

Office365 - Client Configuration Guide

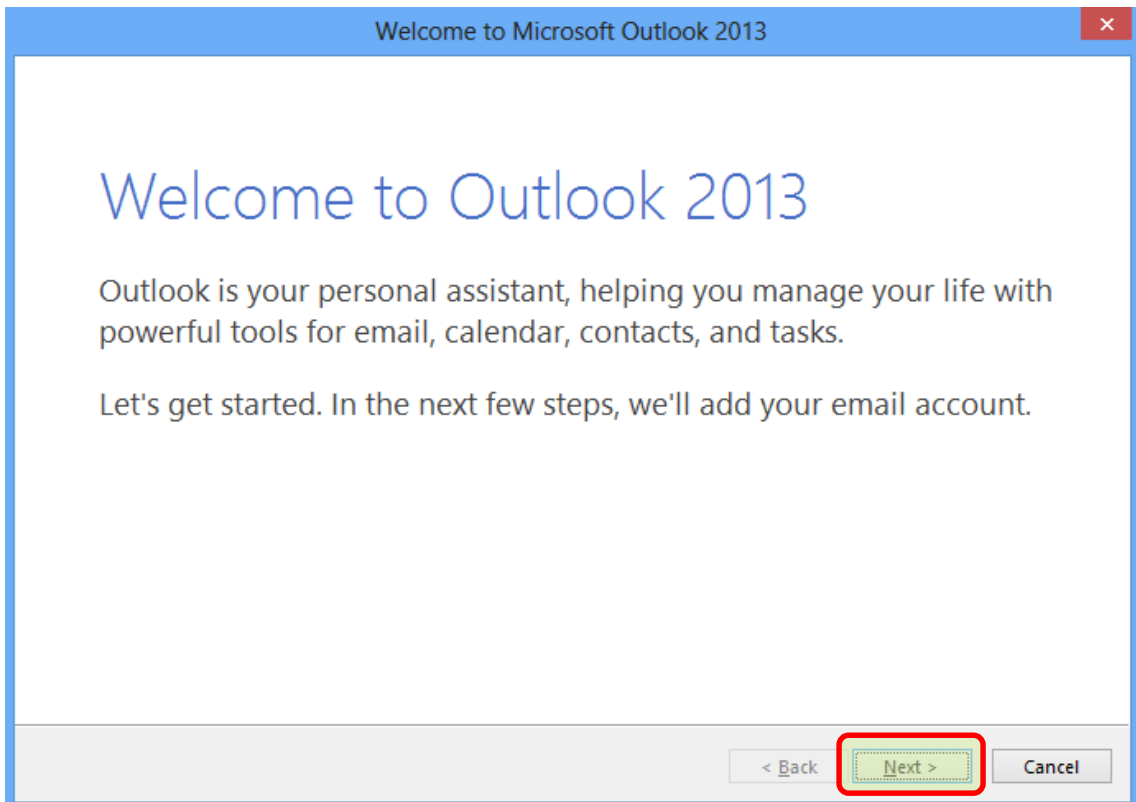


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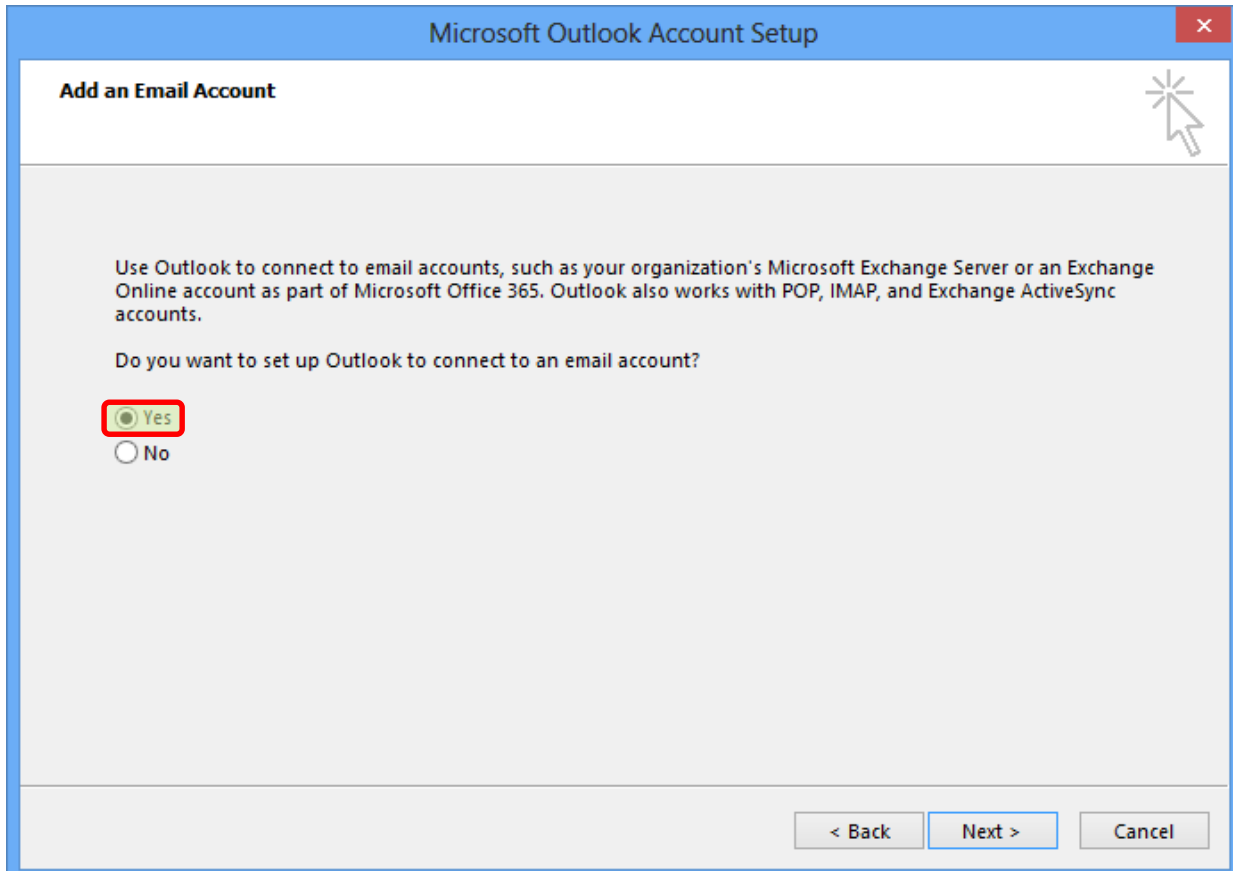
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Configuring Office365 Mailbox on Outlook 2013

