NEW BRUNSWICK
THEOLOGICAL SEMINARY

NBTS on Office 365

In 2017, New Brunswick Theological Seminary deployed Office 365. This gives us a modern email system and provides you an improved set of productivity tools. All **staff, faculty, and students** can access email and calendar services through the Office 365 webmail portal – **portal.office.com**. In addition to the Office 365 webmail portal, you can access your e-mail and calendars in Microsoft Outlook and on mobile devices and phones.

- To log in to the NBTS email portal, you will use your **entire email address** and **temporary password**. Once you have successfully signed in with your temporary password, you can create a new password by following the instructions on the sign in page, http://portal.office.com. For new students, your temporary password is *usually* your ID number preceded by "eS".   For example, if your ID number was 7654321, your temporary password would be eS7654321.

- If you do not know your temporary password, please email us (from your personal email account) at IThelp@nbts.edu.

- These instructions reference your "Office 365 username and password." Your *username* is your *complete* NBTS email address.

If you run into issues, please read though this guide in great detail; if you're still having difficulty, contact the NBTS Helpdesk by sending an email to IThelp@nbts.edu.

For more help and tips for using Office 365, please visit Microsoft's Office Training Center:
http://bit.ly/365Support

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Using the web portal

You can access your email, calendar, and other Office 365 services from any web browser by going to https://portal.office.com and entering your Office 365 username and password.

After a successful sign-in, click on the icon for **Mail**, **Calendar**, etc. and you'll immediately be directed to your desired service (mail, calendar, etc). The **mail** portal is where you'll go to access your email. From here, you can read, write and send emails. You an also create subfolders to store your mail according to any organizational method you desire.
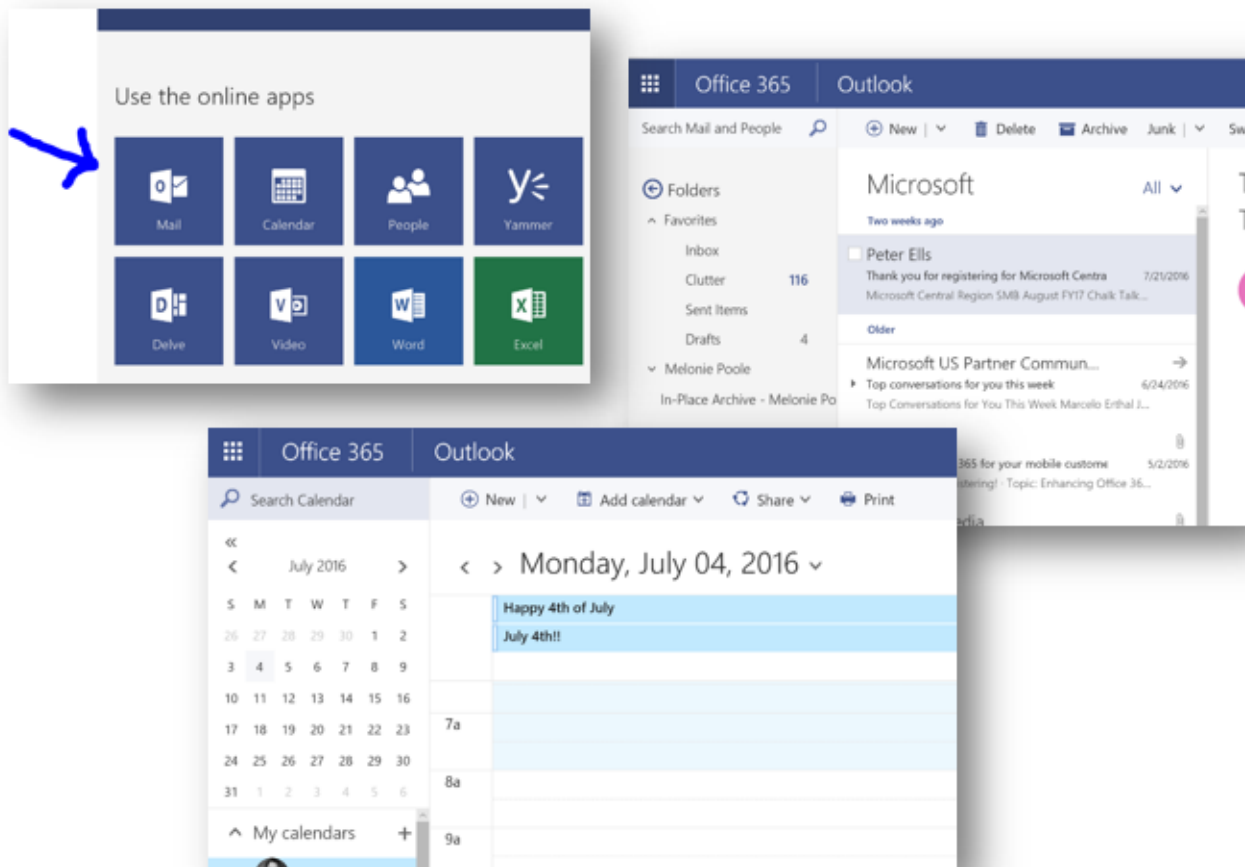
New!! Accessing your mail *and more* on your mobile phone

