St. Louis Community College
Information Technology
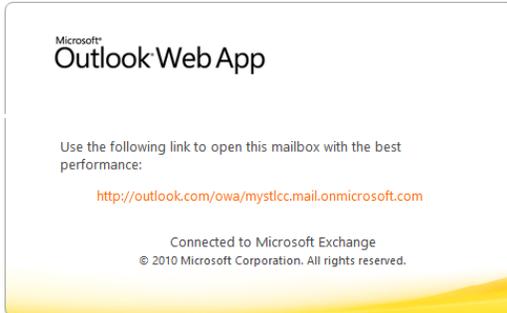
Office 365 / Outlook
Configuration Guide
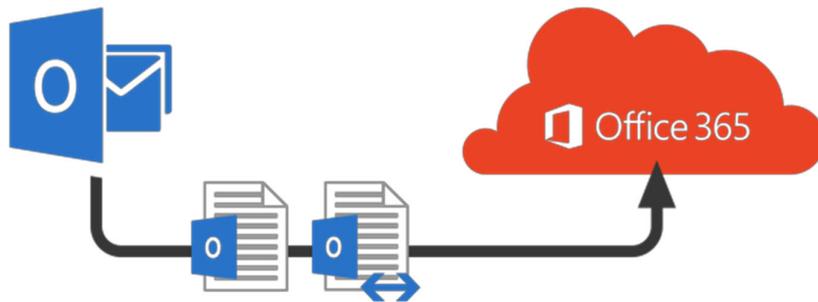
Contents

Outlook on the Web

If you try to access email through **mail.stlcc.edu**, you will receive the following message after entering your credentials. You can either on the link or go to be redirected to Outlook on the Web.

In order to access the new Office 365 webmail, you can go to:

https://office365mail.stlcc.edu

You will be prompted to enter your STLCC email address

After entering your credentials, you will receive this screen at your first log-in.
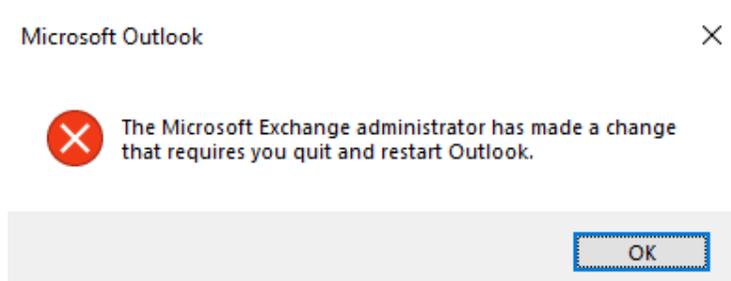Please populate these fields as shown below choosing **Central time zone,**

Then Click **Save** to start the launch of Outlook Web Application.

Outlook using PC

If Outlook was left open, you will get the following pop-ups message. Click **OK**.

Then close Outlook and launch it again.

When launching the Outlook application on the PC again, you will be asked to re-enter your credentials for your email address. You should check the "Remember my Credentials" button. Outlook will open normally.

Your experience within the Outlook application will remain unchanged.
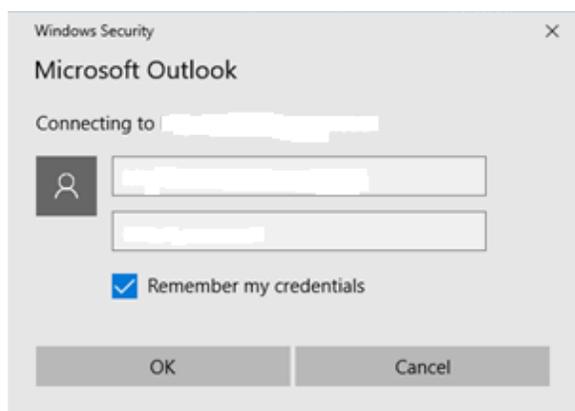
Please note the following:

You will need to verify the following:
- Can send and receive emails and that all your rules have migrated successfully.
- Review your contact list. Contacts stored in your mailbox viewable in Outlook will migrate over.
- Review your calendar setting and reset some of the permissions to allow the users to view the meeting details, if desired.
- Recreate your Lync groups/favorites/tagged-for-status-updates/etc. Unfortunately, these items will not migrate over to Skype for Business Online. There is no good way for us to transfer this data for you.
- Recreate any future Lync/Skype for Business meetings which you are the organizer of.

