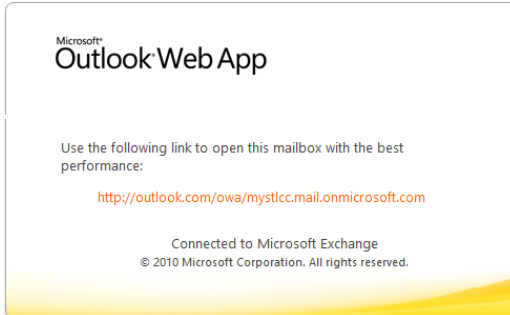


Outlook on the Web

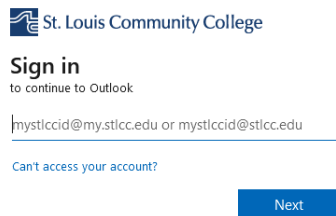
If you try to access email through **mail.stlcc.edu**, you will receive the following message after entering your credentials. You can either on the link or go to be redirected to Outlook on the Web.



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

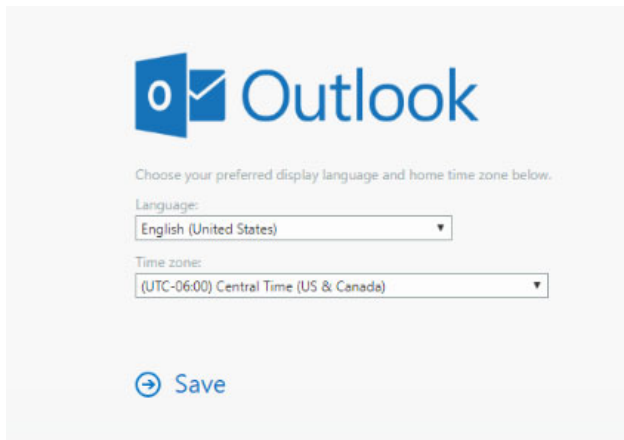
<https://office365mail.stlcc.edu>

You will be prompted to enter your STLCC email address



Welcome to STLCC's Office 365 access portal! Log in with your primary STLCC email address and your MySTLCC ID password. If you have problems, please contact the IT Help Desk at 314-539-5113.

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**,

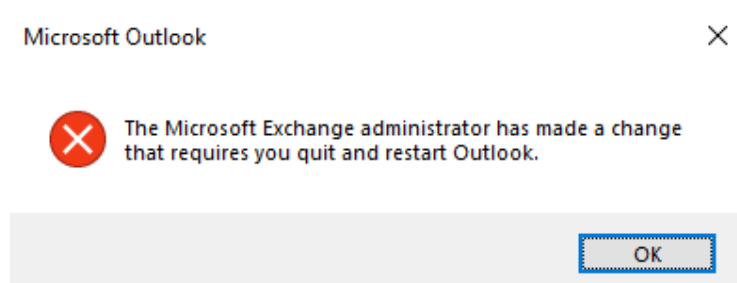


Then Click **Save** to start the launch of Outlook Web Application.

Outlook using PC

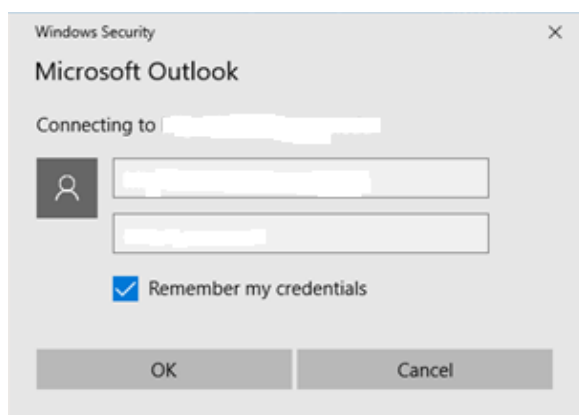
If Outlook was left open, you will get the following pop-ups message. Click **OK**.

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. .

