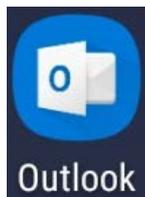


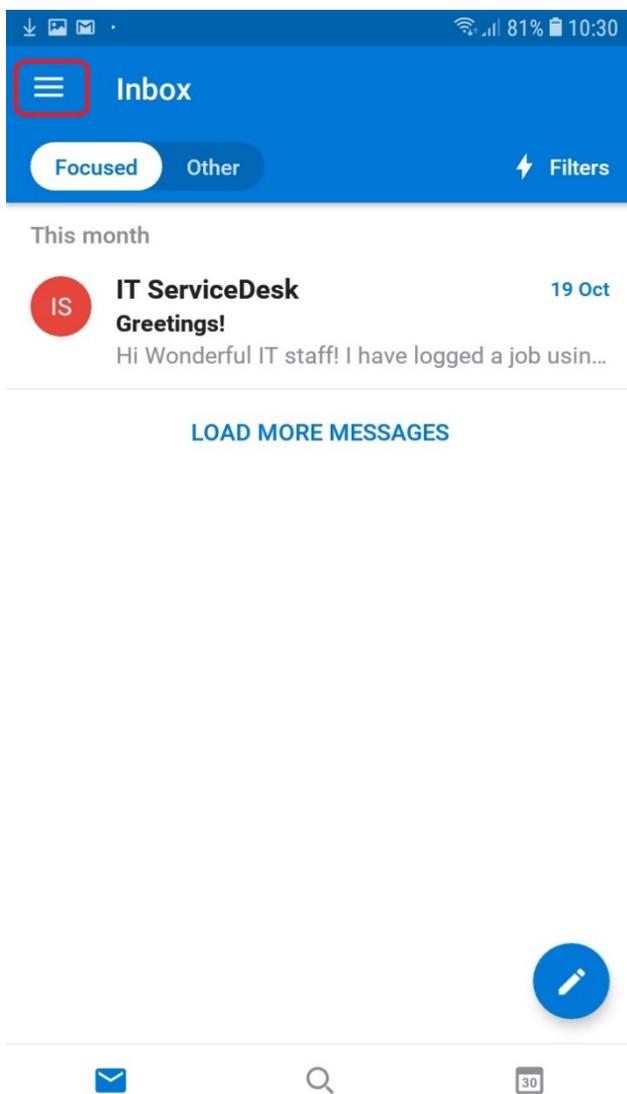
Updating Outlook Web App Email settings

Note: If you are setting Outlook Web App for the first time please skip the first 6 steps

