

# Office 365 User Setup Instructions

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## Outlook Web Access Initial Setup

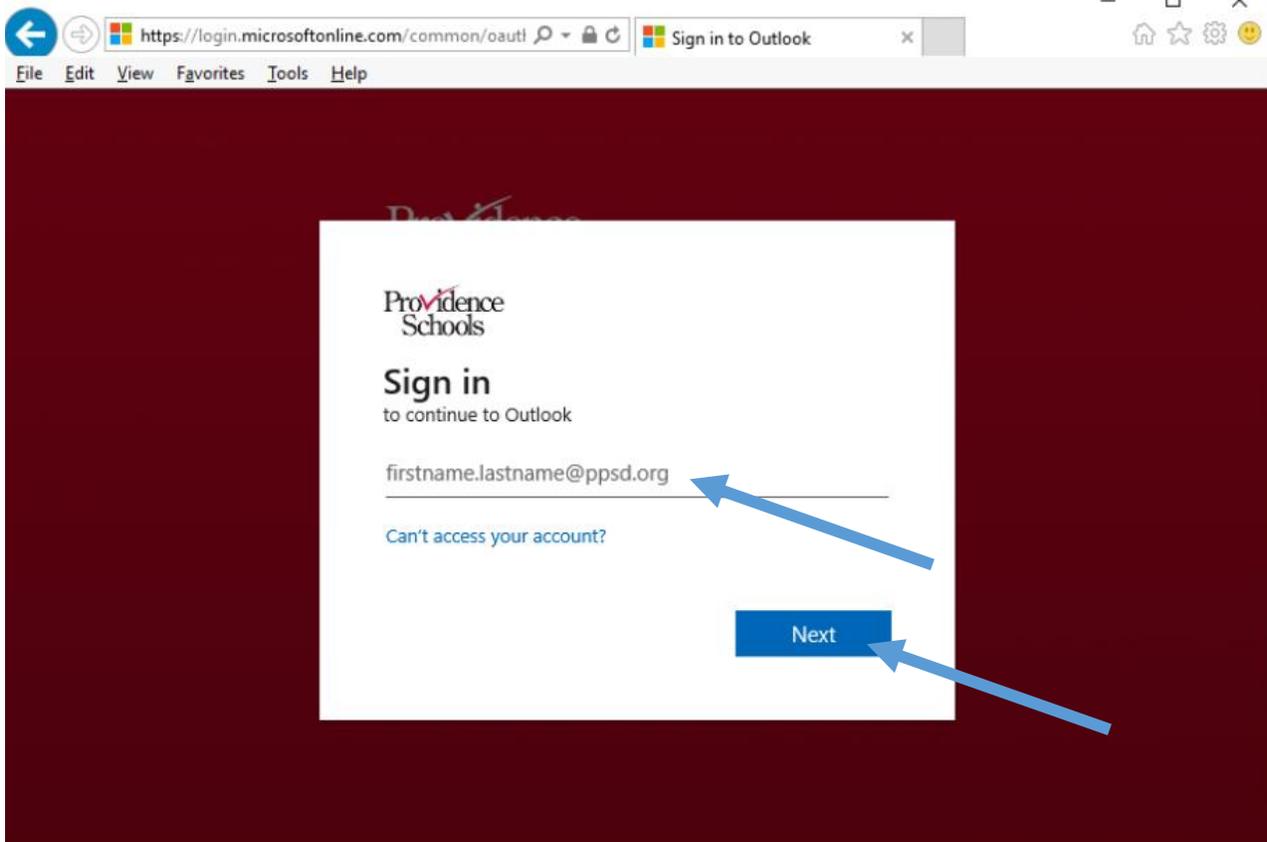
1. From your computer's desktop locate the Internet Explorer Icon and double click on it