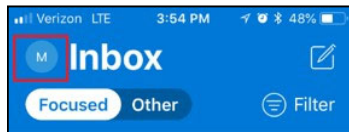
Apple iOS Device

Outlook App for iOS

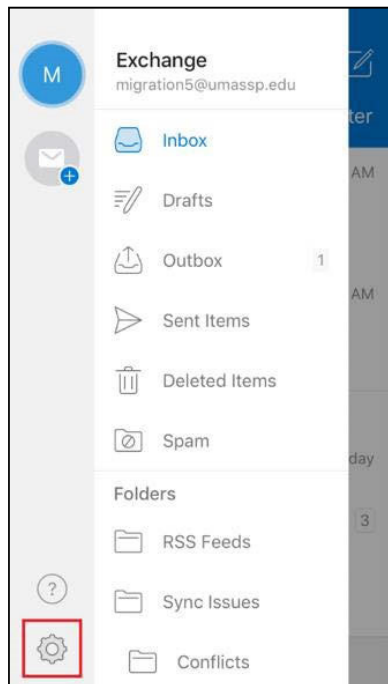
1. Open the Outlook application on your iOS device

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.

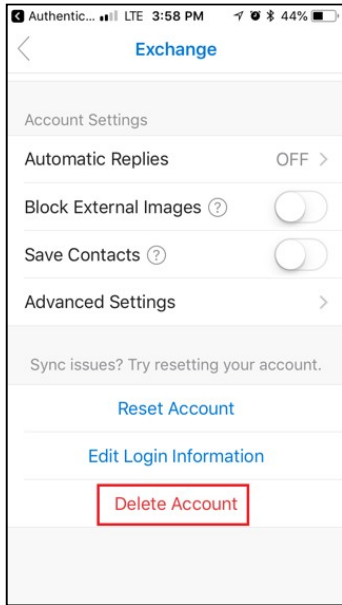
2. To delete your account from Outlook, click on the icon to the left of the Inbox folder (or last access folder in Outlook).



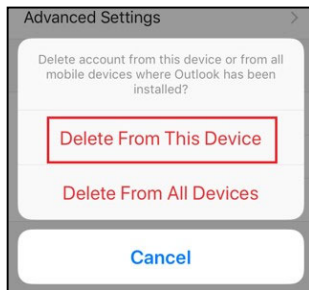
3. Tap on the "Settings" icon.