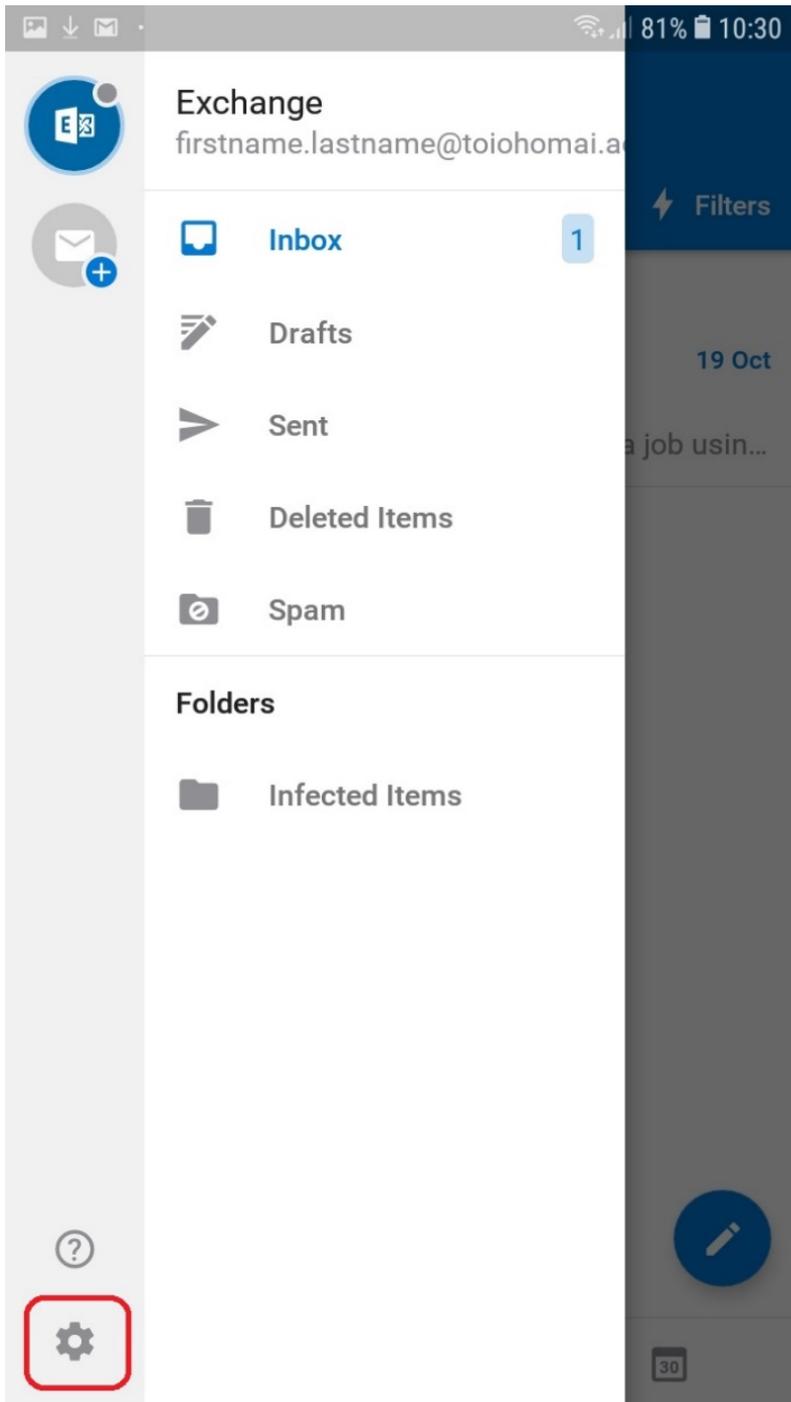
1. Open Outlook Web App



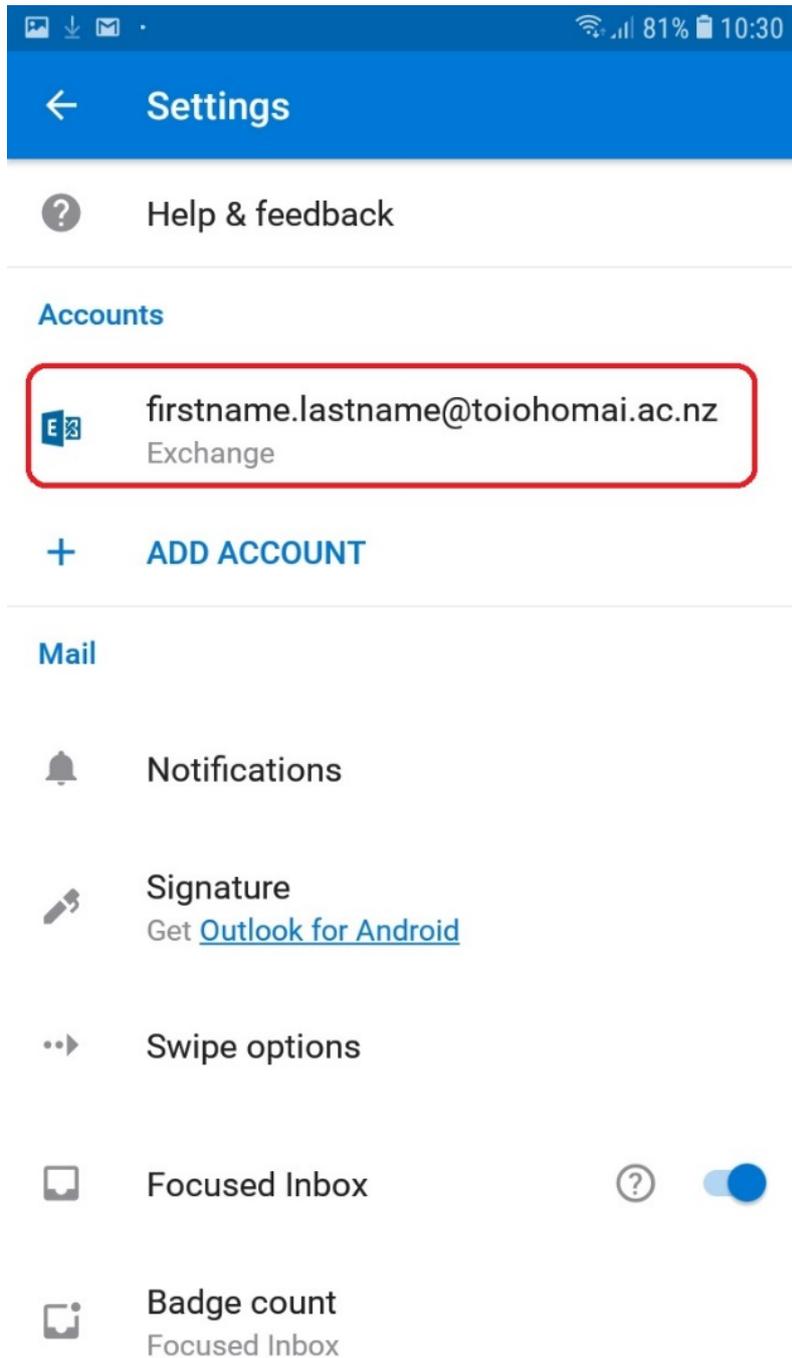
2. Select the settings bar



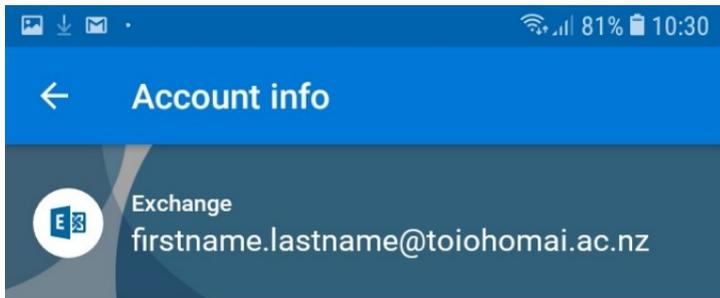
3. Select the settings cog-wheel



4. Select your email account



5. Select change server settings



Description

Automatic replies

Off

Save contacts



Block external images



Advanced settings

Having sync issues? Try resetting your account to fix it.



RESET ACCOUNT



CHANGE SERVER SETTINGS



DELETE ACCOUNT

6. Ensure Server is set to mail.toiohomai.ac.nz and domain/username has your email address entered as well as your current password

Server (example: server.domain.com)
mail.toiohomai.ac.nz

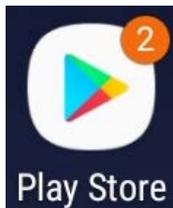
Domain\Username
firstname.lastname@toiohomai.ac.nz

Password
.....

