



Office 365 E-Mail Configuration

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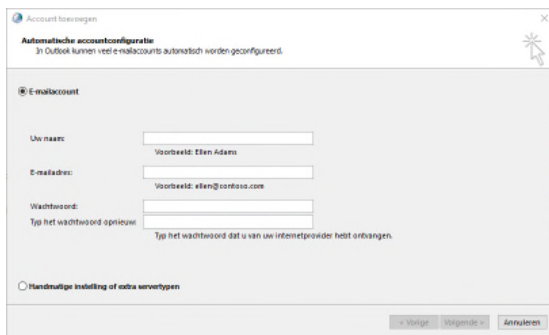
Configuring Office 365 E-mail

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.

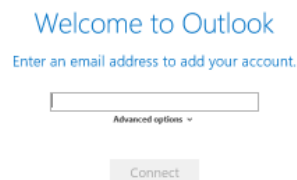
Outlook

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.



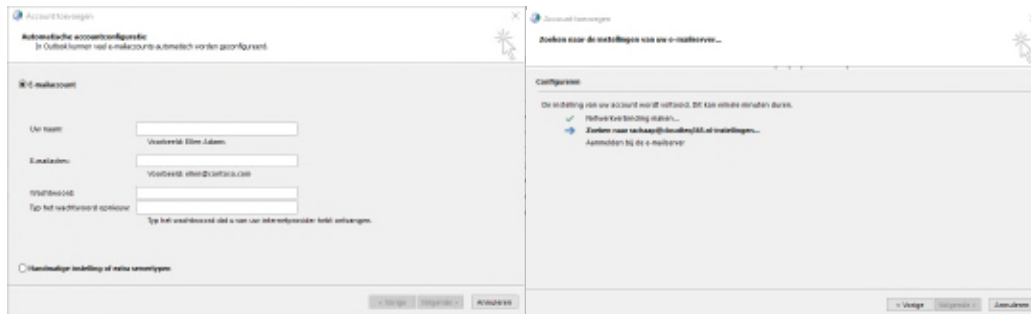
Office 2013/2016



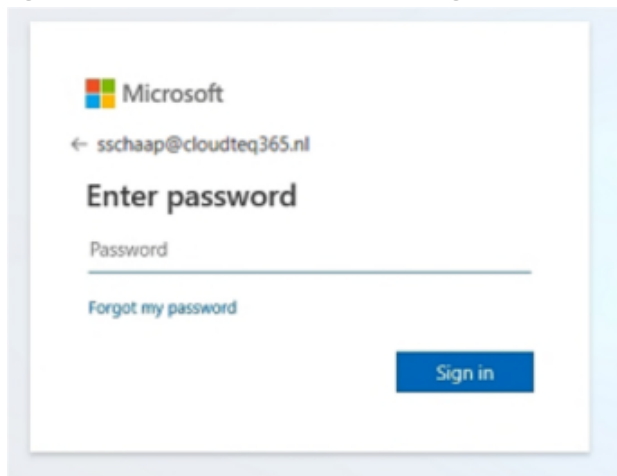
Office 2019

Office 2013/2016

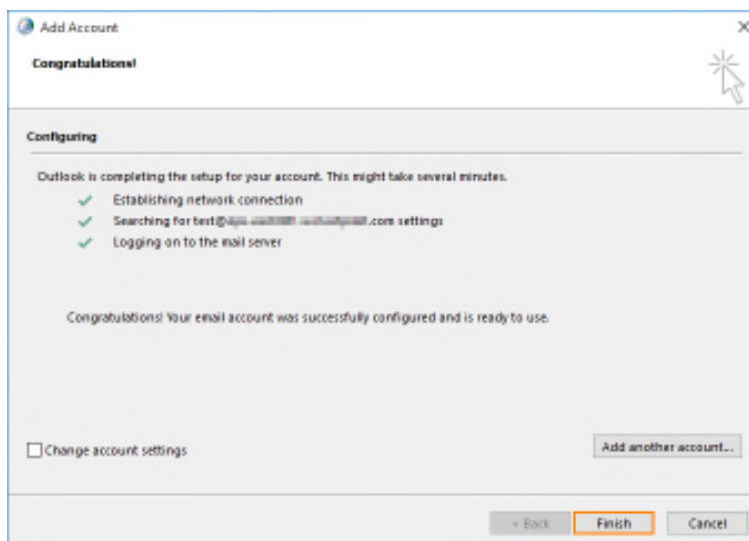
1. Enter your name, E-mail address and the Office 365 password and click next.