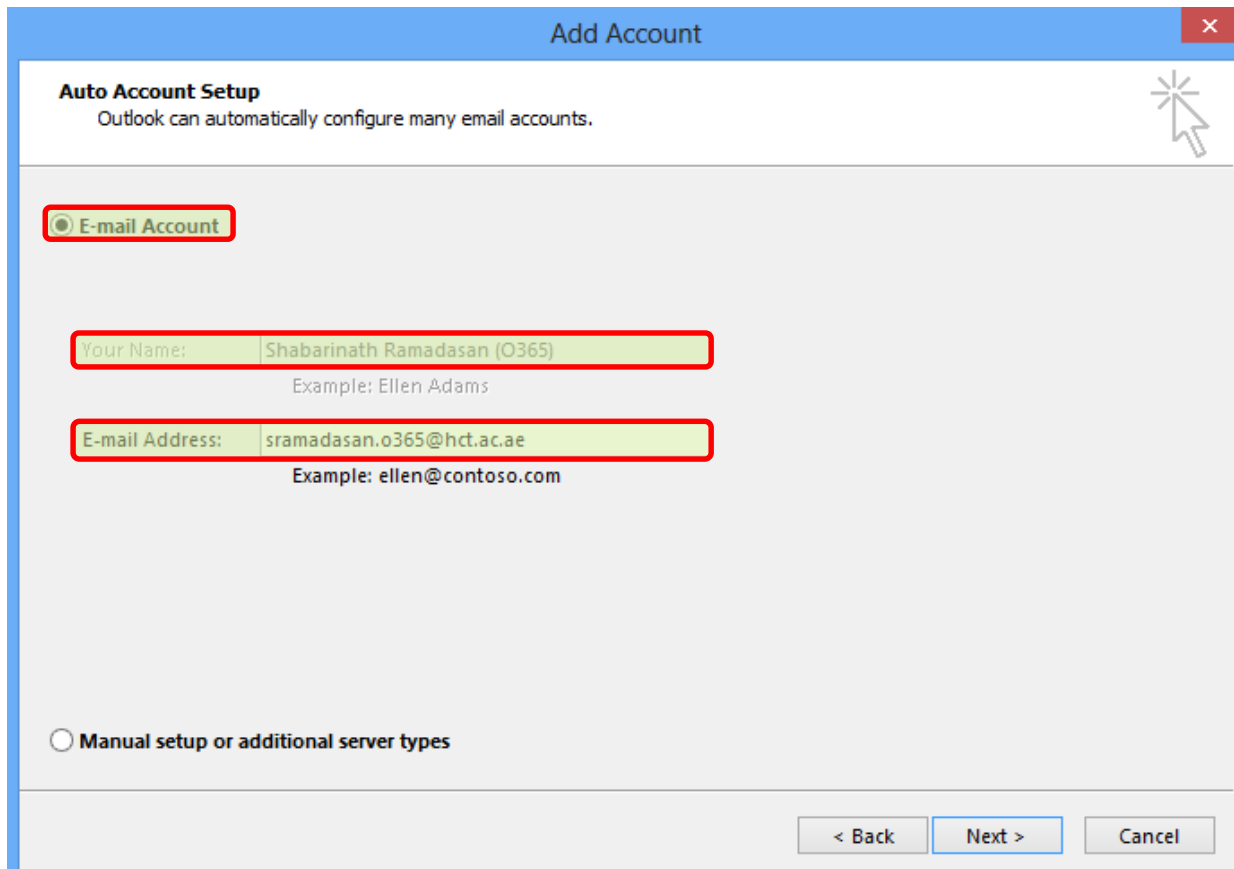
1. Open Outlook -> Click on "Next" on the Welcome Screen



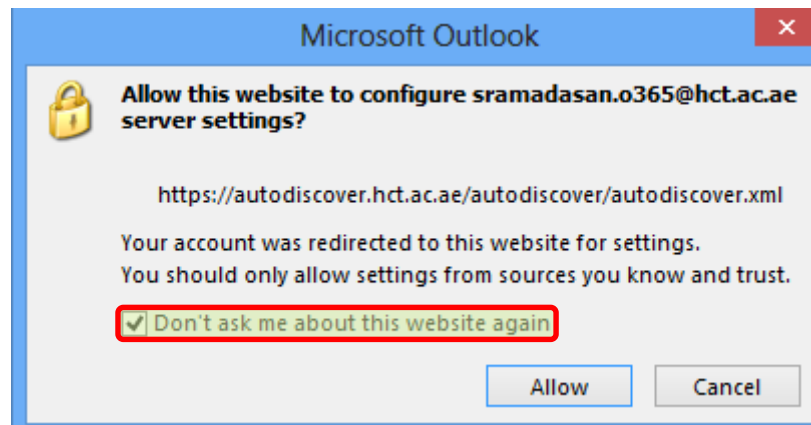
2. Microsoft Outlook Account Setup Page - Select Radio Button “Yes” and Click on “Next”



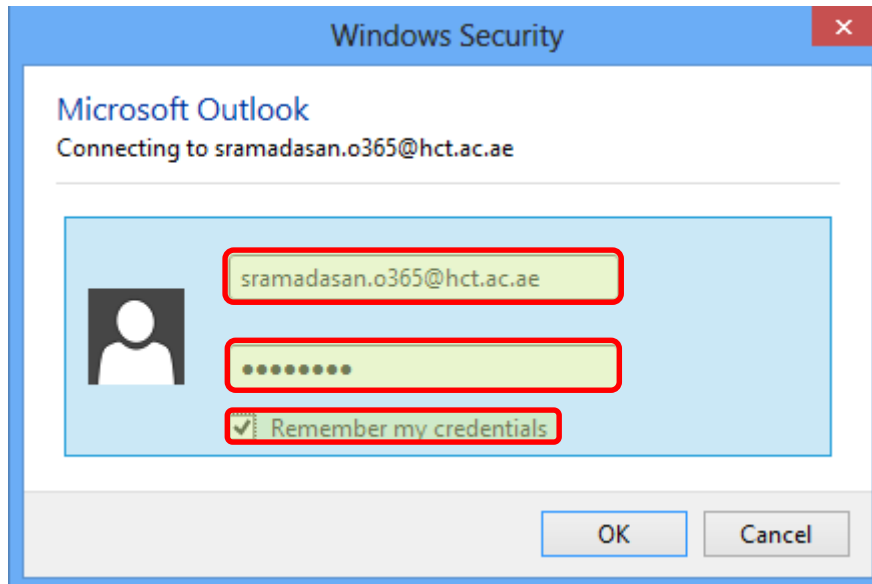
3. Add Account - If logged in as the same AD user, required information will be automatically populated. Else, Click on Email Address and key in the correct email address. Then Edit the Your Name Field if required.