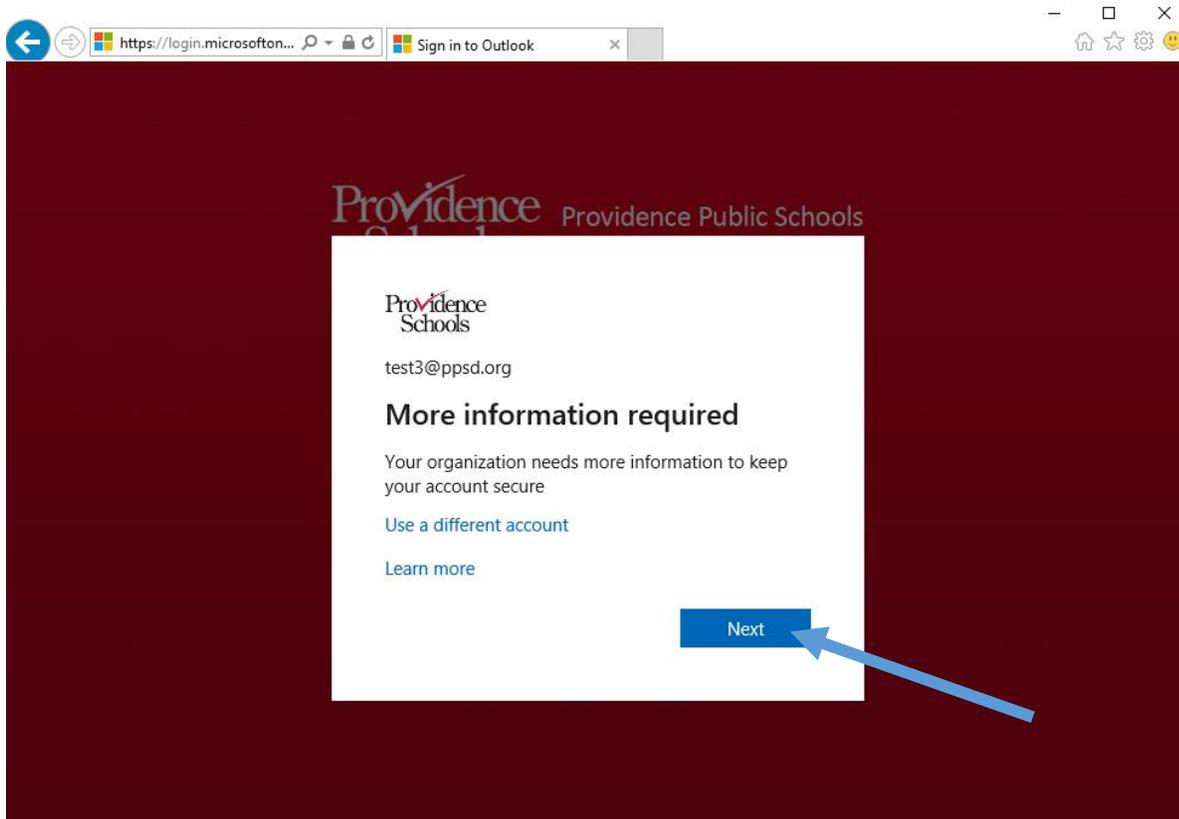
2. Enter <http://outlook.com/owa/ppsd.org> into the address bar and hit Enter