For scheduling meetings, you should be able to see free/busy information but not details of people still on-premises.

Calendar delegations or access to other mailbox folder for mailboxes not already moved to Office 365 may not be available until the other account(s) move to Exchange Online. .

Apple iOS Device

Outlook App for iOS

1. Open the Outlook application on your iOS device

   If Outlook was previously configured, you must delete your old **STLCC.EDU** mail account configuration in order to connect to the Office 365 mailbox, proceed to step 2. **If this is your first time configuring Outlook**, proceed to step 7.

2. To delete your account from Outlook, click on the icon to the left of the Inbox folder (or last access folder in Outlook).
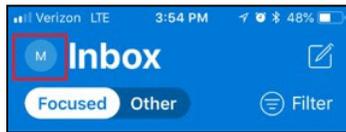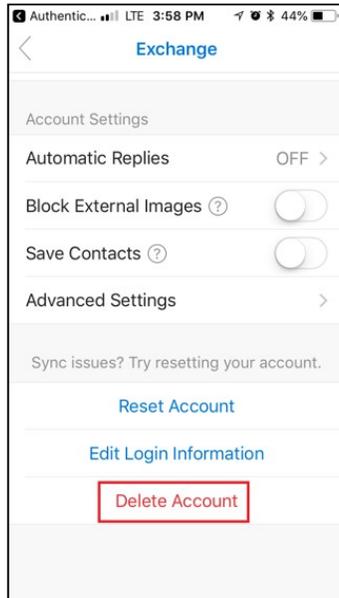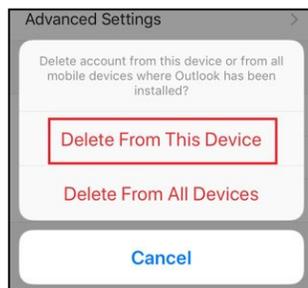

3. Tap on the "**Settings**" icon.
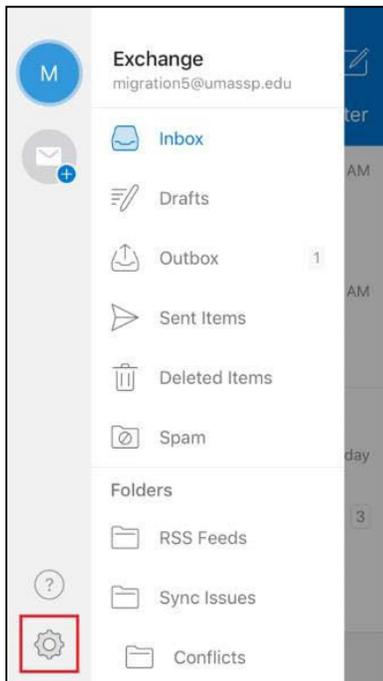
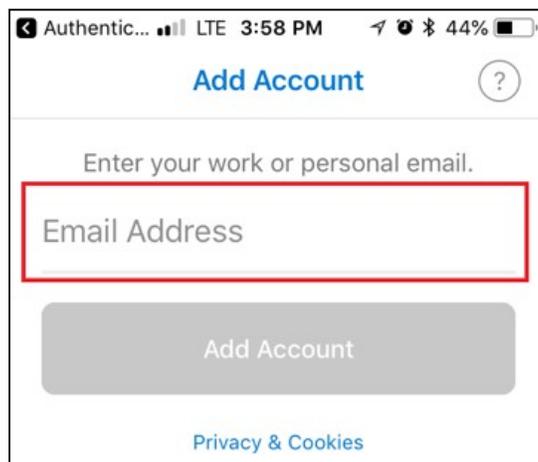4. Select your Exchange email account shown to open the settings.
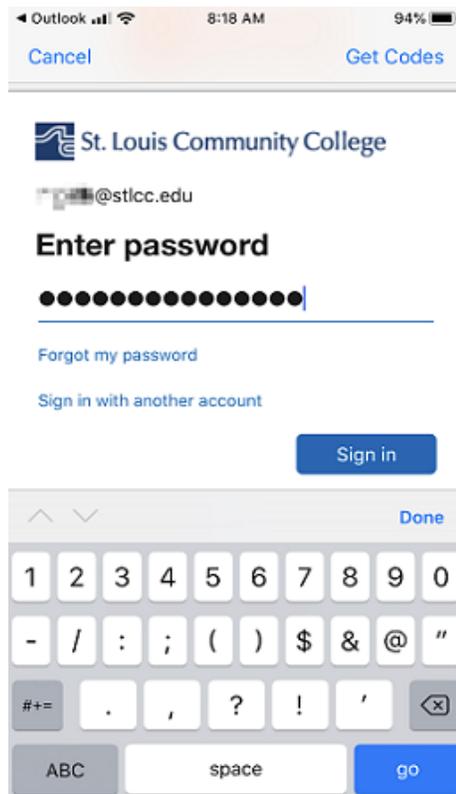
5. Select "**Delete Account**".