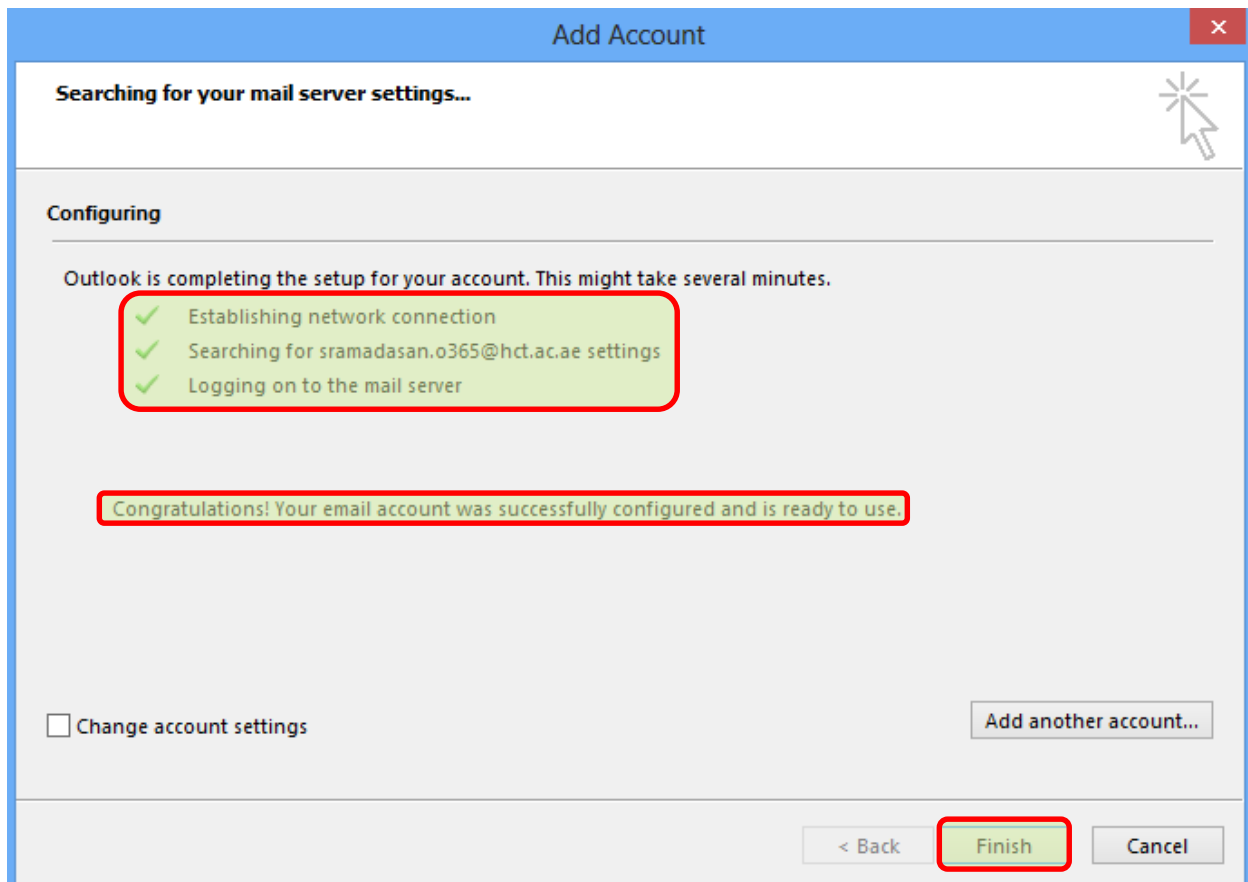
4. Popup on Auto discover URL - Select "Don't ask me about this website Again" and Click on Allow



5. Credentials - Key in the user name and password. Click on “Remember my credentials” if required



6. Once the profile is successfully created, Click on “Finish”



7. Outlook - Preparing Outlook for first use. This process may take usually 2-3 minutes to setup the cache



8. First things first - Select "User Recommended Settings" and Click Accept

×

First things first.

Use recommended settings
Install important and recommended updates for Office, Windows and other Microsoft software and help improve Office.

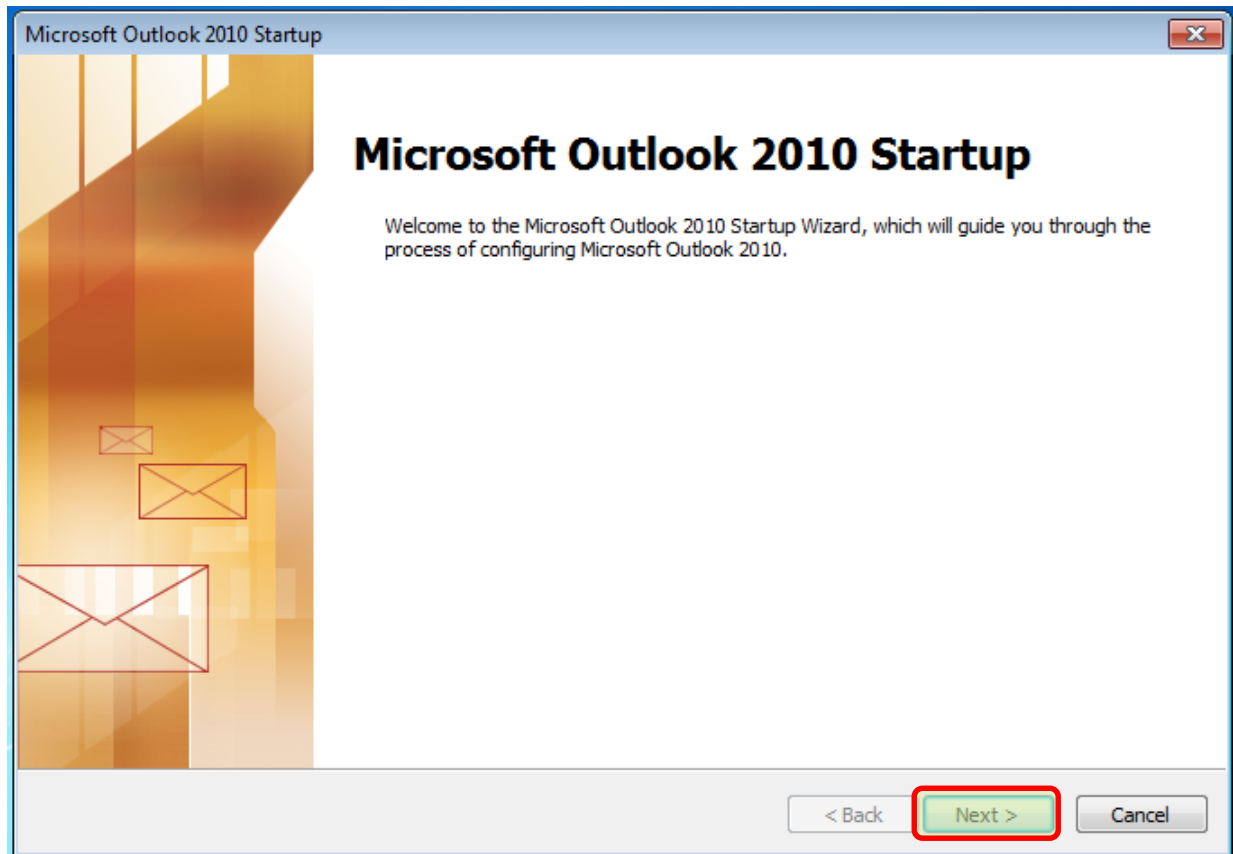
Install updates only
Install important and recommended updates for Office, Windows and other Microsoft software.

Ask me later
Until you decide, your computer might be vulnerable to security threats.