4. Select your Exchange email account shown to open the settings.
5. Select "**Delete Account**".

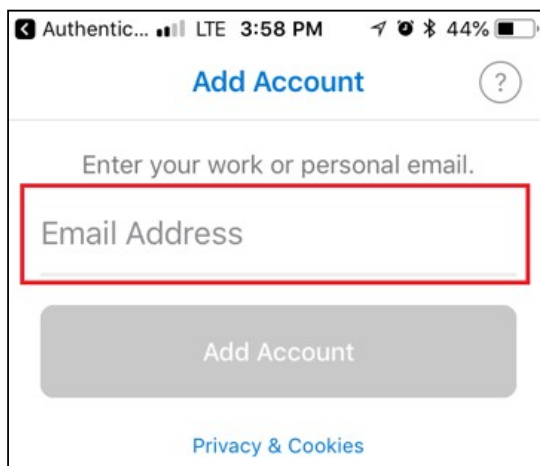


6. Select "**Delete From This Device**".

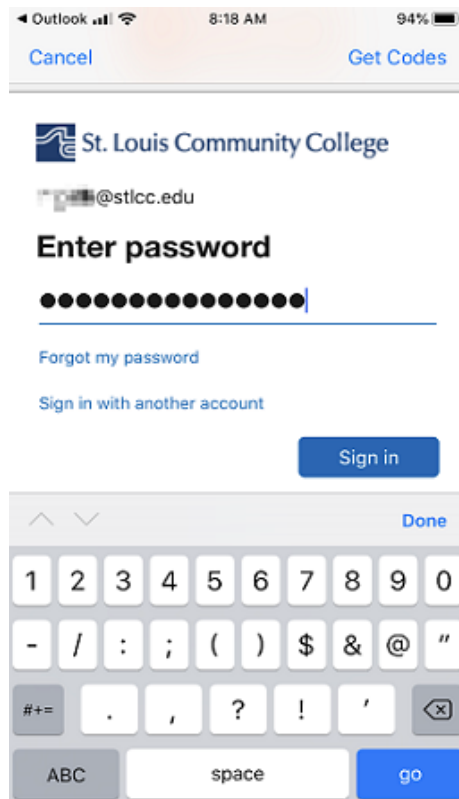


7. The **Add Account** window should appear automatically.

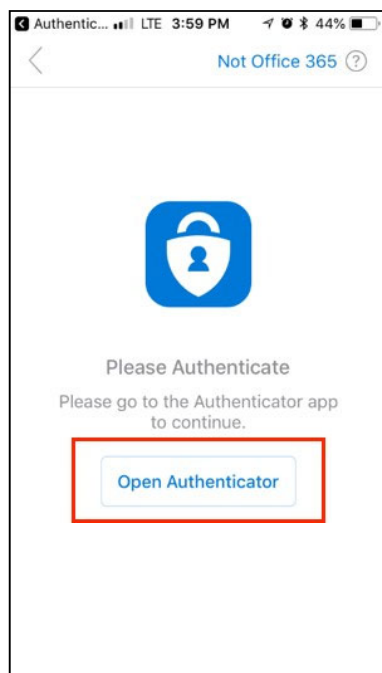
8. Enter your email address and select "**Add Account**".



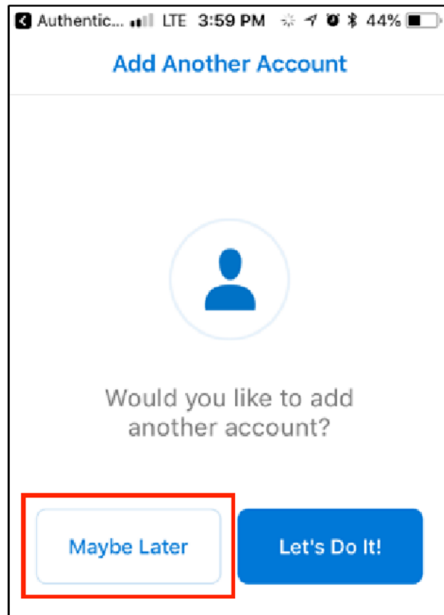
9. Enter your **MySTLCC** password



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.



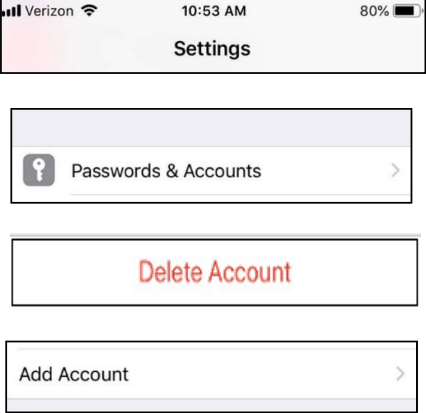
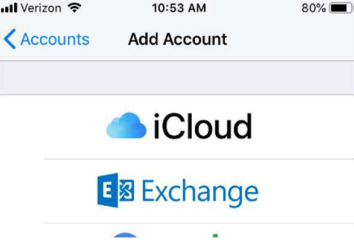
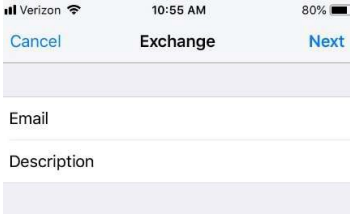
11. Authenticator may ask you to re-enter your Office 365 password for your email address. If it does, this is the same password as your network login.
12. Upon completion of setting up the email account, Outlook will ask if you want to configure another account. Select "**Maybe Later**".



