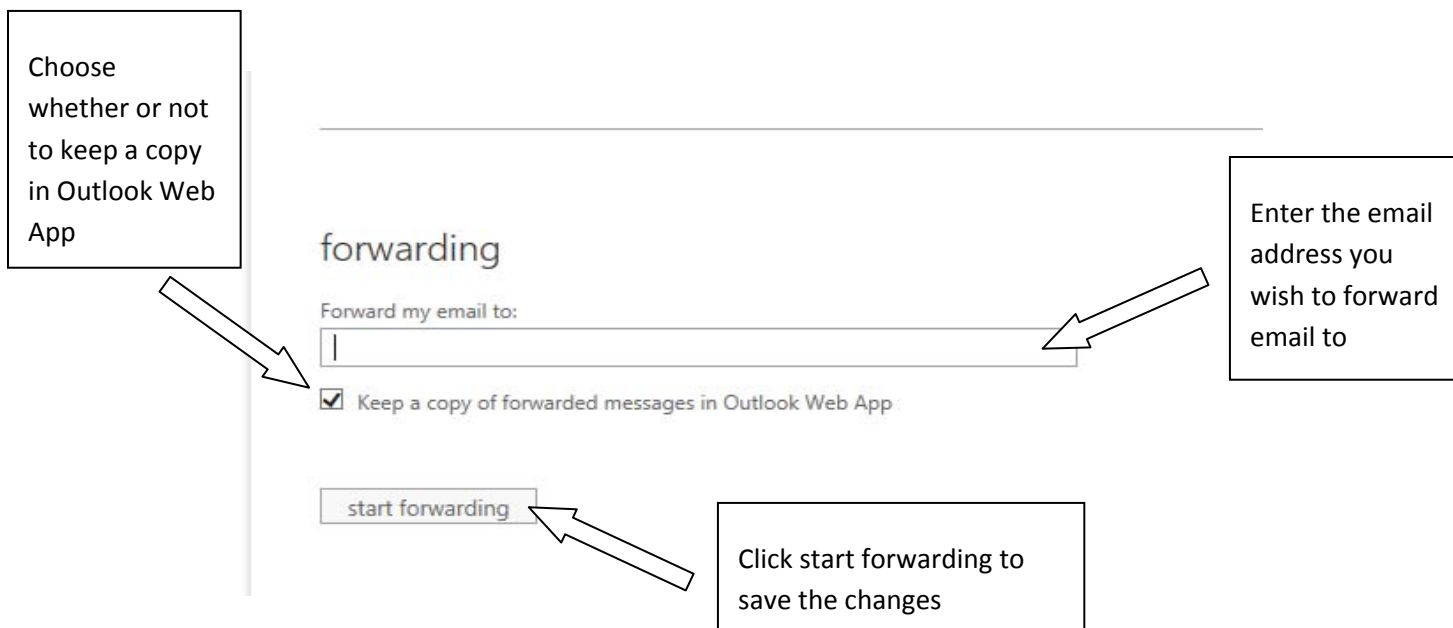
[Forward your email](#)

[Change your password](#)