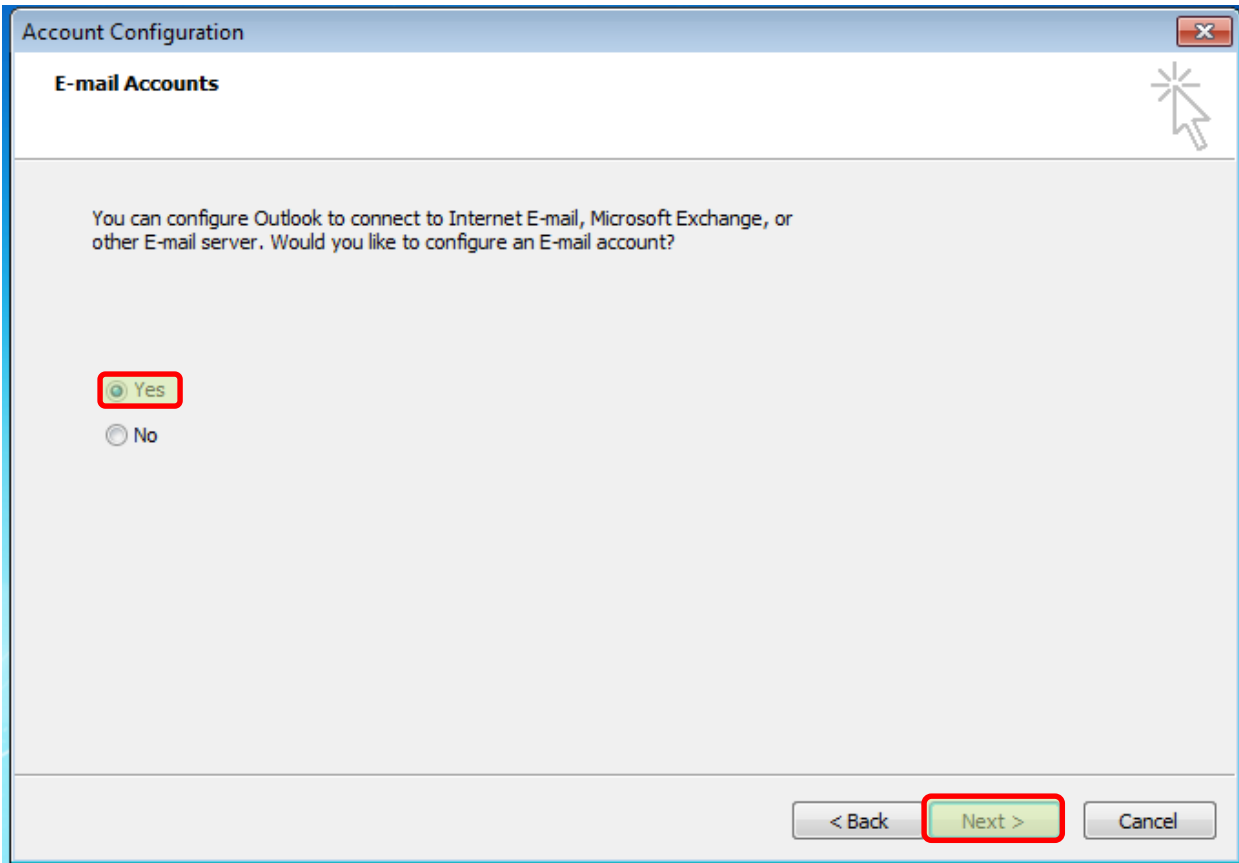
The information sent to Microsoft is to help us and is not used to identify or contact you.
We take your privacy seriously.
[Learn more](#)

Configuring Office365 Mailbox on Outlook 2010

1. Open Outlook - On Startup Page - Click on “Next”



2. Account Configuration - Select Radio button “Yes” and Click Next



3. Add New Account - If you are logged in with AD User, this information will be picked automatically from AD. Else, Click on Email Address and then edit.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name: Shabarinath Ramadasan (O365)
Example: Ellen Adams

E-mail Address: sramadasan.o365@hct.ac.ae
Example: ellen@contoso.com

Text Messaging (SMS)


Manually configure server settings or additional server types


< Back **Next >** Cancel

4. Enter Credentials and Select “Remember my credentials” Check box

Windows Security

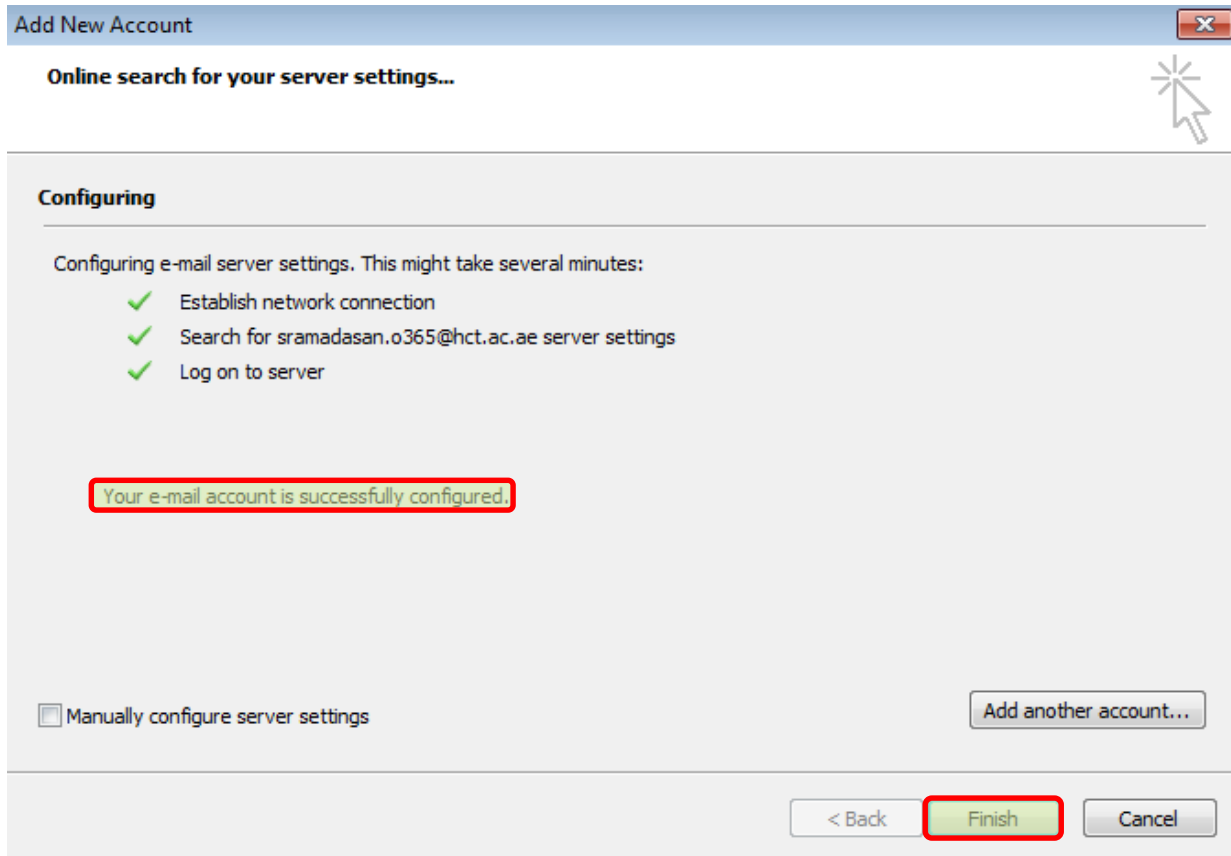
Microsoft Outlook
Connecting to sramadasan.o365@hct.ac.ae