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.



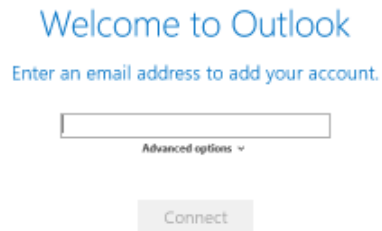
3. When the correct data has been entered, the adding process will complete with the screen below. Click on Finish



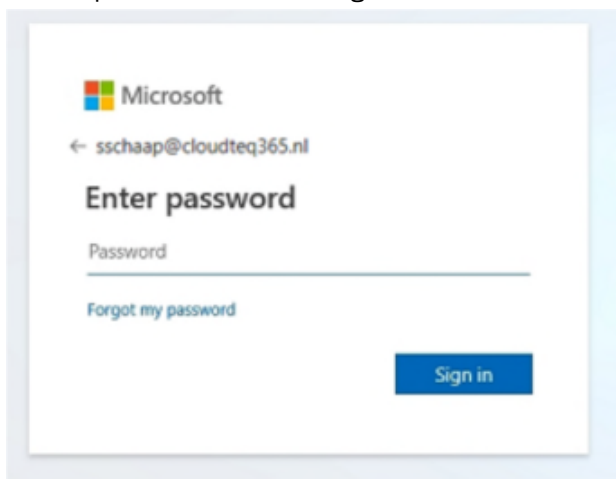
4. Outlook starts, depending on the amount of mail and whether it has already been imported, it may take a few minutes before all mails are visible in Outlook.

Office 2019

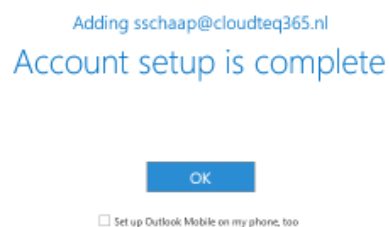
1. Enter your E-mail address and click connect.



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.



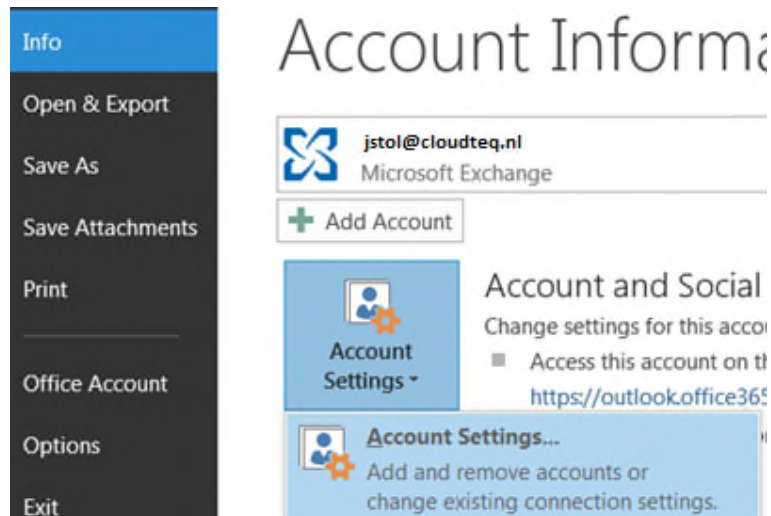
3. When the correct data has been entered, the adding process will complete with the screen below. Click Ok.