6. Select "**Delete From This Device**".

7. The **Add Account** window should appear automatically.

8. Enter your email address and select "**Add Account**".

9. Enter your **MySTLCC** password

10. A prompt to use or install Microsoft Authenticator should appear.
    If you have Microsoft Authenticator installed on your device, tap on **Open Authenticator** to continue. Otherwise, open the App Store and install Microsoft Authenticator and then resume setting up your email account from this point.
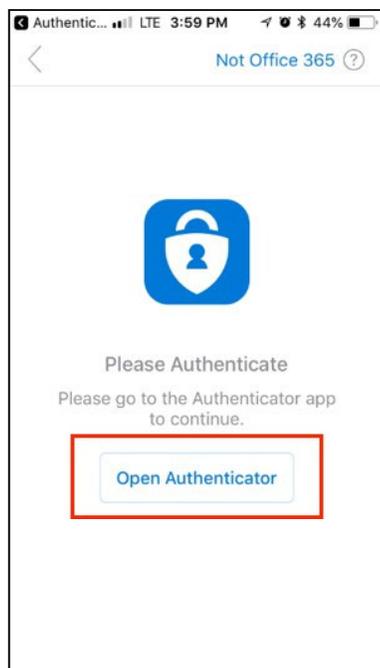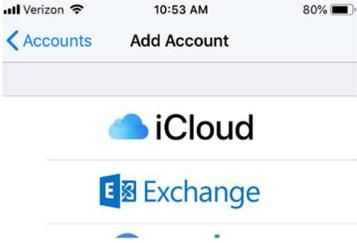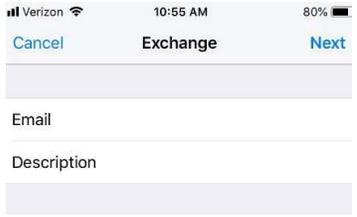
11. Authenticator may ask you to re-enter your Office 365 password for your email address. If it does, this is the same password as your network login.

12. Upon completion of setting up the email account, Outlook will ask if you want to configure another account. Select "**Maybe Later**".
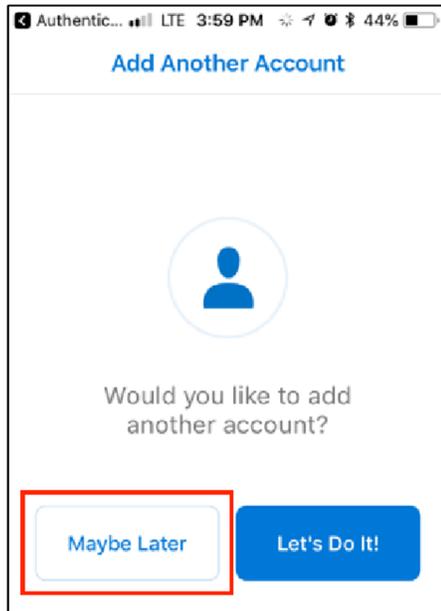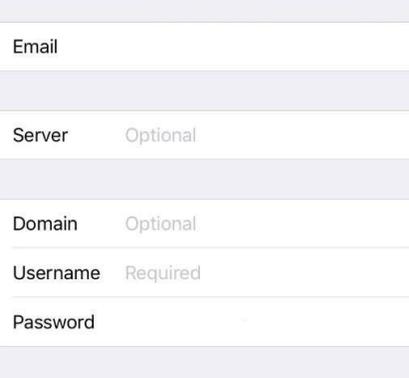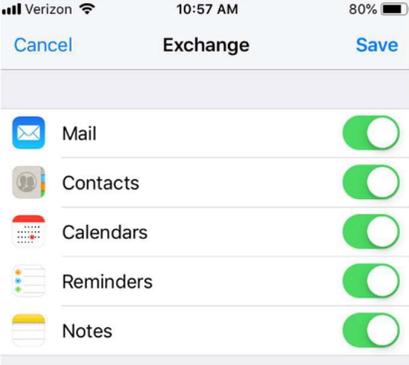

13. Upon creation of the new account, Outlook will show several screens informing you how to use the app. You can "**Skip**" them if you wish.

