

# **Office 365 E-Mail Configuration**

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# Inhoud

Configuring Office 365 E-mail	2
Outlook	2
Office 2013/2016	3
Office 2019	4
Adding shared Mailbox in Outlook	5
Mobile Devices	10
Iphone & Ipad	10
Mail From Application	12

# **Configuring Office 365 E-mail**

When switching to the Office 365 mail, everyone has to reset his or her mailbox. The steps below describe how you can do this yourself in Outlook and on the telephone / tablet. It also describes how you can share / add a calendar and what information you need when an application has to send mail.

### Outlook

When starting Outlook you will get the screen below. In the new profile, all old settings will disappear.

Depending on the Office version, adding the mail looks different. Both ways are described below, see for yourself which version applies to you.

Account to exceeden	×	
Automatische accountconfigura In Outlook kunnen veel e-malaco	ntian counts automatisch worden geconfigureerd.	
E-mailaccount		Welcome to Outlook
Uwnaam		Enter an email address to add your account.
	Voorbeeld: Ellen Adams	
E-mailadres:	Vaorbeeld: elleng contoso.com	Advanced options v
Wachtwoord: Typ het wachtwoord opnieuw		
di na montro di nam	Typ het waditwoord dat u van uw internetprovider hebt ontvangen.	Connect
O Handmatige instelling of extra se	erverbysen	
	+ Vorige Vorgende + Annuleren	
	(0010	0/// 0010

Office 2013/2016

Office 2019



## Office 2013/2016

1. Enter your name, E-mail address and the Office 365 password and click next.

Account toevelephin		×	Annual incompression	×
Automatische accounticonfigurat In Outooklumen voel e-malace	er untrautimetisch vorden gesonfigureent.	Ť	Zoekon naar de metolingen van we o-maileover_	×.
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2. Outlook will use the entered data to search for the correct settings, when the correct data has been entered, a Microsoft screen will appear where the Office 365 password must be entered again. Enter the password and click Sign in.

Microsoft	
← sschaap@cloudteq365.nl	
Enter password	
Password	
Forgot my password	
	Sign in

3. When the correct data has been entered, the adding process will complete with the screen below. Click on Finish

Congratula	ione/	光
onfiguring		
Outlook is a	ompleting the setup for your account. This might take several minutes.	
1	Establishing network connection	
~	Searching for test () and and and an and an and an artiging	
~	Logging on to the mail server	
Congr	stulations! Your email account was successfully configured and is ready to use.	
]Change ar	count settings	Add another account

4. Outlook starts, depending on the amount of mail and whether it has already been imported, it may take a few minutes before all mails are visible in Outlook.



#### Office 2019

1. Enter your E-mail address and click connect.

Welcome to Outlook
Enter an email address to add your account.
Advanced options v
Connect

2. Outlook uses the entered data to search for the correct settings, when the correct data is entered, a Microsoft screen appears where the Office 365 password must be entered. Enter the password and click Login.

×

sschaap@cloudteq365.nl	
Enter password	
Password	
Forgot my password	
	Sign in

3. When the correct data has been entered, the adding process will complete with the screen below. Click Ok.



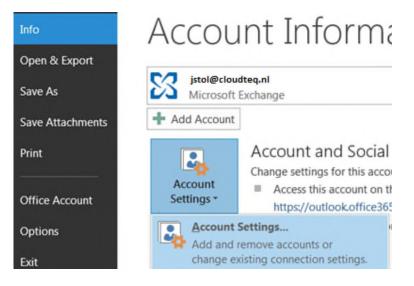
Set up Outlook Mobile on my phone, too	

Outlook starts, depending on the amount of mail and whether it has already been imported, it may take a few minutes before all mails are visible in Outlook.



## Adding shared Mailbox in Outlook

Shared mailboxes must be added again in Outlook. The mailboxes are only visible if you also have rights to them.In Outlook, go to File > Account Settings > Account Settings.



Select your profile and click on Change.

	Property and the second
E-mail Accounts You can add or remove	an account. You can select an account and change its settings.
mail Data Files RSS Feed	s SharePoint Lists Internet Calendars Published Calendars Address Books
🗟 New 🌾 Repair 🚰 C	hange 🛇 Set as Default 🗙 Remove 🔹 🖶
Name	Туре
jstolk@cloudteq.nl	Microsoft Exchange (send from this account by defa
	manage to the following location:
Selected account delivers new	messages to the following location:
	marco.rossi@mycompany.com \Inbox

Click on More Settings.