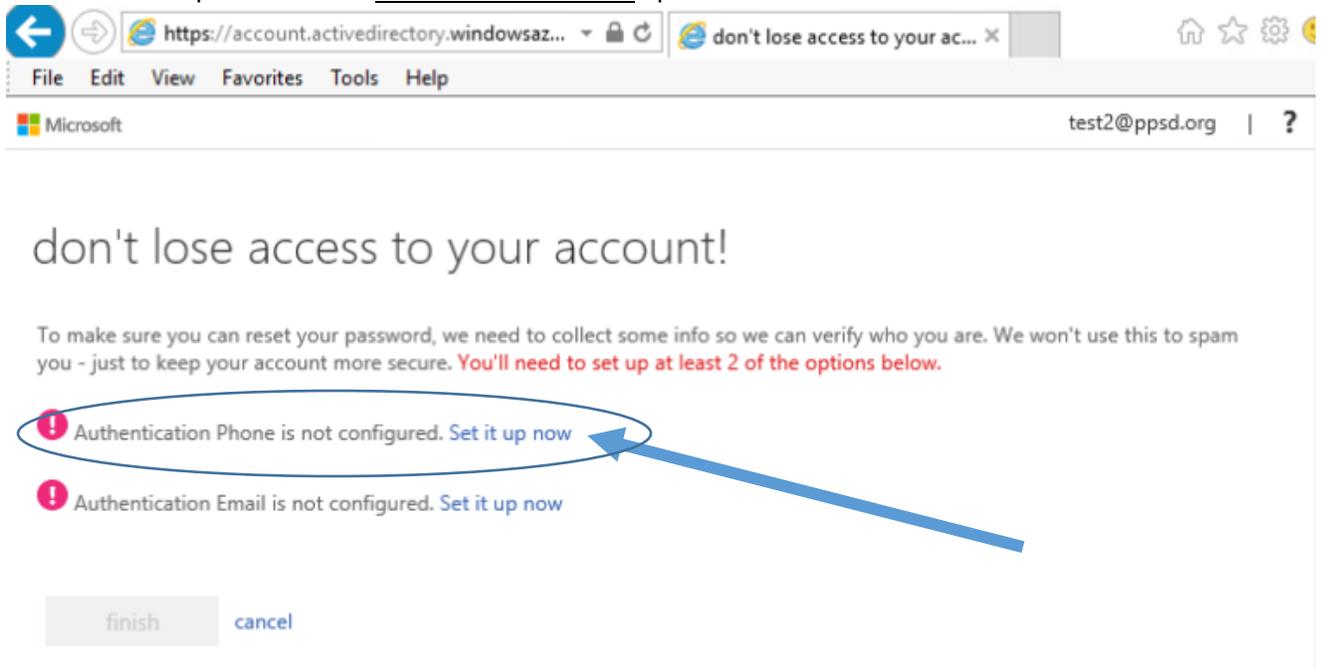
3. Enter your PPSD email address in the format of [firstname.lastname@ppsd.org](mailto:firstname.lastname@ppsd.org) in the sign in screen, choose Next



4. Enter your PPSD password
5. Choose Next
6. In the “More Information is required” screen, choose Next



7. You will be forwarded to the screen below to setup two Authentication methods.
  - a. *This information is only used to contact you when you request a PPSD password reset from the Outlook.com website*
8. Choose “Set it up now” for the Authentication Phone option



## 9. Authentication Phone

- Choose United States
- Enter your mobile phone number (including the area code)
- Choose text me or call me

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

- Enter the six digit verification code that you receive into the field below
- The Verify button will then turn blue
- Choose Verify

We've sent a text message containing a verification code to your phone.

## 10. Choose "Set it up now" for the Authentication Email option

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 2 of the options below.**

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

## 11. Authentication Email

- Enter your @providenceschools.org account OR a non PPSD email address into the field
- The email me button will turn blue
- Choose email me

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

email me

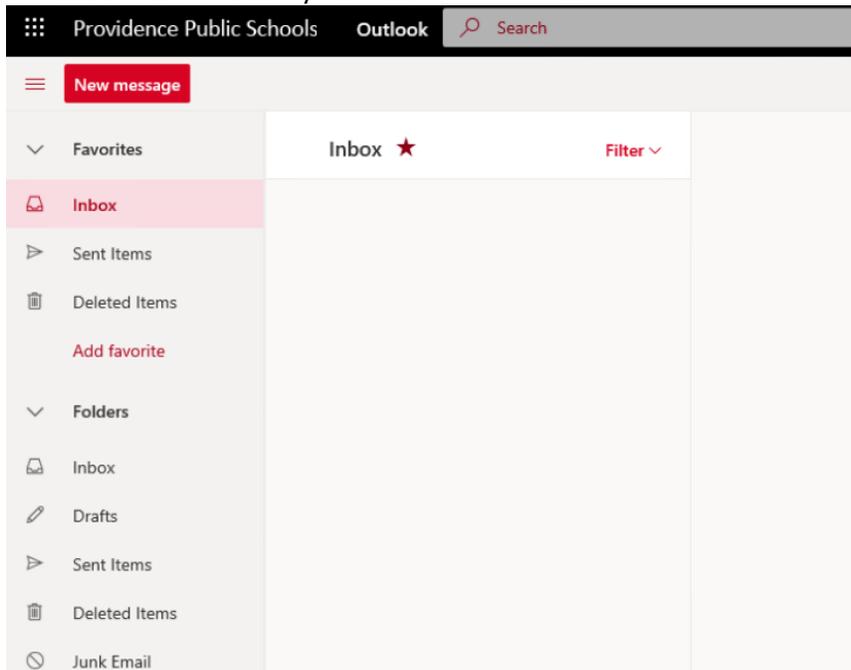
- Enter the six digit verification code that you receive into the field below
- The Verify button will then turn blue
- Choose Verify