Overview

You will be able to have the same access to your mail and documents on your mobile phone, tablet, or any portable computing device - via the internet anywhere in the world.

*Note: If you've been connecting to NBTS mail on your phone, you will need to update/change your mobile phone email application (or the **Outlook** app that is available in the Android and Apple app store) to connect to the new email system.*

In most cases, entering your Office 365 username and password will be sufficient to connect. If you need to enter a server name/address, it is *outlook.office365.com*

The instructions/guidelines below for Android and iPhone devices should answer
most of the questions you might have:

Android Outlook App - Office 365 Email Setup

The native Android mail app can be difficult to configure with Office 365 and will end up limiting the Exchange Online features that most people want to use. For this reason, The Android Outlook app is highly recommended. The following will guide you step-by-step through the configuration process:

1. To download the Outlook app, open the "Play Store" app and search the term "Microsoft Outlook". The Microsoft Outlook app should appear at the top of the list.

2. Tap on the Outlook app and install it using the green "Install" button. Once complete, you should see the Outlook icon on your home screen.

3. Tap the new Outlook icon, tap "GET STARTED", and then enter your full NBTS email address. Click "CONTINUE" and enter your password.
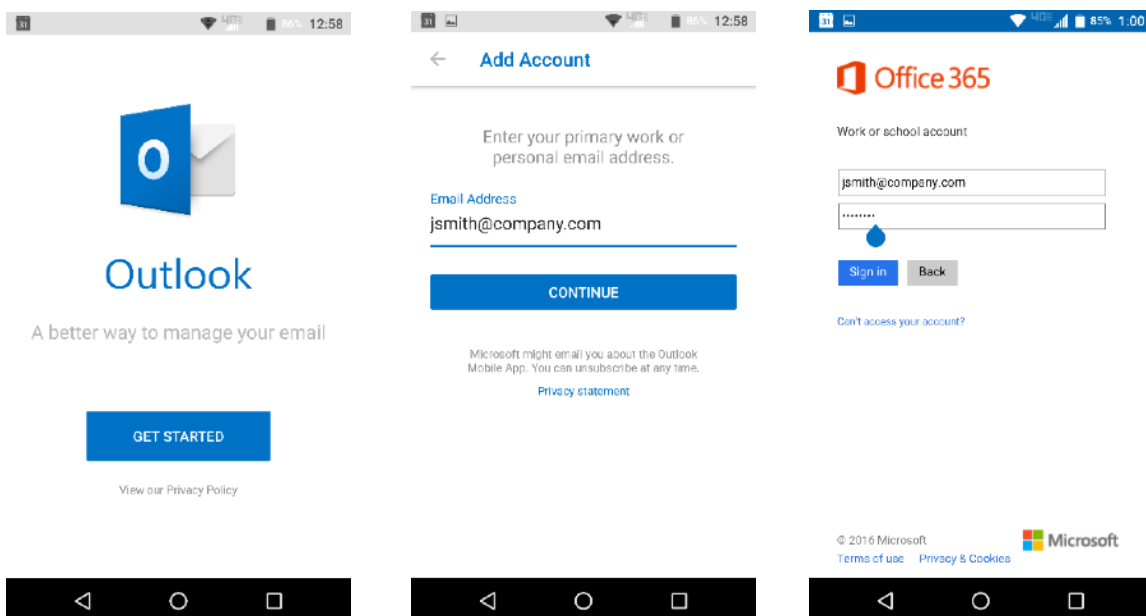
4. Click "Sign In" and the app should configure itself. At this point, your email should be configured, however, you may be prompted to add another account or perhaps take a tour of the app. You may skip all this if you like and begin using your email.

