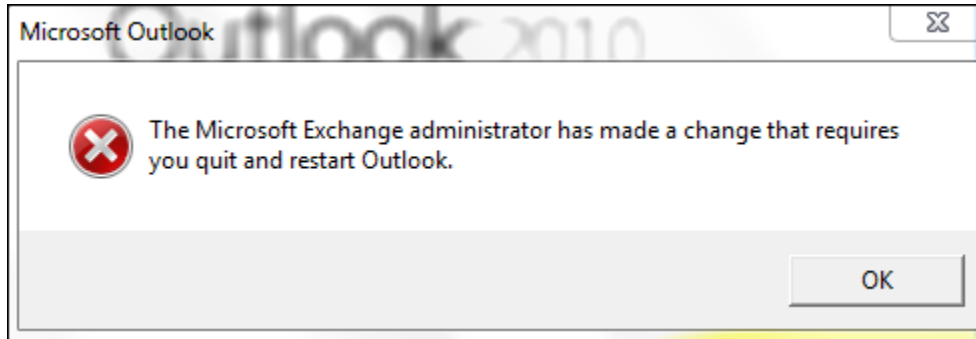




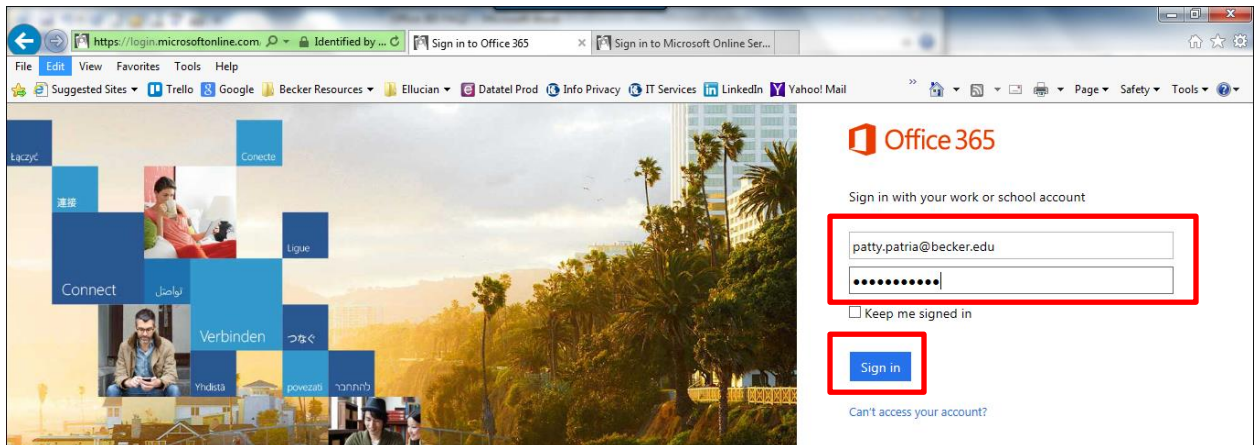
# Office 365 One-Time Setup FAQ

Once your mail box has been migrated to Office 365, you may see the message below.



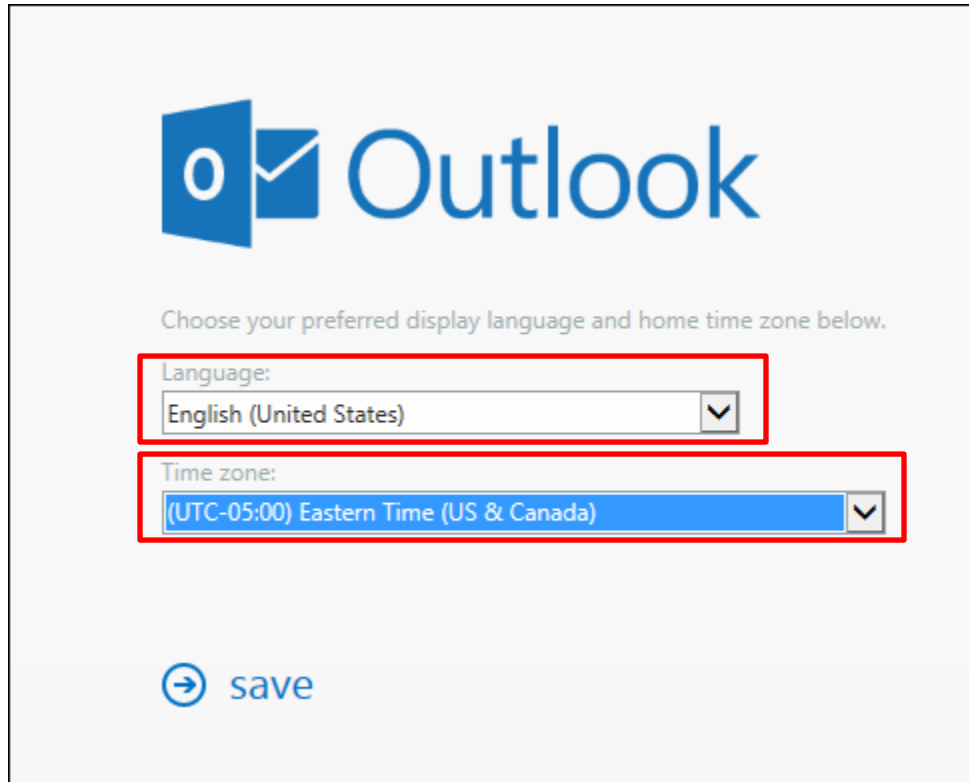
If you do, please do the following:

- Login to web mail from the QuickLinks menu or go directly to <https://outlook.office365.com/>.
- Enter your Becker email address and network password in the screen below and click "Sign In".

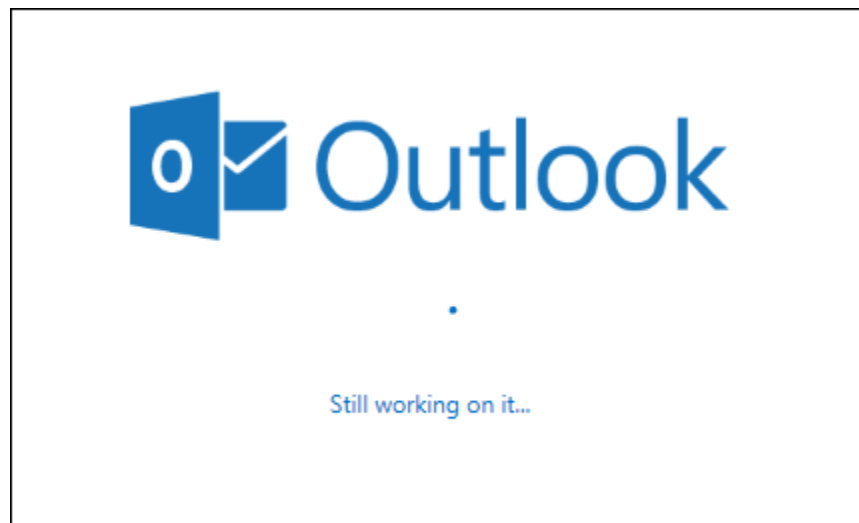




- On the first screen, keep the default of English and select Eastern Time in time zone box and click "Save".

