

Note: Use the following instructions Monday, March 23, **AFTER** Outlook 365 has been installed.

Outlook 365 Quick Start Guide

With our change to Office 365, you will need to complete a couple of steps to ensure your Outlook email account is running and synced correctly.

Configuring your Outlook email on your computer/laptop

1. Once logged into your computer, if Outlook is running, close Outlook.
2. Go to www.config365.com If you're using the Internet Explorer browser, click on the top link. If you're using the Chrome browser, select the bottom link instead.

A screenshot of the MessageOps website. The page features the 'MESSAGE OPS' logo and a heading 'Config 365'. A red-bordered box with red text says 'Choose based on ie or chrome (do not use firefox)'. Below this, there are two blue links: 'Click here if you are using Internet Explorer (ClickOnce Install)' and 'Click here if you are not using Internet Explorer (Download and run the .exe from your local PC)'. Red arrows point from the box to these links. A paragraph of text explains that Config 365 will automatically configure Outlook to connect to an Office 365 mailbox and reattach existing PST files.

This free service is provided by MessageOps. Please visit www.messageops.com for more software, training, and information about Office 365. If you find the software useful, we hope you'll consider [setting MessageOps as your Office 365 Partner](#). It's fast, free, and easy and gives you full access to all MessageOps services and software.

3. If you are using Internet Explorer, the file will auto-run. If you are using Chrome, the Config365 tool will be placed in your download file and should be available at the bottom of your screen for a one-click run.

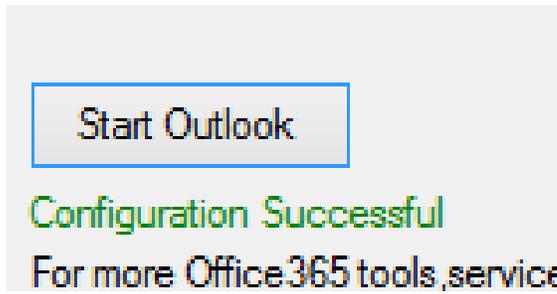


4. Enter your kresa.org email address and computer login password into the required fields and click *Configure*.

A screenshot of a Windows-style configuration window titled 'MessageOps Config365'. The window has a blue title bar with a close button (X) on the right. The main content area is light gray and contains the following elements:

- A section titled 'Office365 Credentials' in a rounded rectangle.
- Two text input fields: 'Email Address :' containing 'ttribu@kresa.org' and 'Password :' containing a masked password (dots).
- Three checkboxes: 'Attach existing PST files' (checked), 'Prefer Local XML - for Autodiscover' (unchecked), and 'Connect other accounts' (unchecked).
- A 'Configure' button.
- At the bottom, a line of text: 'For more Office365 tools, services and training visit www.messageops.com'.

5. Under the Configure button you will notice a *Starting Configuration* command. Shortly after it will state *Configuration Successful*. You may now click **Start Outlook**.



6. Your email account now contains all of your emails and folders.

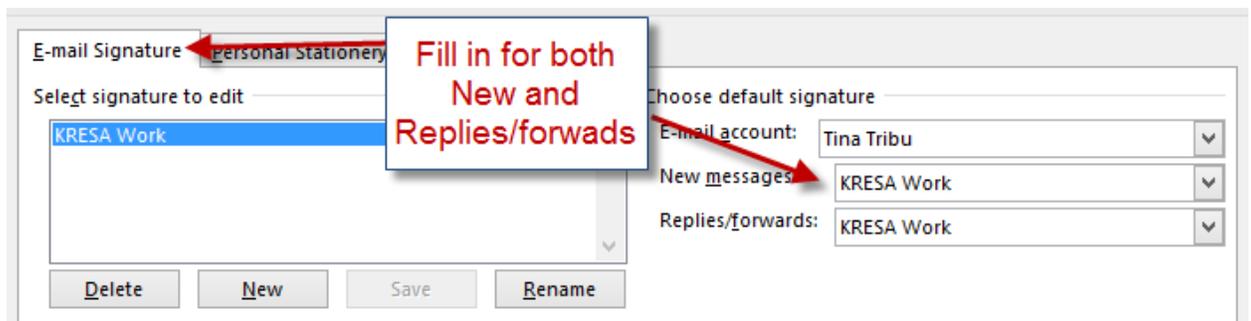
Re-Assigning your Signature

Your signature will be saved but you will have to re-assign it to your emails.

1. Open Outlook and click on New Email.



- 2.



3. If you have multiple signatures, you may use the drop-down in each field to make your choice. You may also create a new signature by clicking on **New**.
4. Once you click *OK*, your signature will be saved for all future emails.

Setting up your iPhone/iPad email

1. Tap on Settings
2. Scroll down and tap on Mail, Contacts, Calendar
3. Under Accounts, select/tap the account that is set up for your kresa.org account. Unless you renamed this account, it will be titled Exchange.
4. Tap on your email to access the account connections.
5. Fill in the required fields as designated in the picture below. Do not enter anything for the Domain field.