 sramadasan.o365@hct.ac.ae
.....
 Remember my credentials

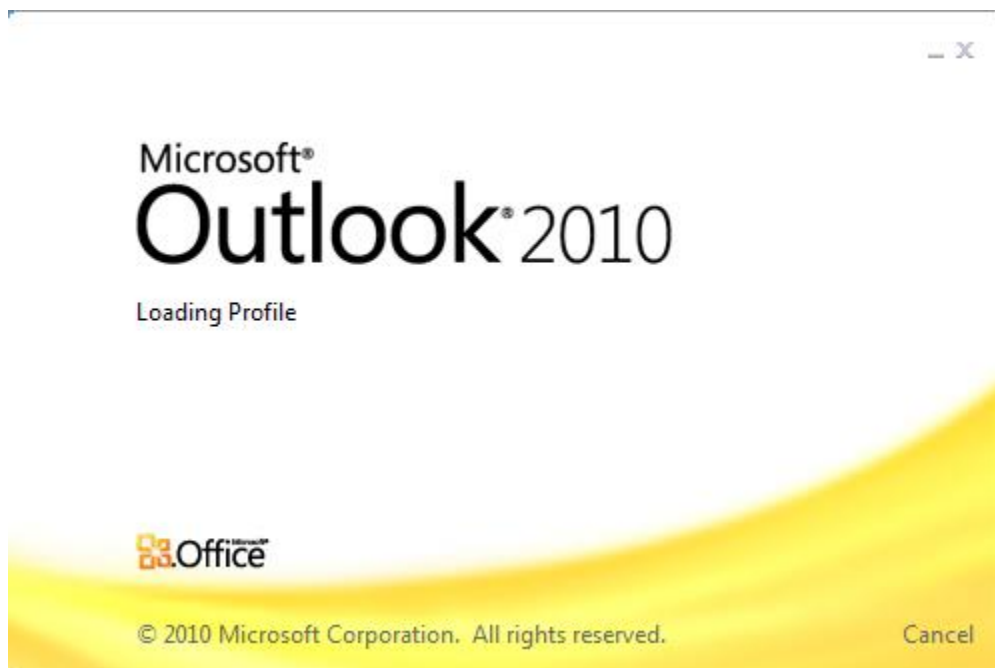
 Use another account

OK Cancel

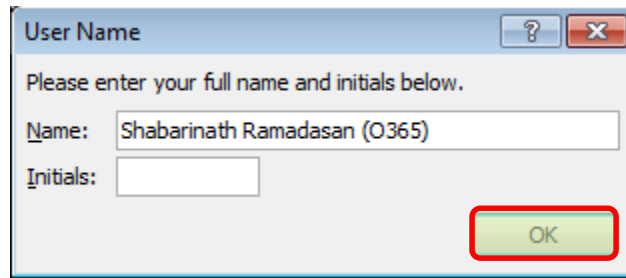
5. On successful Profile Creation, Click on Finish



6. Outlook Loading. While opening for the first time. This process may take 2-3 minutes to setup the cache

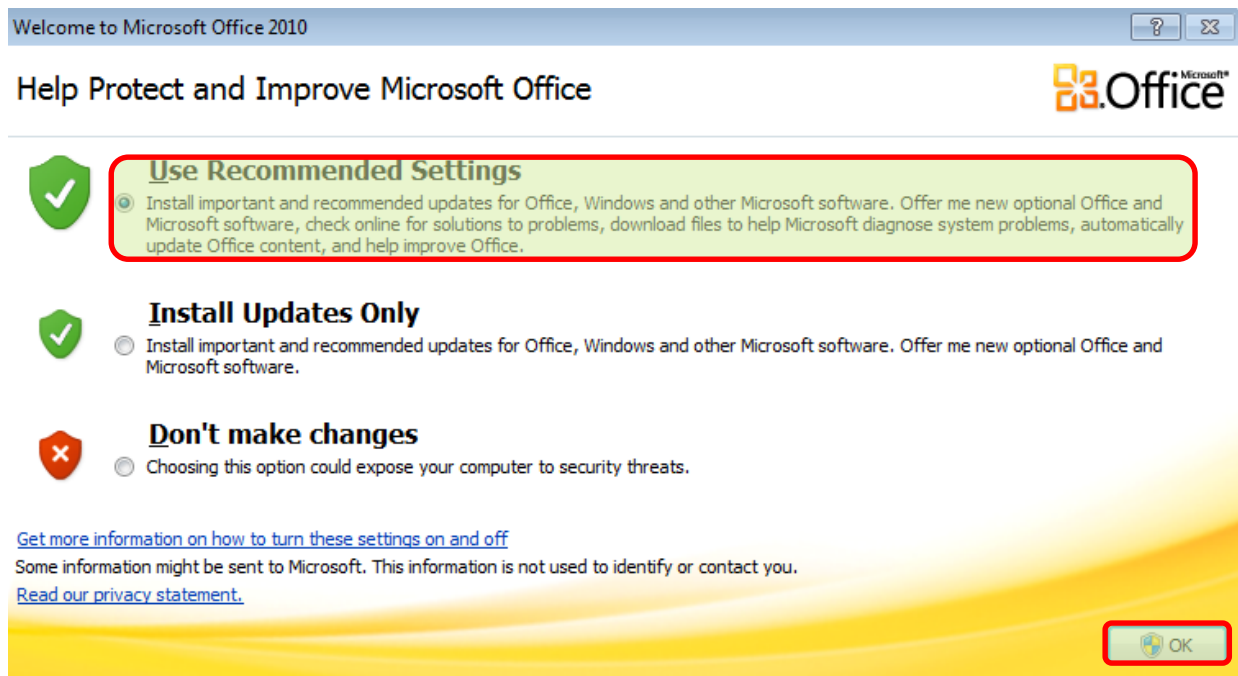


7. Edit User name if required and click OK



A dialog box titled "User Name" with a question mark icon and a close button. The text inside says "Please enter your full name and initials below." There are two input fields: "Name:" containing "Shabarinath Ramadasan (O365)" and "Initials:" which is empty. An "OK" button is at the bottom right, highlighted with a red box.