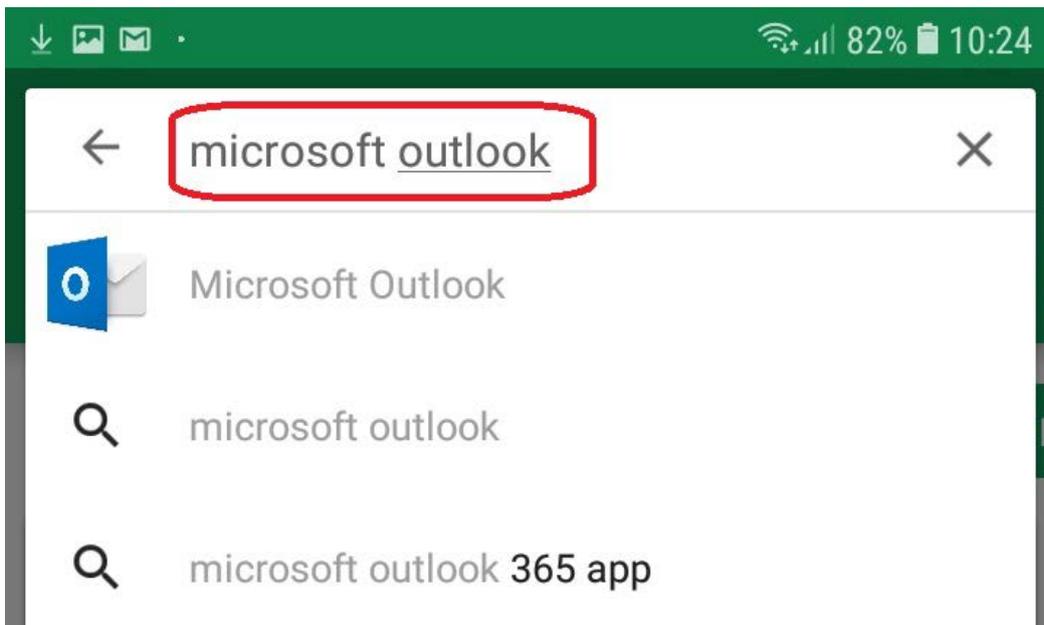
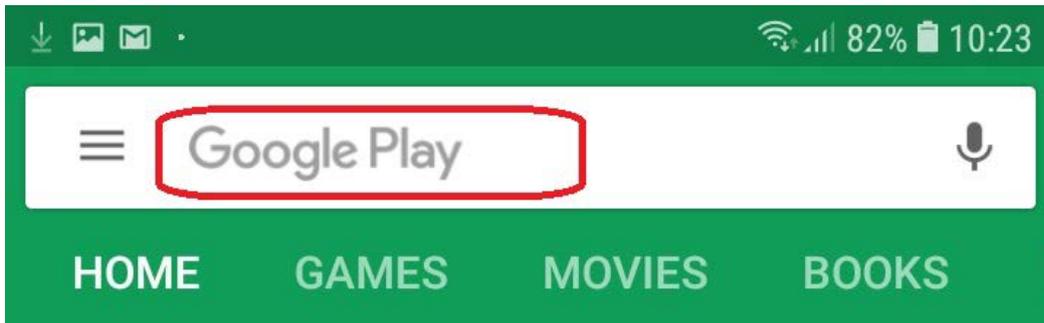
ADVANCED SETTINGS

Downloading and setting up Outlook Web App

1. Select "Play Store"



2. In the search bar search for Microsoft Outlook



3. Select install

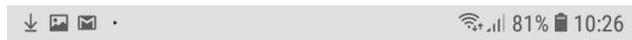


The official Microsoft Outlook app for Android phones and tablets.

4. Select Open



5. Select Get Started



Outlook

A better way to manage your emails.

GET STARTED

Enable GCC

6. Enter your email address and select continue



Enter your work or personal email address.

firstname.lastname@toiohomai.ac.nz



GOOGLE ACCOUNTS

PRIVACY AND TERMS

@live.com

@hotmail.com

@outlook.com

CONTINUE >

7. Enter in your password and select the tick

The screenshot shows the 'Connect Exchange' screen. At the top, there is a blue header with a back arrow, the text 'Connect Exchange', a question mark icon, and a checkmark icon highlighted with a red box. Below the header, the 'Email Address' field contains 'firstname.lastname@toiohomai.ac.nz'. The 'Password' field is highlighted with a red box and contains a series of dots. Below the password field is a 'Description (example: Work)' field. At the bottom, there is a section for 'ADVANCED SETTINGS' with a toggle switch that is currently turned off.

8. It should automatically connect, if not then you can also enable advanced settings and enter in the server and domain/username as your email address manually as shown below

The screenshot shows the 'Connect Exchange' screen with advanced settings enabled. The header is the same as in the previous screenshot, with the checkmark icon highlighted by a red box. The 'Email Address' field contains 'firstname.lastname@toiohomai.ac.nz'. Below it, the 'Server (example: server.domain.com)' field is highlighted with a red box and contains 'mail.toiohomai.ac.nz'. The 'Domain\Username' field is also highlighted with a red box and contains 'firstname.lastname@toiohomai.ac.nz'. The 'Password' field is highlighted with a red box and contains a series of dots. At the bottom, the 'ADVANCED SETTINGS' section is highlighted with a red box and its toggle switch is turned on.