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
 <p>The screenshot shows the 'Settings' app on an iPhone. At the top, the status bar shows 'Verizon', signal strength, Wi-Fi, '10:53 AM', and '80%' battery. The 'Settings' title is centered. Below it, the 'Passwords & Accounts' option is highlighted with a key icon and a right-pointing arrow. Underneath, the 'Delete Account' option is shown in red text. At the bottom, the 'Add Account' option is shown with a right-pointing arrow.</p>	<ol style="list-style-type: none">1. On your device, go to Settings2. Tap Passwords & Accounts3. Tap STLCC account4. Scroll to the bottom5. Tap Delete Account6. Tap Delete from my iPhone7. Tap Add Account
 <p>The screenshot shows the 'Add Account' screen in the iPhone Settings app. The status bar shows 'Verizon', signal strength, Wi-Fi, '10:53 AM', and '80%' battery. The title bar shows '< Accounts' and 'Add Account'. Below the title bar, there are two account options: 'iCloud' with a blue cloud icon and 'Exchange' with a blue 'E' icon.</p>	<ol style="list-style-type: none">8. Tap Exchange
 <p>The screenshot shows the 'Exchange' configuration screen in the iPhone Settings app. The status bar shows 'Verizon', signal strength, Wi-Fi, '10:55 AM', and '80%' battery. The title bar shows 'Cancel', 'Exchange', and 'Next'. Below the title bar, there are two input fields: 'Email' and 'Description'.</p>	<ol style="list-style-type: none">9. Enter your STLCC email address. If desired, you can also add a description.10. Tap Next11. 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

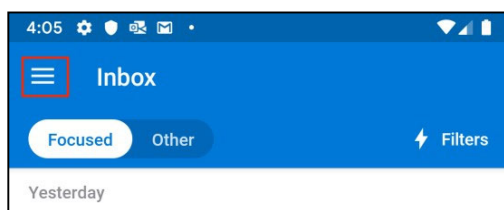
Notes

16. Turn on anything you want to sync to your device
17. Click **save**

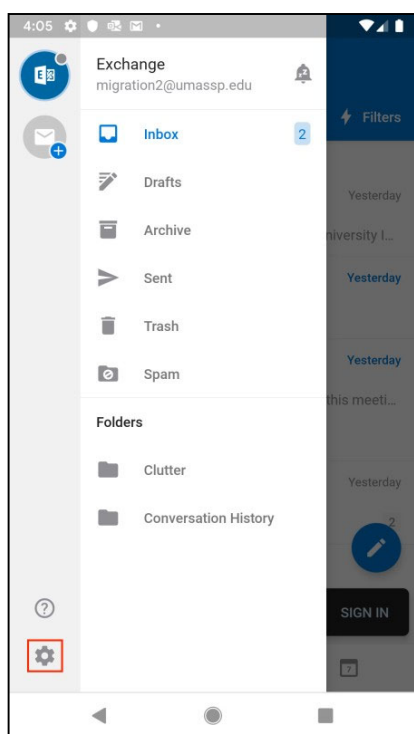
Android Device

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.

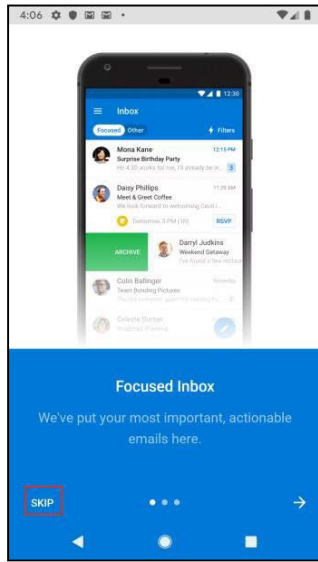


5. Tap on your Exchange email account.
6. Tap on **"DELETE ACCOUNT"**
7. Confirm you want to delete by tapping **"DELETE"**.
8. Click on GET STARTED to add a new account to Outlook
9. Enter your STLCC.EDU email address and click **"CONTINUE"**.
10. Enter your password when prompted in the Office 365 screen and tap **"Sign In"**.

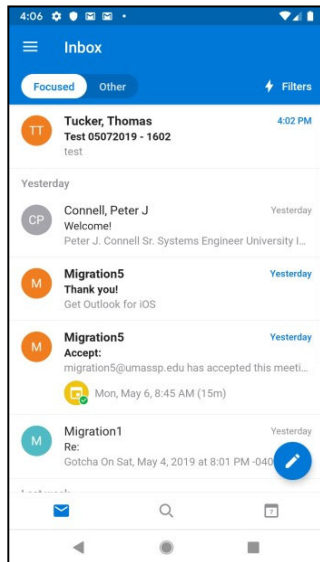
11. Outlook will attempt to complete your login. Upon completion, you will be asked if you want to add another account. You can tap on **“SKIP”**.



