



# CAL MARITIME

## OFFICE 365 INSTRUCTIONS

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Cal Maritime

### **For Cal Maritime Students, Faculty, and Staff.**

This document is to help you understand how to setup and use Office 365 with Outlook, Outlook Web App and mobile phones. Additional links to help install Office 365 on various devices are also included.

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## WELCOME TO OFFICE 365'S EXCHANGE ONLINE!

Cal Maritime has changed to a new email system provided by Microsoft's Office 365 Cloud solution known as Exchange Online. This new cloud solution will benefit Cal Maritime by providing improved messaging, calendaring and collaboration. It will also allow easy access to e-mail anytime and anywhere. The purpose of this document is to get your account setup, to familiarize yourself with the most common usages of Exchange Online, and to provide some helpful tips & tricks.

## WHAT IS OFFICE 365'S EXCHANGE ONLINE?

Microsoft Office 365's Exchange Online includes several benefits. All email will now reside in Microsoft's "Cloud" datacenters, which provide enhanced security and increased functionality for Cal Maritime email users. These benefits include:

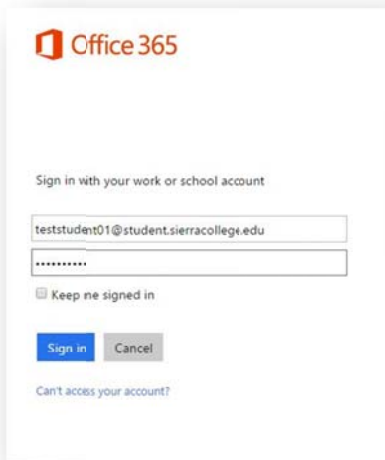
- Enhanced Web-based E-mail –you will have rich functionality on the Web-based Outlook, known as Outlook Web App or **OWA**.
- Mobile Devices: iPhone, Android, and numerous other smartphone systems are supported using Microsoft's ActiveSync technology.
- Continued Spam and Virus filtering

## HOW DO I GET STARTED WITH OUTLOOK WEB APP?

The first step in getting to your new online mailbox is by logging onto Outlook Web App. Outlook Web App is a great alternative or companion to using Microsoft's Outlook program. All email, calendaring and contacts can be accessed simply through your favorite Internet browser. To login to Outlook Web App, perform the following:

1. Login to <http://portal.office.com>
2. Enter your **Cal Maritime email address for your username**. For example, if your username is teststudent01, then your email is [teststudent01@csum.edu](mailto:teststudent01@csum.edu). Use the same password that you use to login to your MyCalMaritime portal.

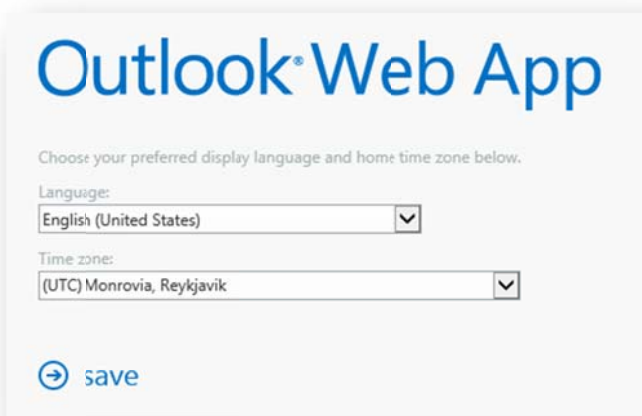
- You may get re-directed to another login page. Enter the same username and password here