9. Select Activate



81% 10:29



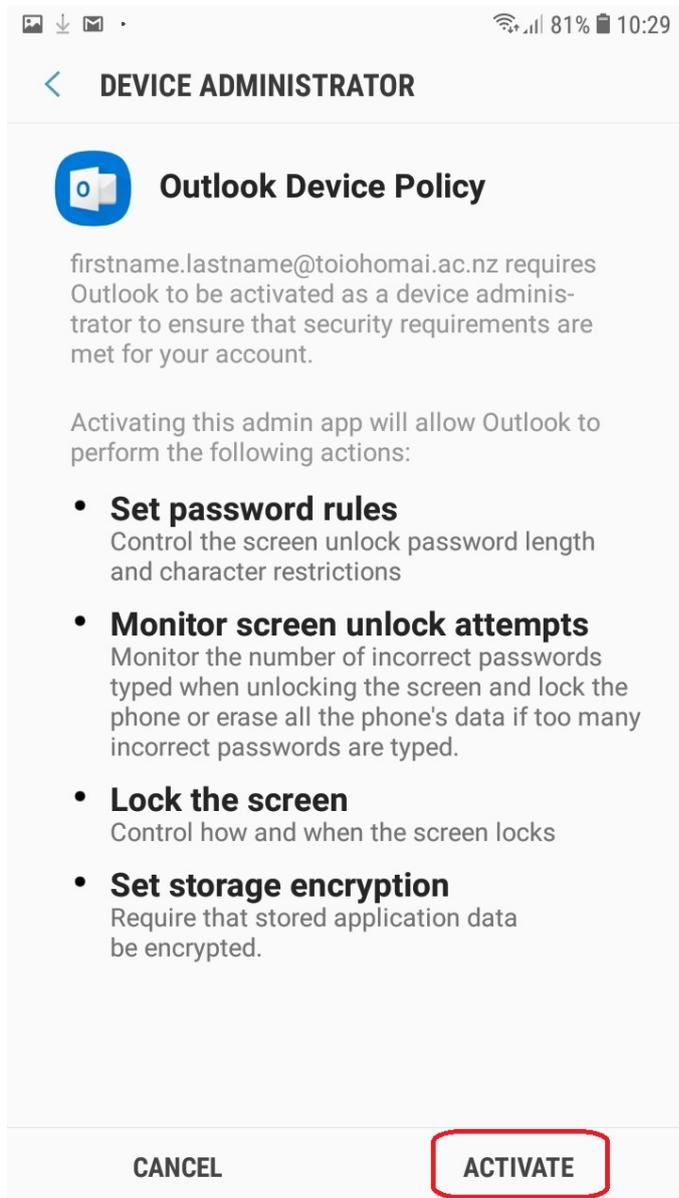
Activate device administrator

firstname.lastname@toiohomai.ac.nz requires Outlook to be activated as a device administrator to ensure that security requirements are met for your account.