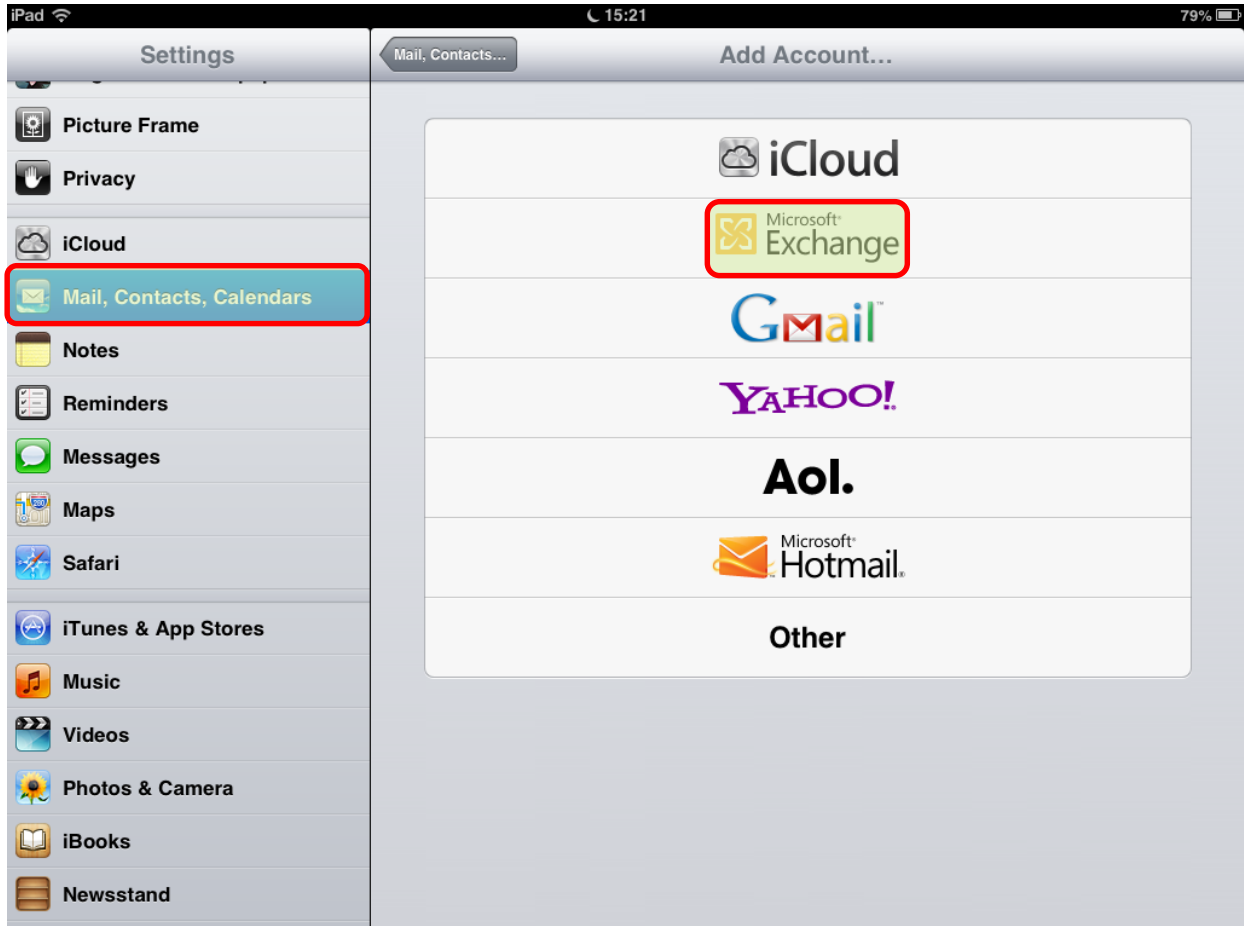
8. On Welcome Screen, Select "Use Recommended Settings" radio button



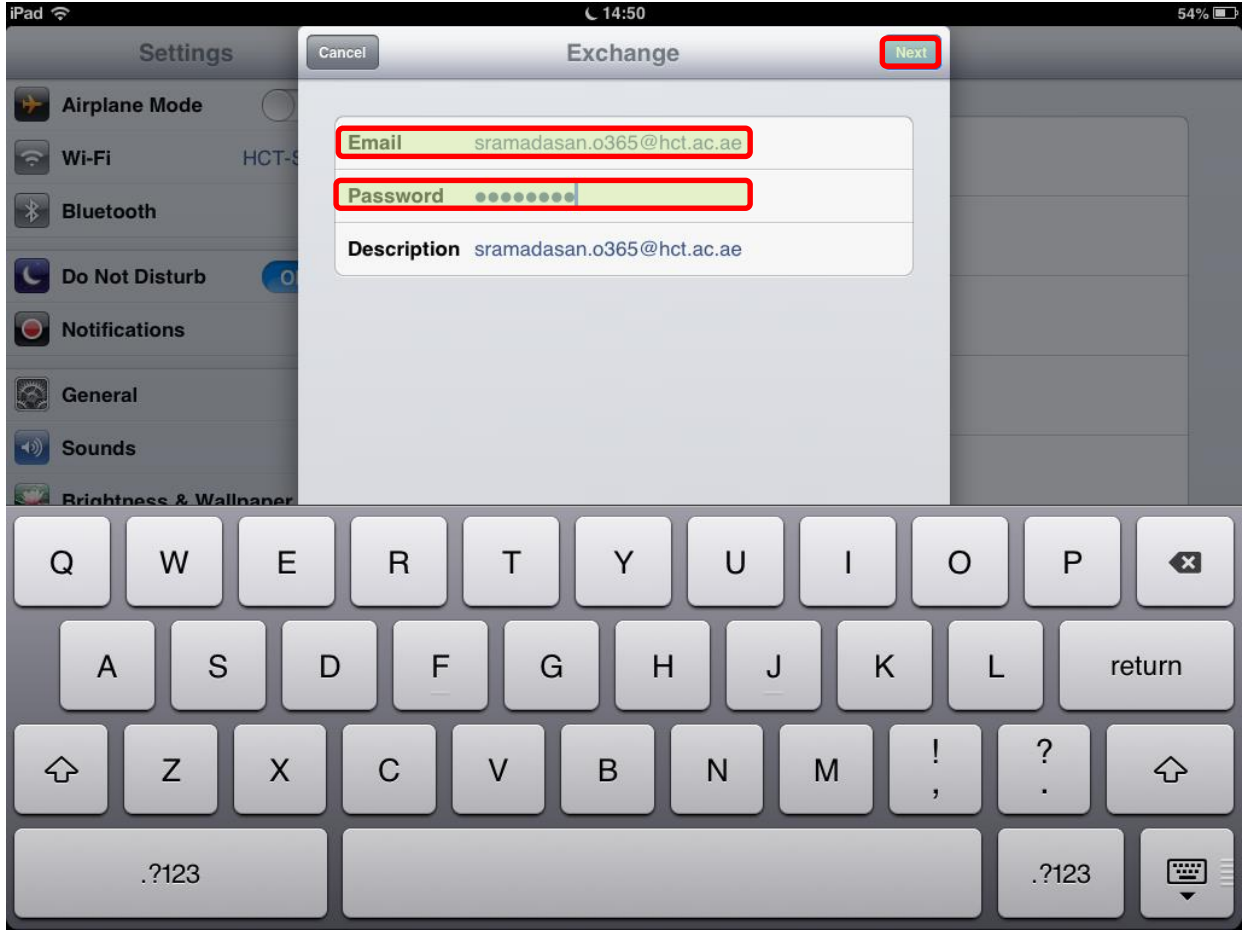
The "Welcome to Microsoft Office 2010" window. The title bar says "Welcome to Microsoft Office 2010" with help and close buttons. The main content area has the heading "Help Protect and Improve Microsoft Office" and the Office logo. There are three radio button options, each with a shield icon: "Use Recommended Settings" (checked, green shield), "Install Updates Only" (unselected, green shield), and "Don't make changes" (unselected, red shield with 'x'). The "Use Recommended Settings" option is highlighted with a red box. Below the options is a link: "Get more information on how to turn these settings on and off". A disclaimer follows: "Some information might be sent to Microsoft. This information is not used to identify or contact you." and another link: "Read our privacy statement." An "OK" button is at the bottom right, highlighted with a red box.