Server Settings Enter the Microsoft Exchange Serve	er settings for your account.	ř
Server Settings		
Server:	-4cdc-8a25-f89c40fe37e9@stgabb.onmicrosoft.com	n
User Name:	jstolk@cloudteq.nl	Check Name
Offline Settings		
Use Cached Exchange Mode		
Mail to keep offline:	· · · · · · ·	6 months
		More Settings
		Back Next > Cancel

On the Advanced tab, click Add.

neral Advanced Security ( Mailboxes	Connection
Open these additional mailbo	
	Add
	Remove
Cached Exchange Mode Settir	ngs
Use Cached Exchange Mo	de
Download shared fold	ers
Download Public Folde	r Favorites
Outlook Data File Setting	JS
Mailbox Mode	
Outlook is running in Unicode Exchange.	mode against Microsoft
OK	Cancel Apply
he email address or name of	f the shared mailbox, then c

OK

Cancel



New New Email Items *	Clean	Up -	Delete	Reply Reply All	Forward	문 Meeting (후 IM ~ 면 More ~	<sup>™</sup> Globa ⊡ Team ♀ Reply		G To Manage ✓ Done ⅔ Create New
New	0	elete			Respond			Quid	k Steps
Favorites			<	Search Curr	ent Mailb	ox (Ctrl+E)			
▲ Johan Stolk		엄		in New <u>W</u> ind File Location	ow				
Global IS Se	rvice Desk	-	Remov	/e "filippo.m	icciche	@service"			
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Outbox RSS Subscript Search Folder		25	Accou	nt Properties <u>P</u> ermissions	_				
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Once configured, the shared mailbox will be automatically available in the left folder pane in Outlook.

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## **Mobile Devices**

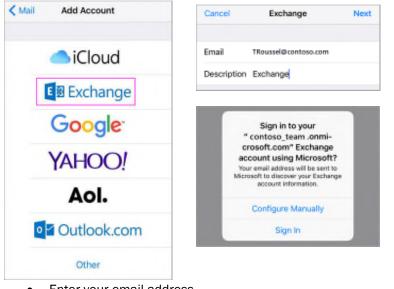
## Iphone & Ipad

If desired, the new mailbox will also have to be set up on your iPhone or iPad. First you delete the old mailbox, then you add the new one.

Please note, if your mailbox contacts are linked with WhatsApp, it may be that after adding again the WhatsApp contacts are temporarily visible with only the 06 number.

When the new mailbox is fully synchronized WhatsApp will automatically restore the names. Go to your iPhone or iPad's Settings > scroll down and tap Accounts & Passwords (or on older IOS versions Mail > Accounts).

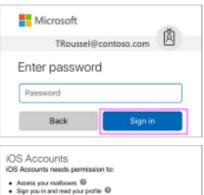
Open your current account and tap "Remove", only do this to the account you are reconfiguring. After remove the account, choose for Add account in the Accounts menu.

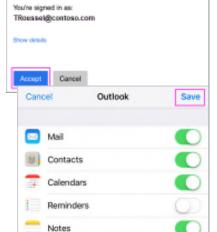


- Enter your email address
- Tap Sign In
- Enter the password.
- The Mail app may request certain permissions. Tap Accept.
- Choose the services you want to sync with your iOS device and tap Save. You're done!

Settings		
Accounts &	Passwords	>
🖂 Mail		>
Contacts		>
Calendar		>









#### Pushmail Android

If desired, the new mailbox will also have to be set up on your Android device. First you delete the old mailbox, then you add the new one. Since Android is on several types of phones and tablets and there is no uniformity here, the steps are difficult to specify.

Microsoft itself has described several options in the following link:

## https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-android-6ef2ebf2-fc2d-474a-be4a-5a801365c87f

Please note, if your mailbox contacts are linked with WhatsApp, it may be that after adding again the WhatsApp contacts are temporarily visible with only the 06 number.

When the new mailbox is fully synchronized WhatsApp will automatically restore the names.



# **Mail From Application**

There are applications from which emails are also sent. If that is the case, the mailbox settings will also have to be adjusted here, possibly with the help of the application supplier.

The following SMTP mail information may be required for this.

- (SMTP) Server: smtp.office365.com
- (SMTP) Poort nummer: 587 (with TLS)
- Authenticatie: Enabled
- Username: Enter the Office 365 email address here.

Password: Enter the Office 365 password here