iPhone options

Office 365 Email Setup - iOS native (built-in) Mail App

The built-in email app on Apple iPhone and iPad can be configured to work with Office 365. The following instructions will walk you step-by-step through the setup process:
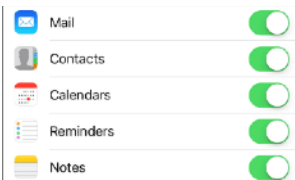
1. Go to: Settings > Mail, Contacts, Calendars > Add Account
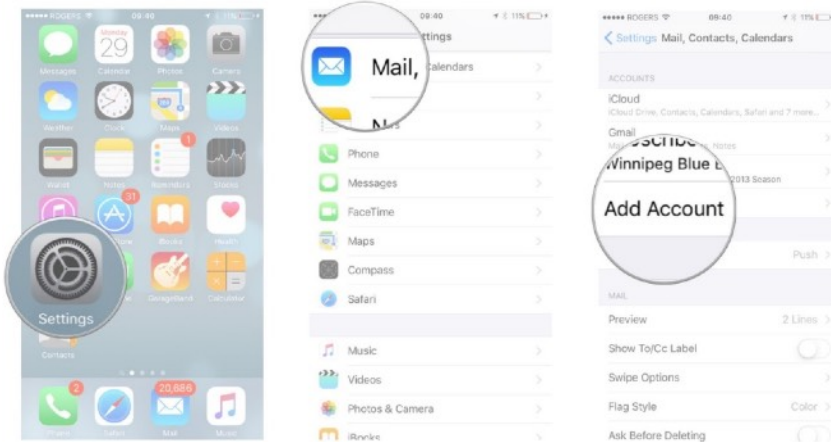
2. On the Add Accounts Screen, choose "Exchange", enter your full email address and password, then click "Next"
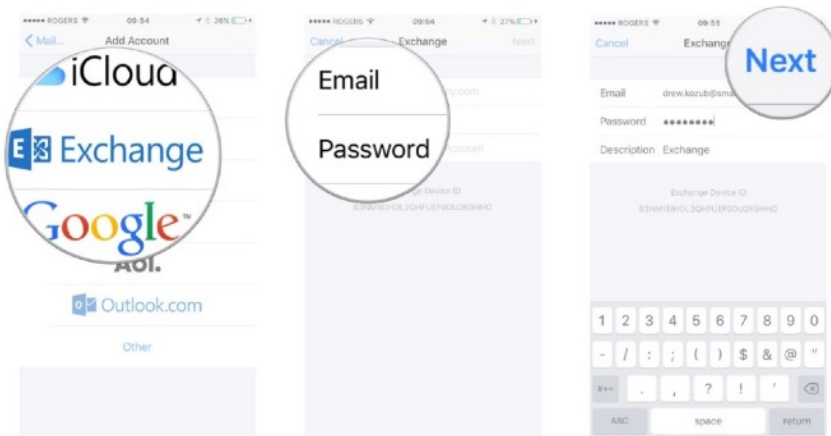
3. At the following screen, make sure syncing is turned on for all options, then click "Save".

4. Setup should now be complete. It will take some time for all items to sync from the cloud. Go back to the home screen and open the Mail app.

Microsoft Outlook - Instructions for Creating a new Profile

- **for Microsoft's instructions on setting up Outlook, go to:** http://bit.ly/NBTS-Office365

- **For Microsoft's instructions on managing outlook profiles, go to:** http://bit.ly/Outlook_profiles

1. Close Outlook is outlook is running.
2. Hit ⊞ + R (Windows key + R)
3. In the Run box that appears, type "outlook.exe /profiles" without quotes.
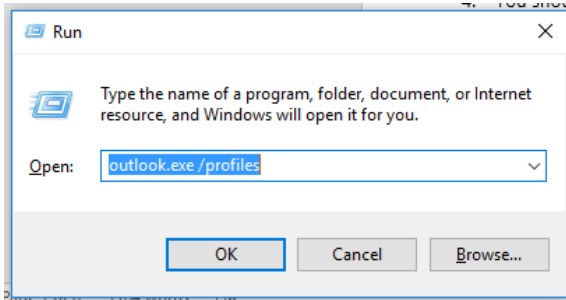

4. If you have never had Outlook configured before, skip to step 7.

   If you were previously using Outlook, you should see the following box (with your current profile name listed):
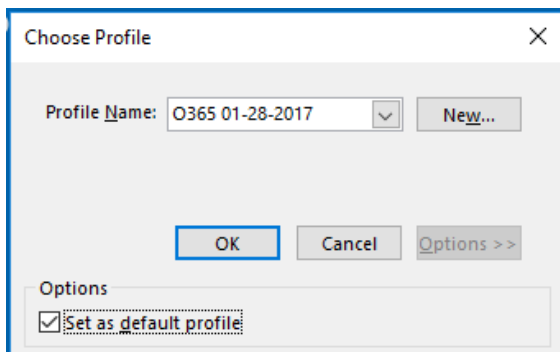

   If you do not see this dialogue appear, please save all work and reboot your computer. After reboot, log back in, <u>do not</u> open Outlook, and then start again at step 2.