Configuring Office365 mailbox on iPad

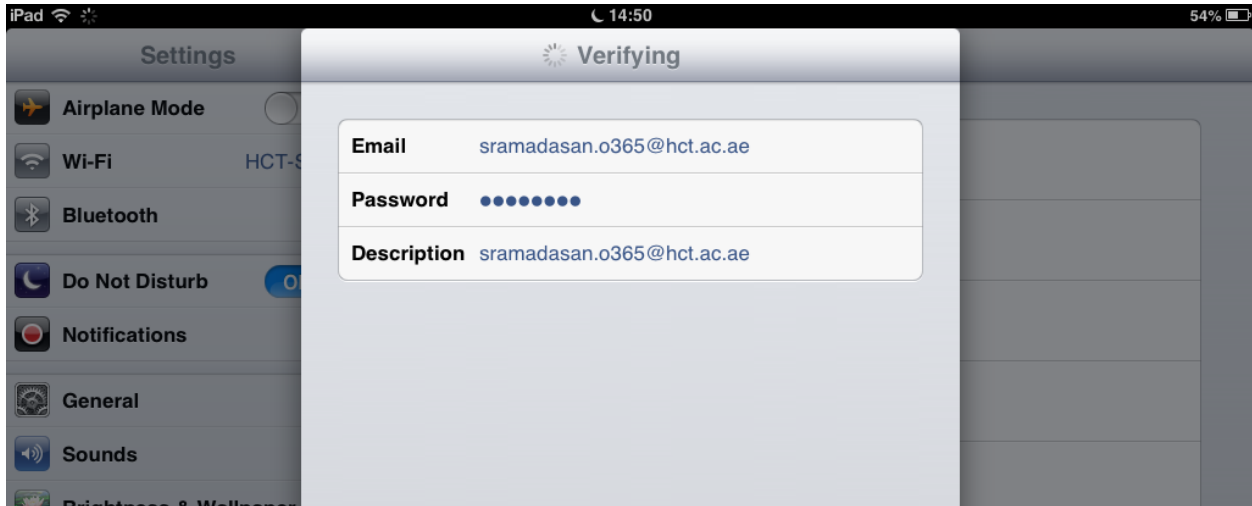
1. SETTINGS -> MAIL,CONTACTS,CALEDARS -> MICROSOFT EXCHANGE



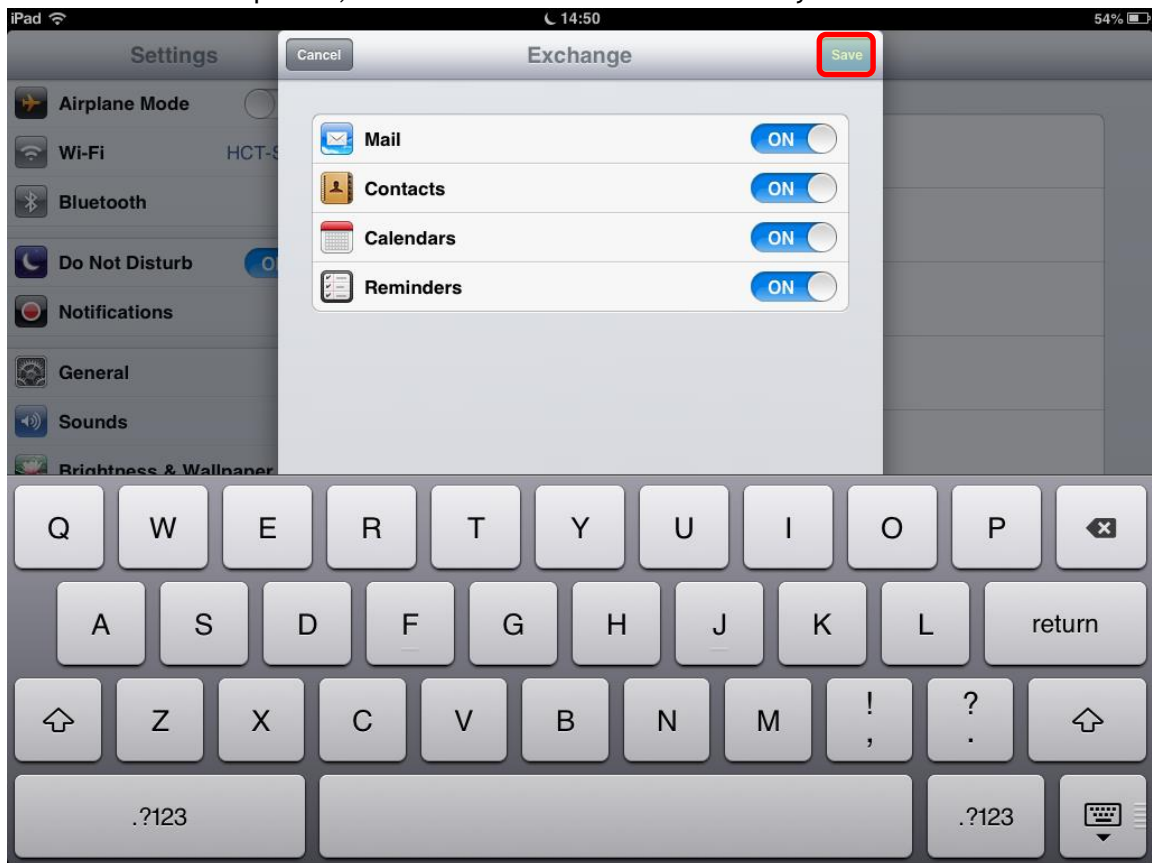
2. Enter Email Address and Password



3. Wait till the email address gets verified

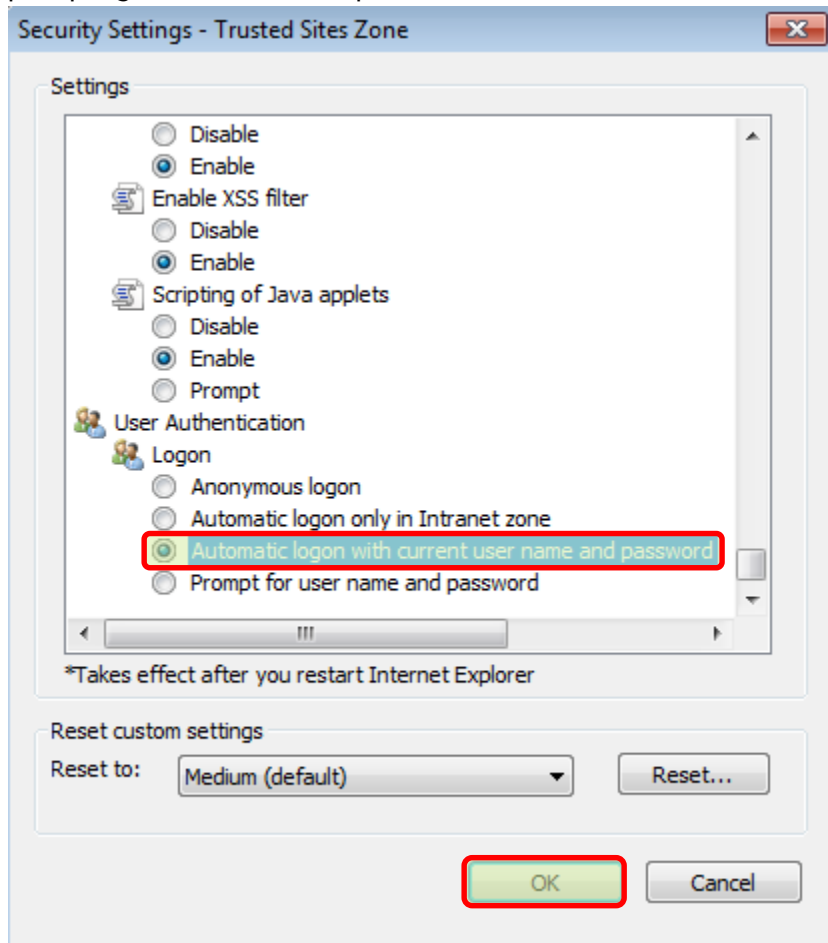


4. After successful completion, Choose the items which need to be synchronized and Click on Save

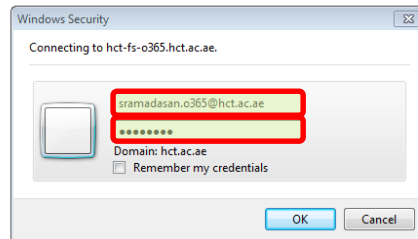
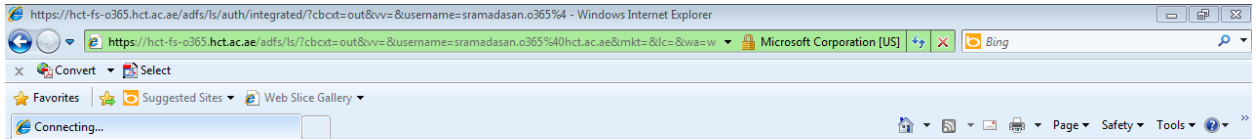


Accessing Office365 mailbox using OWA - HCT Network

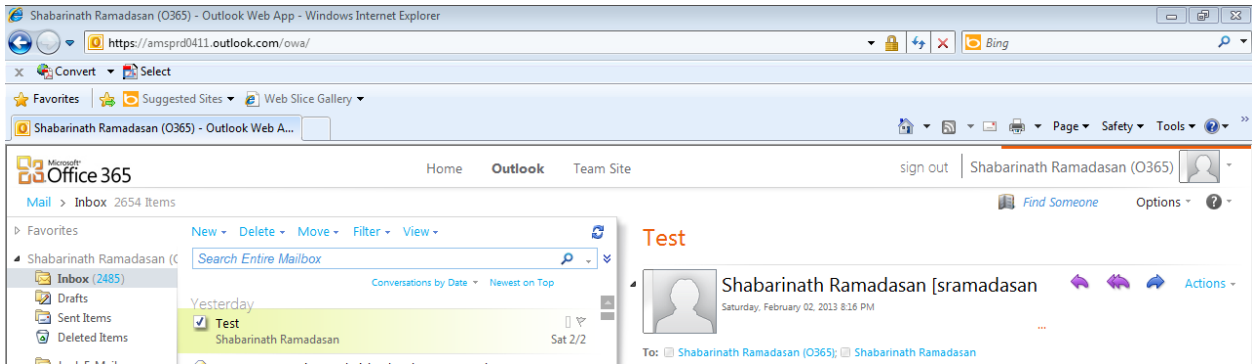
1. Access <http://email.hct.ac.ae> form browser