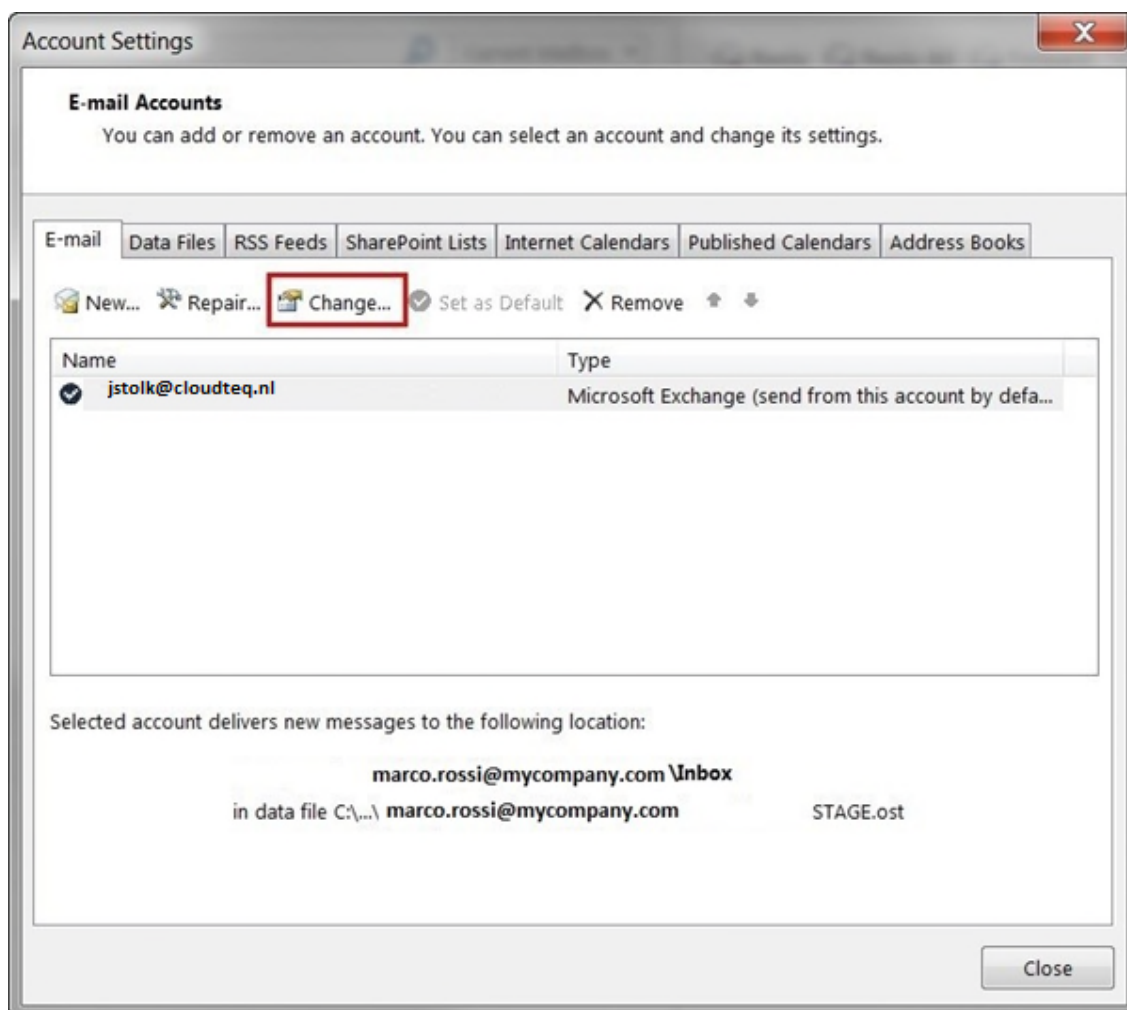
Outlook starts, depending on the amount of mail and whether it has already been imported, it may take a few minutes before all mails are visible in Outlook.

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.



Click on More Settings.

Change Account

Server Settings
Enter the Microsoft Exchange Server settings for your account.

Server:

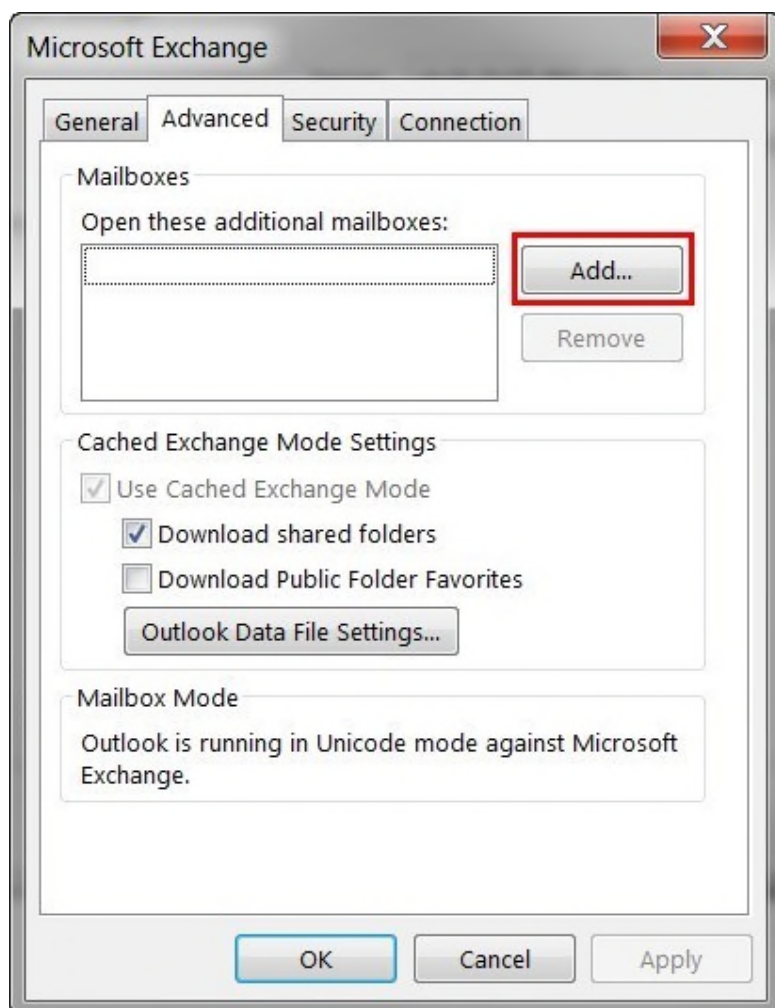
User Name:

Offline Settings

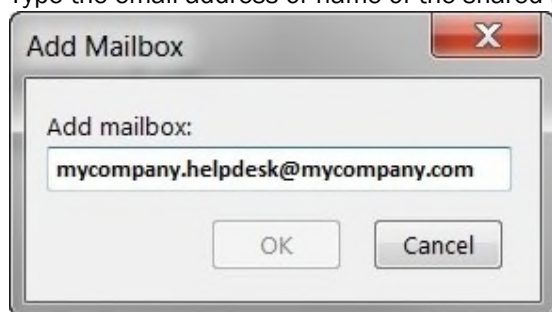
☒ Use Cached Exchange Mode

Mail to keep offline: 6 months

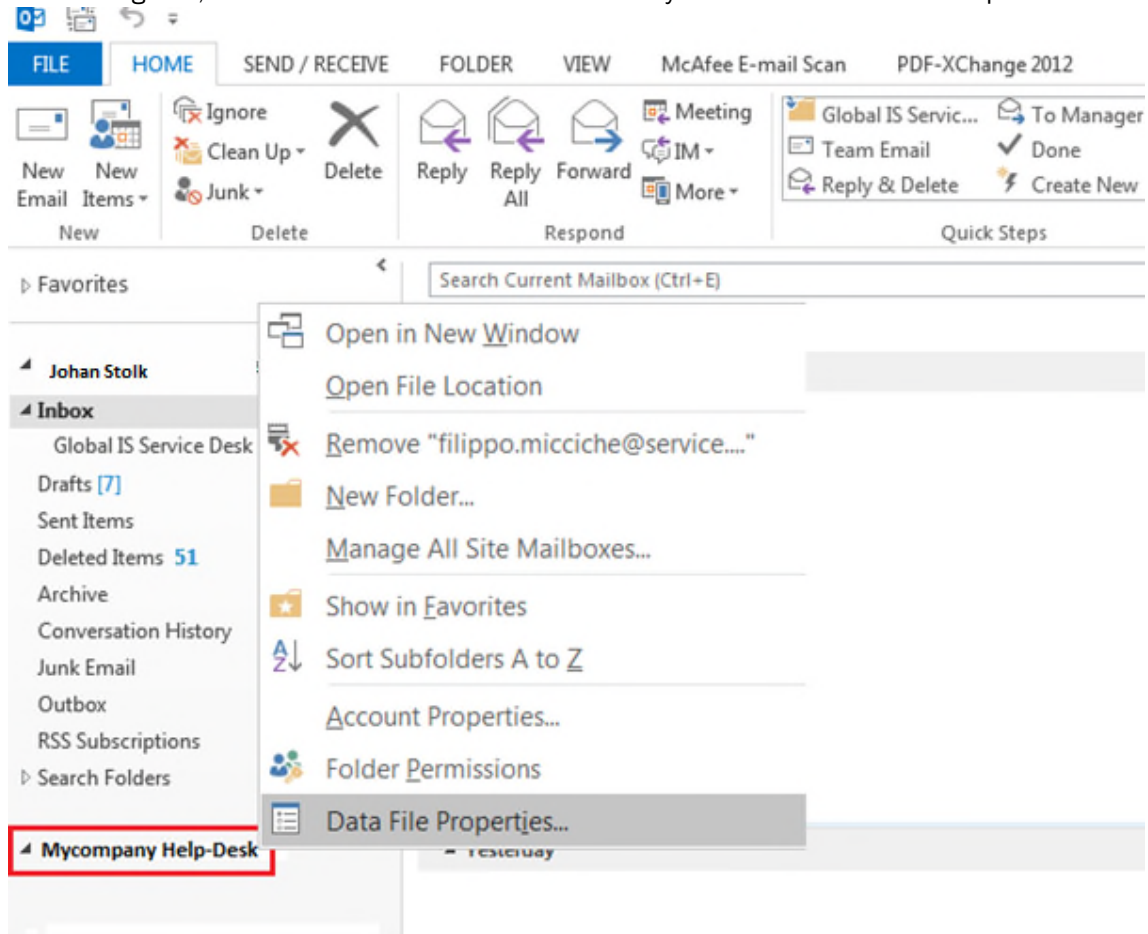
On the Advanced tab, click Add.