14. Your inbox is now available and you can send and receive content.

iPhone native email App after the migration

After your mailbox migrates, you will need to delete and re-add the account on the mobile phone.

Steps	Action
	1. On your device, go to **Settings** 2. Tap **Passwords & Accounts** 3. Tap STLCC account 4. Scroll to the bottom 5. Tap **Delete Account** 6. Tap **Delete** from my iPhone 7. Tap **Add Account**
	8. Tap **Exchange**
	9. Enter your STLCC email address. If desired, you can also add a description. 10. Tap **Next** 11. Tap "**Configure manually**"

Email Server Optional Domain Optional Username Required Password	12. Your email address will pre-populate. 13. Server: **outlook.office365.com**. Username: Enter your email address 14. Password: Enter your password 15. Tap Next
●●●● Verizon ⬤ 10:57 AM 80% ▮▮ Cancel **Exchange** Save ✉ Mail ⬤ Contacts ⬤ Calendars ⬤ Reminders ⬤ Notes ⬤	16. Turn on anything you want to sync to your device 17. Click **save**

Android Device

Outlook on Android

1. Launch the Outlook app on your Android device.
2. After the app opens a login dialog should appear, click on the **SIGN IN**.
3. Tap the hamburger menu to open your Outlook account settings.
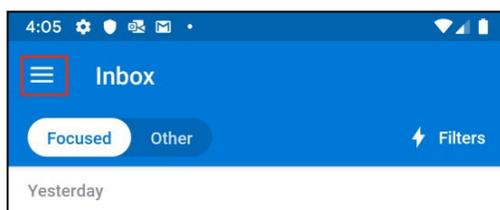
4. Next tap on the gear icon.
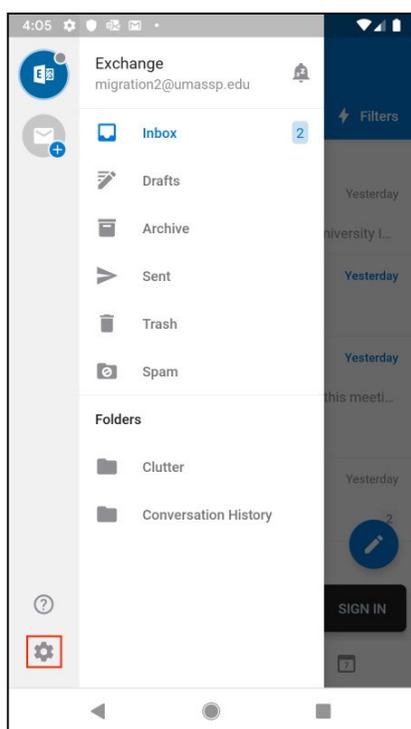
5. Tap on your Exchange email account.
6. Tap on "**DELETE ACCOUNT**"
7. Confirm you want to delete by tapping "**DELETE**".
8. Click on GET STARTED to add a new account to Outlook
9. Enter your STLCC.EDU email address and click "**CONTINUE**".
10. Enter your password when prompted in the Office 365 screen and tap "**Sign In**".

11. Outlook will attempt to complete your login. Upon completion, you will be asked if you want to add another account. You can tap on "**SKIP**".

12. Tap on "**SKIP**" if you'd like to bypass the Welcome features of Outlook.
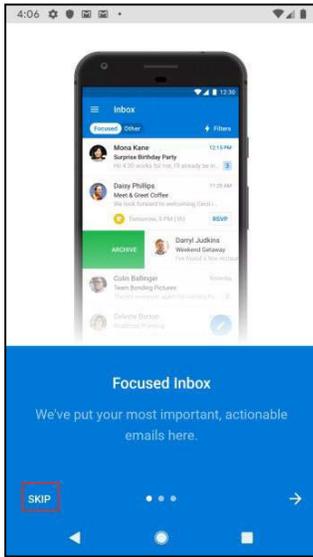
13. Your email is now accessible.