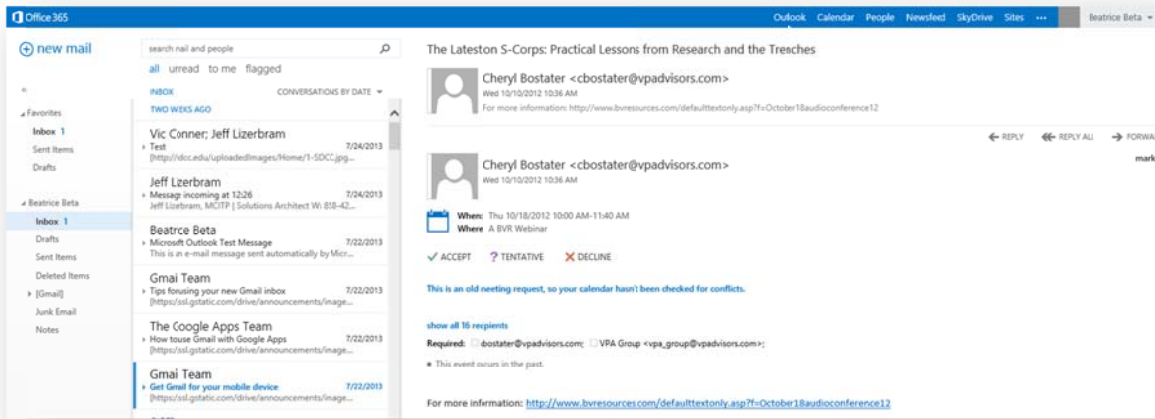
- Once you are logged in, click on the link to Outlook, located either in the upper portion of the browser or simply click on the square that says "Outlook".



- Once you click on Outlook, you may be prompted to adjust the Language and Time Zone. Select the appropriate Language and Time Zone from the drop-down menu.



6. You will now be in Outlook Web App. You can now explore all the features that Outlook Web App has to offer.



## HOW DO I SET UP MY EMAIL ON MY SMARTPHONE?

*\*NOTE: These settings apply to iPhone, but Android and other smartphones and tablets use similar settings. These screenshots will vary depending on the type of phone you use.*

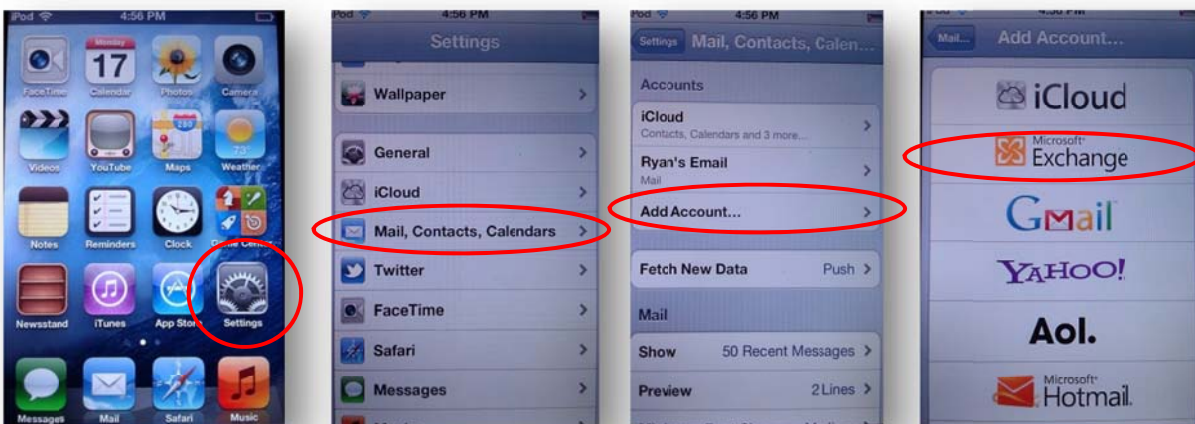
**Email:** YourUserName@csum.edu (for example, for TestStudent01, it will be teststudent01@csum.edu)

**Username:** Same as Email - YourUserNamme@Studentt.csum.edu (for example, for TestStudent01, [TestSStudent01@csum.edu](mailto:TestSStudent01@csum.edu))

**Password:** Use the same password as you normally use for logging into MySierra. If you don't know your password, please visit the [CSUM Password Reset Tool](#).

**Server Name:** outlook.office365.com

1. From your iPhone home screen, click on the Settings icon. Then, click on "Mail, Contacts, Calendars". Next, click on "Add Account...". Select Microsoft Exchange, as shown.



2. Enter your Email address in BOTH the Email and Username fields. Enter the Password that you normally use to login to CSUM Email or Portal. Type in a description of this account, such as "CSUM Email". The iPhone will verify settings.
3. It may prompt for a server other than m.outlook.com, If so, the server name is: outlook.office365.com



4. Click on SAVE, and you're ready to start using your email from your phone.

## WHERE DO I GO TO GET HELP?

If you still are having issues or have additional questions, please contact IT Help Desk at [helpdesk@csum.edu](mailto:helpdesk@csum.edu)