ACTIVATE

REMOVE ACCOUNT

10. Select Activate again



11. If you do not have a PIN currently setup on your device then you will need to set one



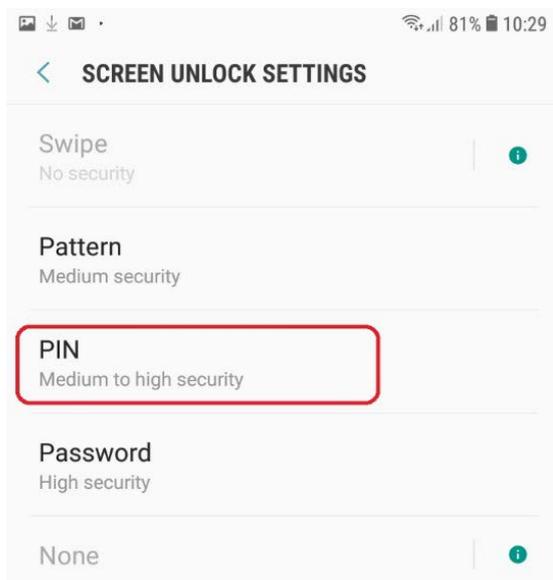
Set Device Password

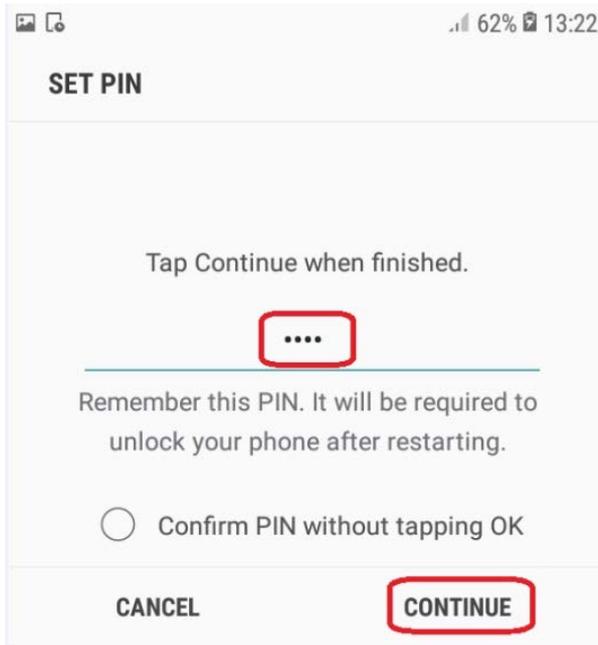
Your device password does not meet the security requirements set by your email administrator. If you decline to set a password, the restricted account(s) will be removed from Outlook.

SET NEW PASSWORD

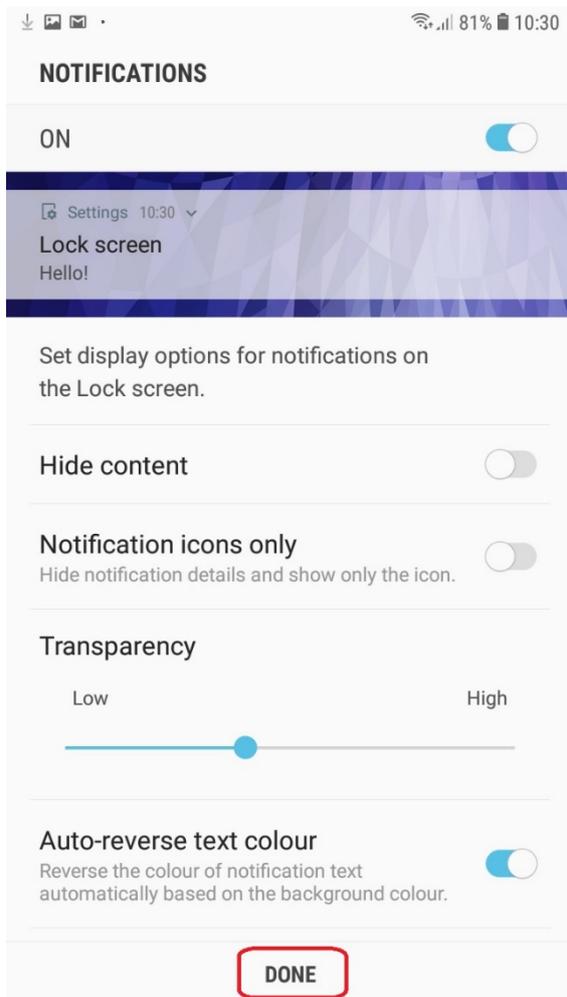
REMOVE ACCOUNT(S)