We've sent an email message containing a verification code to your inbox.

verify

- Once both methods have been setup successfully, choose Finish
- You may be asked to choose your time zone
  - Pick time zone as (UTC -5:00) Eastern Time (US & Canada)
  - Save

## 14. You will be directed into your Office365 Mailbox



- Although the inbox may look different, your email box functionality remains the same

16. To access your email going forward enter <http://outlook.com/owa/ppsd.org> into the address bar of your browser and hit enter



17. You can also access your email via our website <https://www.providenceschools.org/> and clicking on the O365 Email icon

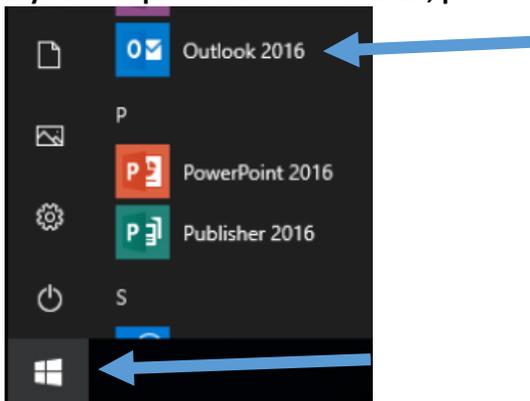


## Mobile Device Setup (Optional)

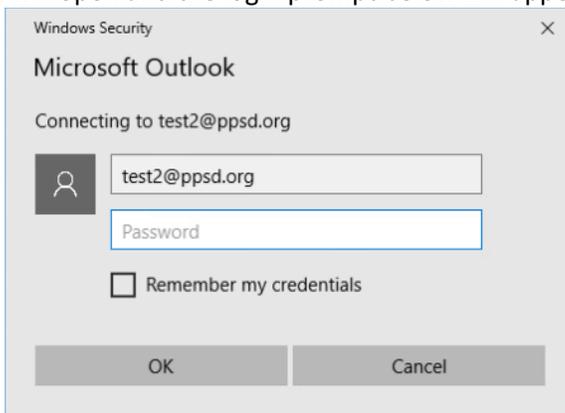
1. You must delete your PPSD email from your mobile device before moving forward
2. Office365 works best with the Outlook Mobile App
3. Please see the link below and choose your device and app type to complete the setup:
  - a. <https://support.office.com/en-us/article/set-up-office-apps-and-email-on-ios-devices-0402b37e-49c4-4419-a030-f34c2013041f>

## Outlook 2016 Initial Setup (Optional)

1. Log into a PPSD Windows Computer
2. Once logged in, Click on Start Menu on the lower left corner
3. Select Outlook 2016
  - a. **If your computer has Outlook 2013, please skip to the “Outlook 2013 Initial Setup” below**

