

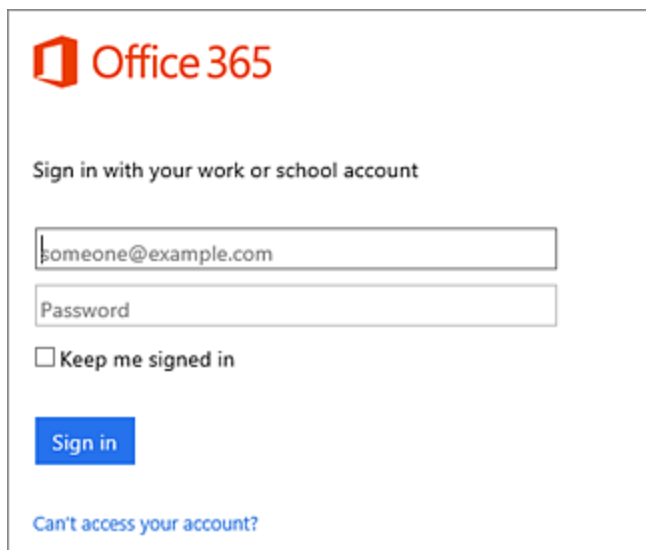
We're moving to Office 365!

All of your existing email from our old email system will be migrated to Office 365. When that is complete, you can sign in and start using email from Office 365. Check the website at icsptsa.org for status updates on our migration.

This document tells you how to sign in, and how to set up your email clients on your phones, tablets, or computers. Question? Email webmaster@icsptsa.org.

Sign in to Office 365

1. Sign in at portal.office.com with the username and temporary password that was sent to you.



The image shows a screenshot of the Office 365 sign-in page. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your work or school account". There are two input fields: the first contains the email address "someone@example.com" and the second is labeled "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom left, there is a link that says "Can't access your account?".

2. Reset your password when you log in.
If you lose your password, you can reset it at passwordreset.microsoftonline.com or contact webmaster@icsptsa.org.

To get to your email from Office 365

1. On the Office 365 home page, click the **Mail** button.



Set up your phone, tablet, or computer to get email from Office 365

Follow the instructions for your device:

Phones and tablets:	PCs or Macs:
<p>Video: Set up mobile devices with Office 365</p> <ul style="list-style-type: none">• Set up email on an iPhone or iPad• Set up email accounts on an Android phone or tablet• Set up email on a Windows Phone• Set up email on a BlackBerry• Set up email on a Nokia (Symbian OS) phone• Set up email on Windows Mobile 6.5• Set up email on other Internet-capable phones and tablets	<ul style="list-style-type: none">• Set up email in Outlook for PC• Set up email in Outlook for Mac• Set up your Office 365 mailbox in Outlook• Set up your Office 365 or Exchange-based email in Windows 8 Mail• Set up your account in Mail for Windows 10