Andriod native email App after the migration

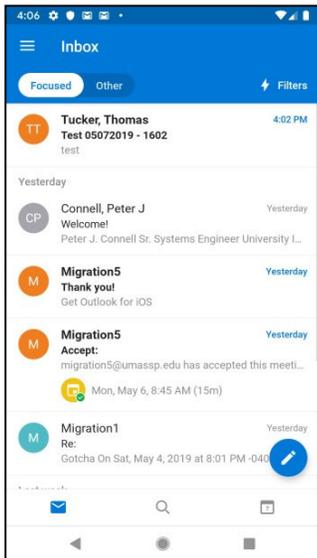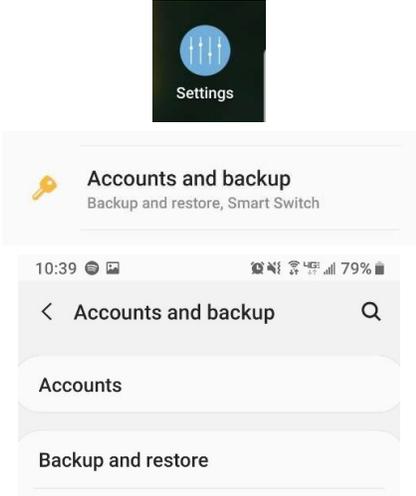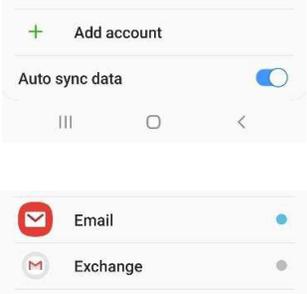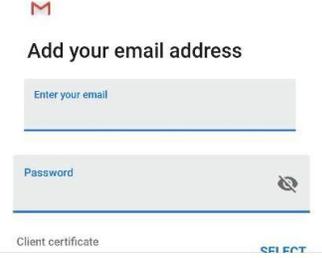After your mailbox migrates, you will need to delete and re-add your account on your mobile phone.

Steps	Action
Settings Accounts and backup Backup and restore, Smart Switch 10:39 🌐 🖼 📶 79%🔋 ‹ Accounts and backup 🔍 Accounts Backup and restore	1. On your device, go to **Settings** 2. Tap **Accounts and backup** 3. Tap **Accounts** 4. Tap your STLCC email account 5. Tap Remove Account
+ Add account Auto sync data 🔵 ‖‖‖ ◯ ‹ 📧 Email ● Ⓜ Exchange ●	**6.** Scroll to the bottom, and tap **Add account** 7. Tap **Exchange**
Ⓜ Add your email address Enter your email _____ Password _____ 👁 Client certificate SELECT	8. Type in your STLCC email address, and tap **Next** 9. Enter your password, 10. Tap **Manual Setup**
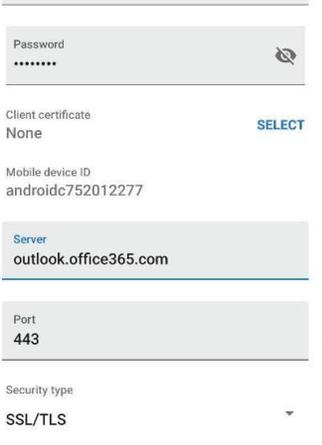
Password •••••••• Client certificate None SELECT Mobile device ID androidc752012277 Server outlook.office365.com Port 443 Security type SSL/TLS	11. Update the server to: **outlook.office365.com** 12. Tap **Next**
⚠ Remote security administration The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account? CANCEL OK	13. Tap **Ok** on the remote security administration message
passwords are typed. • **Lock the screen** Control how and when the screen locks. • **Set screen lock password expiration** Change how frequently the screen lock Cancel Activate	14. Tap **Activate** 15. Tap **Next**, and then allow access to anything you want this account to sync to your device

Android native email Apps (Samsung Mail / Google Mail)

If you have email configured using the native application should automatically redirect to the new servers for Office 365, below is the server settings for your reference:

Server Settings AFTER Migration: **outlook.office365.com**