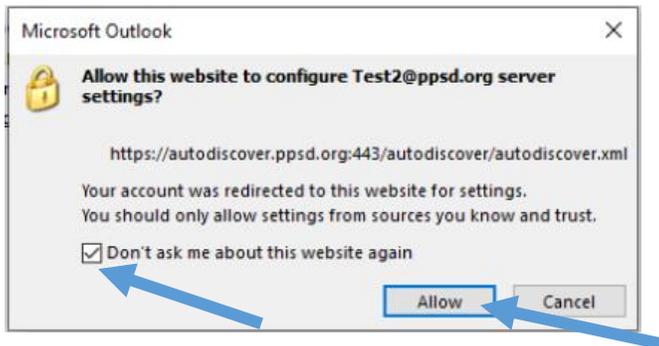


4. Outlook will open and the login prompt below will appear



- a. Enter your PPSD password
- b. Ok

5. If you receive the Window below, put a check in the box “Don’t ask me about this website again”
6. Choose Allow

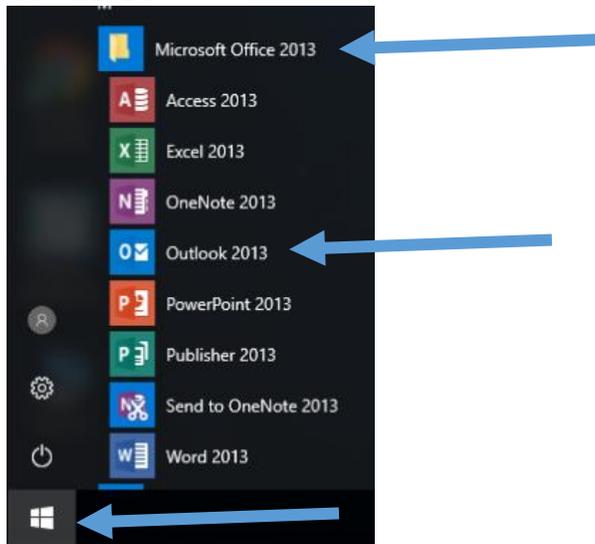


7. If you have previously setup your Authentication methods for email account via Outlook.com your will be directed to your Inbox
8. **Outlook 2016 Configuration has been completed**

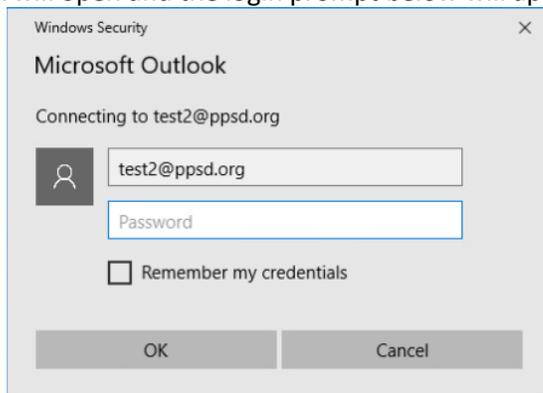
## Outlook 2013 Initial Setup (Optional)

**\*\*The process to setup Outlook 2013 can only be completed while onsite. If you are offsite, please use Outlook Web Access until you return to one of the buildings and are able to complete this process.**

1. Log into a PPSD Windows Computer
2. Once logged in, Click on Start Menu on the lower left corner
3. Expand the Microsoft Office folder
4. Select Outlook 2013

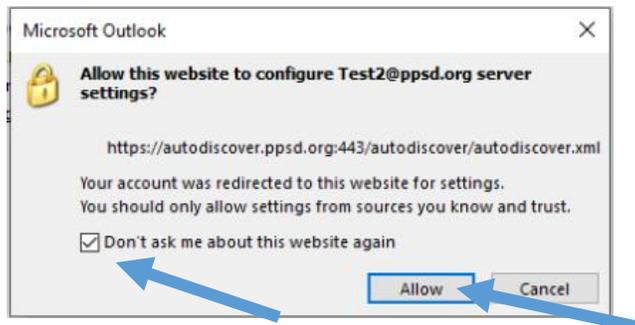


9. Outlook will open and the login prompt below will appear



- a. Enter your PPSD password
- b. Ok

5. If you receive the Window below, put a check in the box "Don't ask me about this website again"
6. Choose Allow



7. You will be directed to your inbox
8. **Outlook 2013 Configuration has been completed**