# DEPARTMENT OF EDUCATION

# TECHNOLOGY DIVISION

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**Office 365 Email Platform**

**Instructions for Use**

To activate your new **Office 365** email account:

1. Go to the website: portal.office.com or microsoftonline.com.
2. On the Sign-in page, enter your username (email address) and temporary password. Click “Sign in”.
3. You will now be prompted to update your password. Enter your temporary password in the space marked “current password”.
4. Enter your new password in the space marked “new password”. Your new password should contain at least 8 characters, at least one capital letter, at least one lowercase letter, and at least one number. After confirming your new password by retyping it in the last box, click “Save”.
5. You will then be brought to an introductory page. Click on the “Mail” app.
6. You will be taken again to the sign in page. Enter the new password that you just created and click Sign in.
7. You will be prompted to select your language and time Zone. Select your language (English United States) from the drop down menu.
8. Select your Time Zone from the drop down menu: (UTC 0500) Eastern Time US and Canada. Click Save.
9. You will now be taken to your Apps page. To access your mailbox, select the Mail  App. This will bring you to your mailbox.
10. If the Apps are not displayed, click on the Apps Launcher icon , then select Mail.

\*When prompted, please enter an alternate email address or a cell phone number. This will enable you to reset your own password in the future.

Congratulations! You have successfully activated your Office 365 email account and you may begin using it immediately.

* To connect your Office 365 account to another email account, see instructions below.

**This next step is OPTIONAL. It will merge your “.edu.bs” email account with another email account of your choosing.**

**How to Connect your Office 365 Account to another Email Account:**

1. Sign into your Office 365 email account.

2. At the top of the page, select MailOR select the App launcher and then select the Mail App.

3. Click on the settings button  on the top right corner of the page.

4. Click on Options in the drop down menu.

5. Click on Mail ⇨ Accounts ⇨Connected Accounts ⇨New **+**

6. In the New Account Connection dialog box, enter the email address and password of the account you want to connect to, and then select **Next**.

7. If you see the message that your accounts are connected, select **Finish**. Messages sent to your connected account will appear in your Inbox.

8. If you see the message that Outlook Web App couldn’t connect to the server for your account, select **Back** and make sure that you entered the correct email address and password for your other account.