4. Click the "Options" button and check "Set as default profile"
5. Click the "New…" button to create a new profile.
6. A new window will appear. Name the new profile something descriptive, like "Office 365 *date*". Hit "OK".
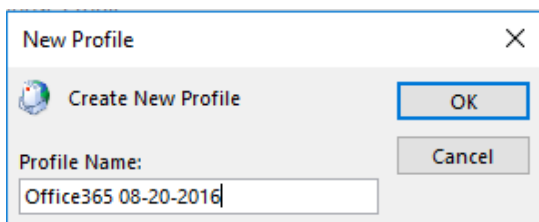
7. Yet another window will appear. Outlook should now be attempting to connect your new profile to your Office 365 email account. It will either attempt to automatically find your email address or it will guide you through setup, in which case you will need to enter your Office 365 username and password.
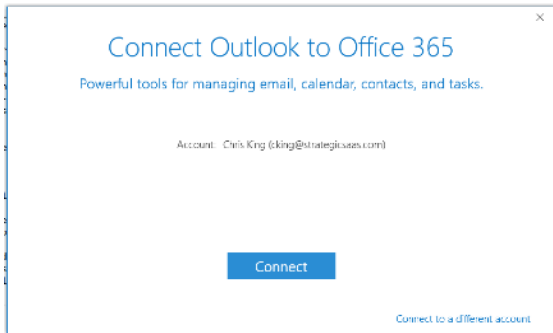
Note: The image above is from Outlook 2013/2016. Outlook 2010 looks different and will likely request login.

- If the correct information is listed, click "connect".
- If the wrong account is listed, you can select "connect to a different account" and enter your correct username and password. Do not attempt a manual setup.

8. Once this step is complete you should be returned to the Choose Profile window. Click "OK" and Outlook will connect to Office 365 and load your new profile. You should see the following:

Outlook - Instructions for Adding an additional account.

If you are already using outlook with your existing non-NBTS email address, you can set up your NBTS account as an additional account that will appear inside outlook alongside your other email account(s).
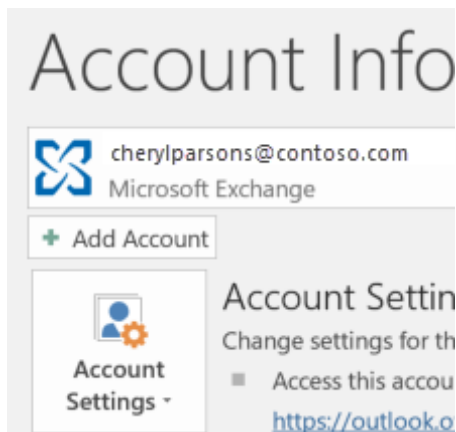
1

Open **Outlook 2016**. The icon looks like this:

If you see a welcome screen, select **Next** > **Yes**, then skip to step 3. Otherwise, continue to step 2.

2

Select **File** > **Add Account**.

Account Info

cherylparsons@contoso.com
Microsoft Exchange

+ Add Account

Account Settings

Account Settin
Change settings for th
■ Access this accou
https://outlook.o

3

Enter your email address, then select **Connect** or, if your screen looks different, enter your name, email address, and password, and then select **Next**.
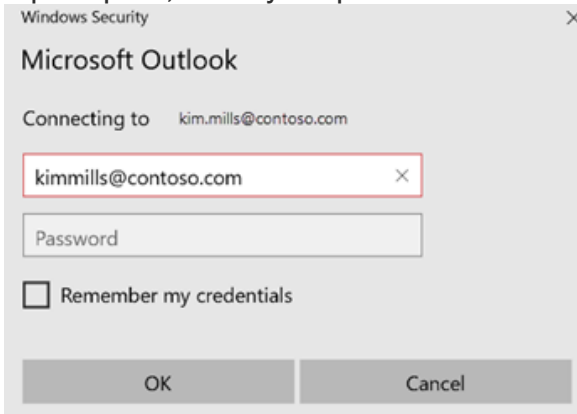
Welcome to Outlook

Enter an email address to add your account.

Advanced options ⌄

Connect

4

If prompted, enter your password and select **OK**.

Windows Security   ✕

Microsoft Outlook

Connecting to   kim.mills@contoso.com

| kimmills@contoso.com   ✕ |

| Password |

☐ Remember my credentials

| OK | Cancel |

5

That's it. Select **Finish** to start using Outlook 2016.