12. Tap on **“SKIP”** if you'd like to bypass the Welcome features of Outlook.

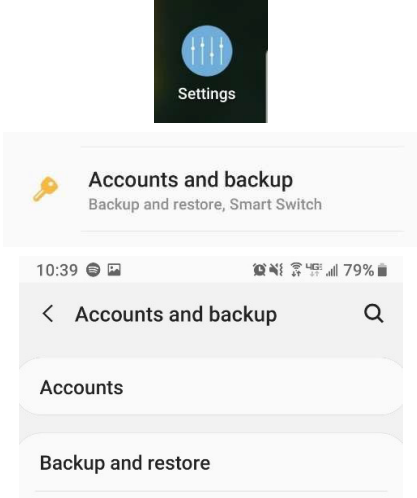
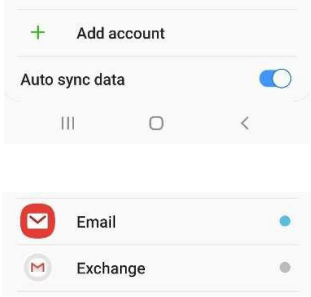
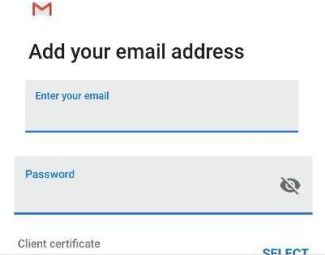


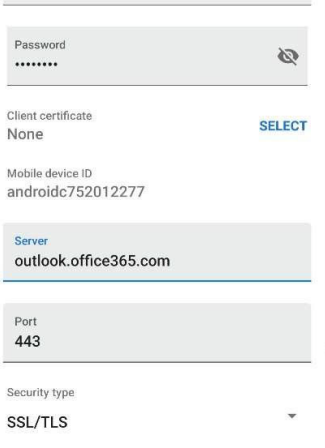
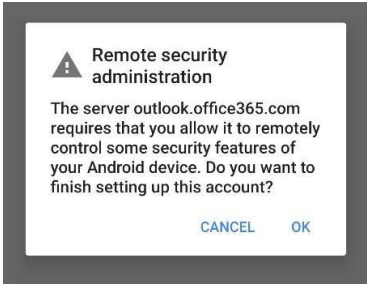
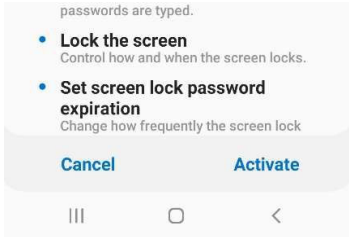
13. Your email is now accessible.



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
 <p>The screenshot shows the 'Settings' app with the 'Accounts and backup' section selected. Below it, the 'Accounts' section is visible, and the 'Backup and restore' section is also shown.</p>	<ol style="list-style-type: none">1. On your device, go to Settings2. Tap Accounts and backup3. Tap Accounts4. Tap your STLCC email account5. Tap Remove Account
 <p>The screenshot shows the 'Add account' screen with the 'Auto sync data' toggle turned on. Below the toggle, there are two account types listed: 'Email' and 'Exchange'.</p>	<ol style="list-style-type: none">6. Scroll to the bottom, and tap Add account7. Tap Exchange
 <p>The screenshot shows the 'Add your email address' screen with input fields for 'Enter your email' and 'Password'. There is also a 'Client certificate' section at the bottom.</p>	<ol style="list-style-type: none">8. Type in your STLCC email address, and tap Next9. Enter your password,10. Tap Manual Setup

	<p>11. Update the server to: outlook.office365.com</p> <p>12. Tap Next</p>
	<p>13. Tap Ok on the remote security administration message</p>
	<p>14. Tap Activate</p> <p>15. Tap Next, and then allow access to anything you want this account to sync to your device</p>

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**