12. Select PIN then enter a 4 digit pin as shown below





13. Select done



14. Select Skip

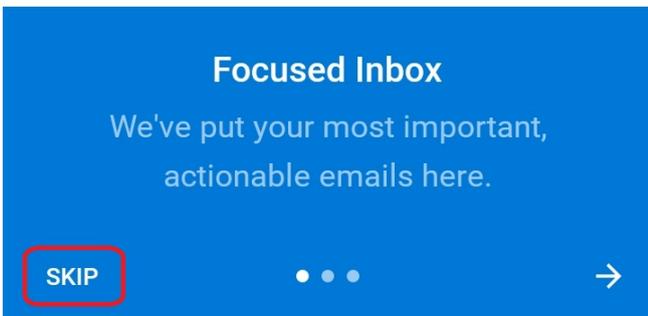
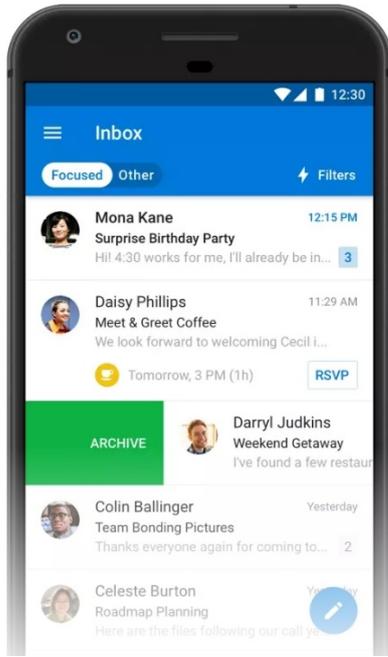
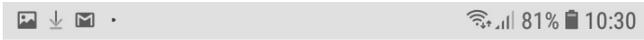


Would you like to add another
account now?

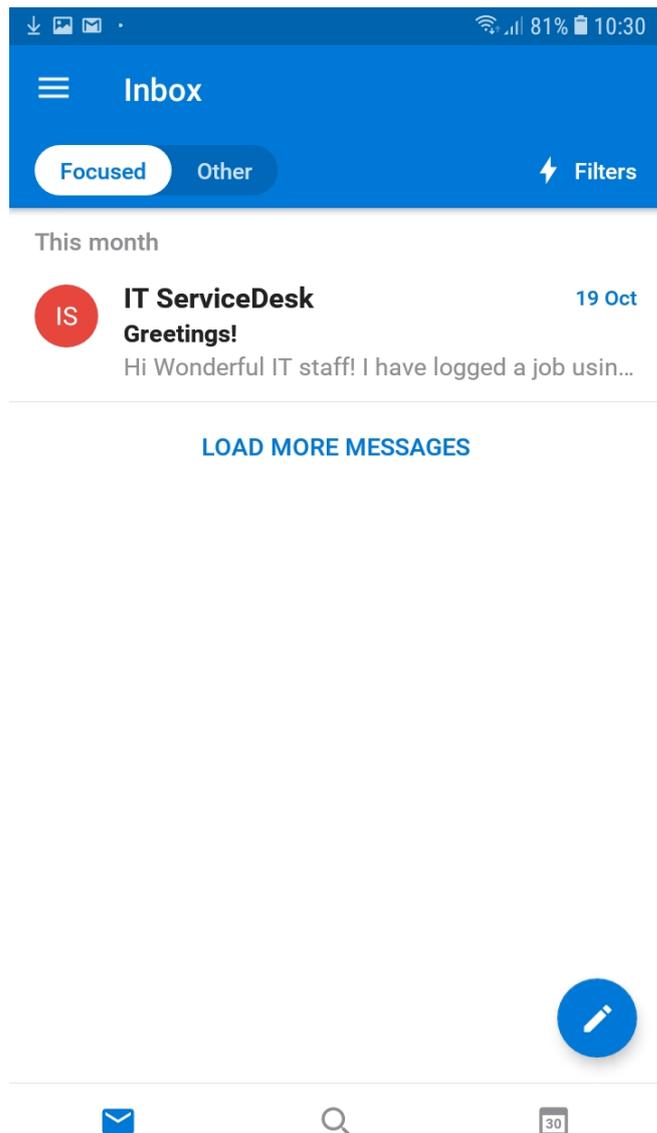
SKIP

CONTINUE >

15. Select skip again



16. You will now be able to see your emails in your inbox



17. Emails can now be accessed through the Outlook Web App icon