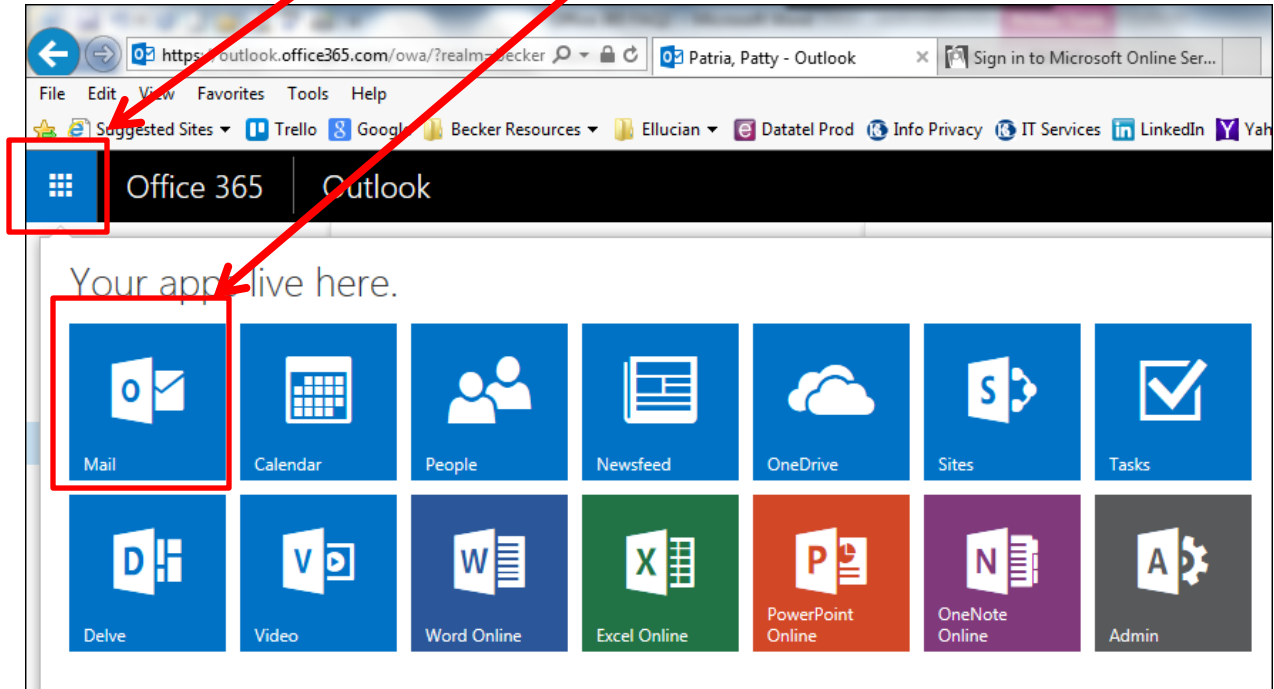


- You will see screen below for a few minutes while your system is being configured.





- Once complete you will be able to access your email. If you don't see your mail right away, click the Windows button below and click Mail. You will now see all of your email.

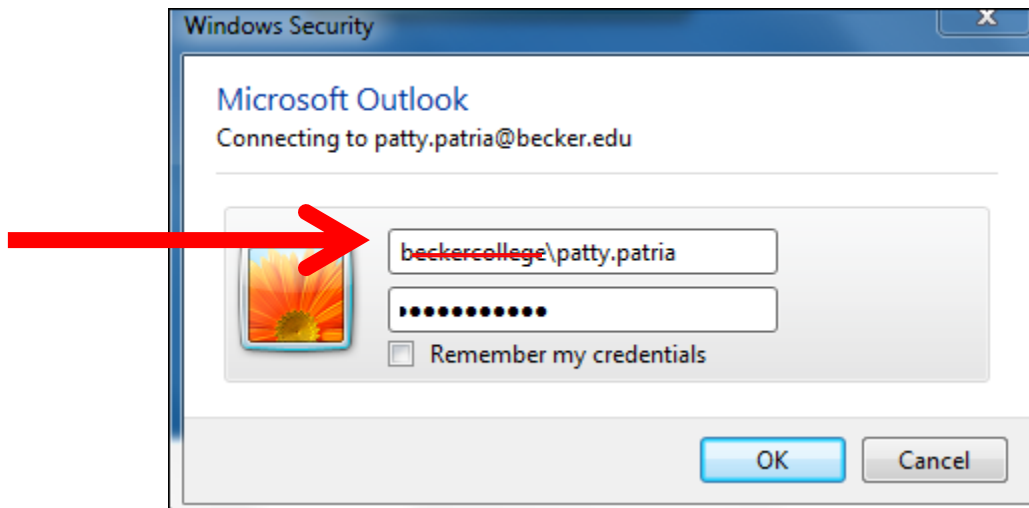




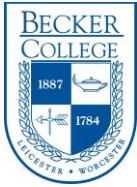
## Outlook Client Configuration

To login to your email via the Outlook client on your Becker computer, do as follows:

- If you have your password saved, you will need to remove the beckercollege before your user name.



- Instead, enter your email address and network password.



## *iPhone/iPad Configuration*

Once your account has been upgraded, most smart phones should automatically convert to the new settings. However, if you have problems please make sure the settings are set correct.

On an iPhone, go to Settings->Mail, Contacts, Calendars and select your Becker email profile.

- Make sure the server says outlook.office365.com
- Make sure your email is correct and your username is your email address.
- Leave the domain field blank.
- Make sure your password is correct and click Done.

Field	Value	
Cancel	Account	Done
Email	patty.patria@becker.edu	
Server	outlook.office365.com	
Domain	Optional	
Username	patty.patria@becker.edu	
Password	●●●●●●●●	
Description	Becker	
Advanced Settings	>	

If you have any problems with your phone, Outlook client or web based email, please contact the Help Desk at 508.373.1999 or [helpdesk@becker.edu](mailto:helpdesk@becker.edu). Thank you.