Type the email address or name of the shared mailbox, then click OK.



Once configured, the shared mailbox will be automatically available in the left folder pane in Outlook.



Mobile Devices

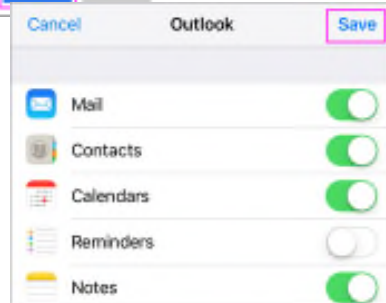
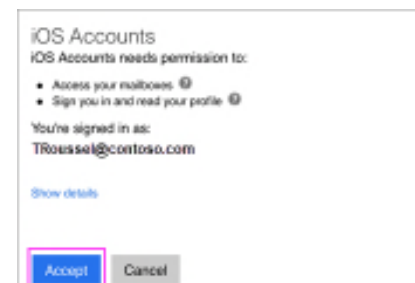
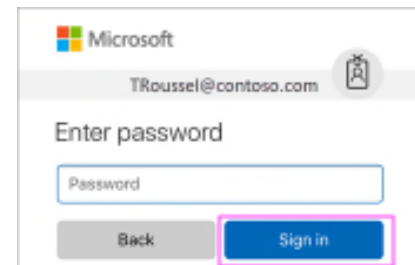
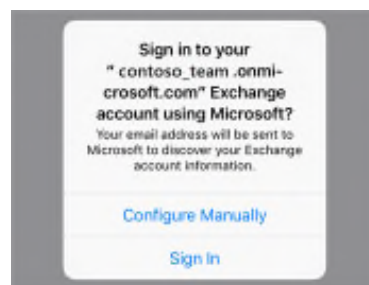
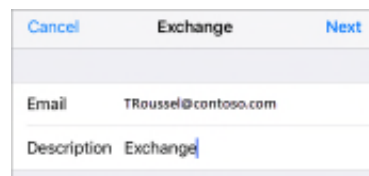
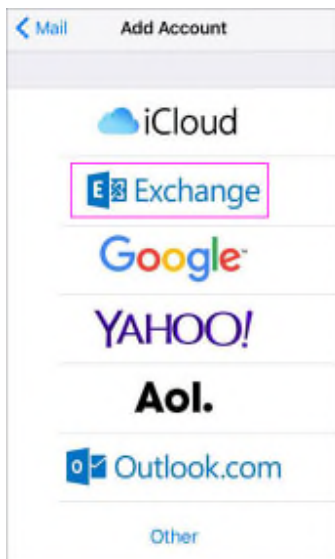
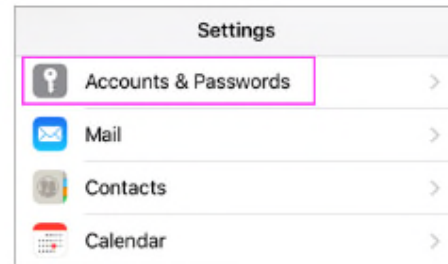
Iphone & Ipad

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!

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 O6 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