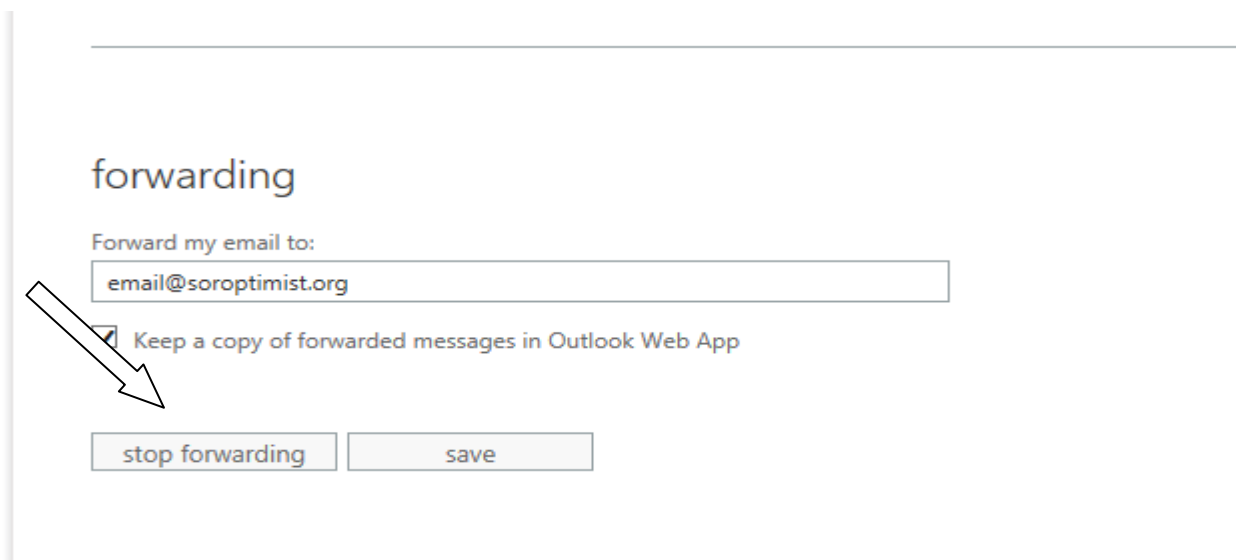
[Import your contacts from an existing email account](#)



3. In the forwarding section of account options, enter the email address you wish to forward email to and choose whether or not to keep a copy in the Outlook Web App.



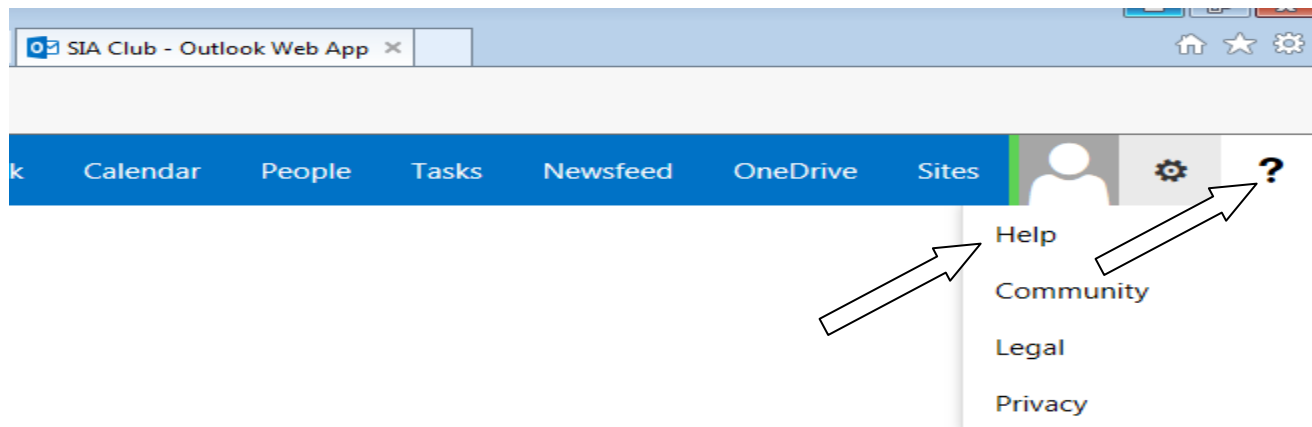
4. After you click start forwarding to complete the changes, you should now see the stop forwarding button and save button as shown below.
5. Setup of message forwarding is now complete.
6. Send a test message to your club email account to ensure forwarding is functioning as you intended.



7. If you want to turn off forwarding, click the stop forwarding button.
8. If you want to change the email address you are forwarding to, enter the new email address and click save.

Getting Help

1. This user guide contains the basic information needed to get started with your new Office 365 club email account. For help on the many features of the Office 365 – Outlook Web App system click the question mark icon on the top right of your screen and then choose “Help” from the menu.



2. This will open the Outlook Web App for Office 365 Enterprise Help webpage which includes more information and links to instruction for all the features of Outlook Web App.