2. If IE is configured to use “Automatic logon with current user name and password” and currently logged in with HCT AD account with Office365 Mailbox, Mailbox will be loaded without prompting for username and password



3. If IE is not configured to use “Current user name and password”, IE will prompt for user name and password



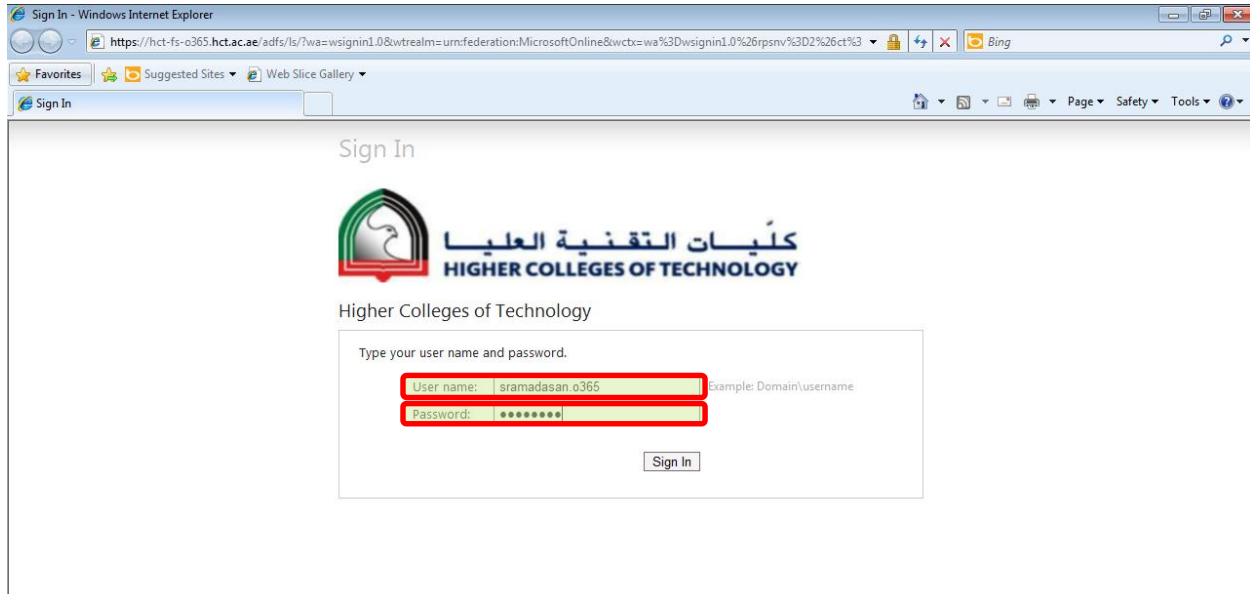
4. Webmail will be loaded



Accessing Office365 mailbox using OWA - External Network

1. Access <http://email.hct.ac.ae>
2. Browser will be redirected to ADFS Login page

Key in User Name and Password



3. After successful sign in, Webpage will be redirected to Office 365 Webmail

