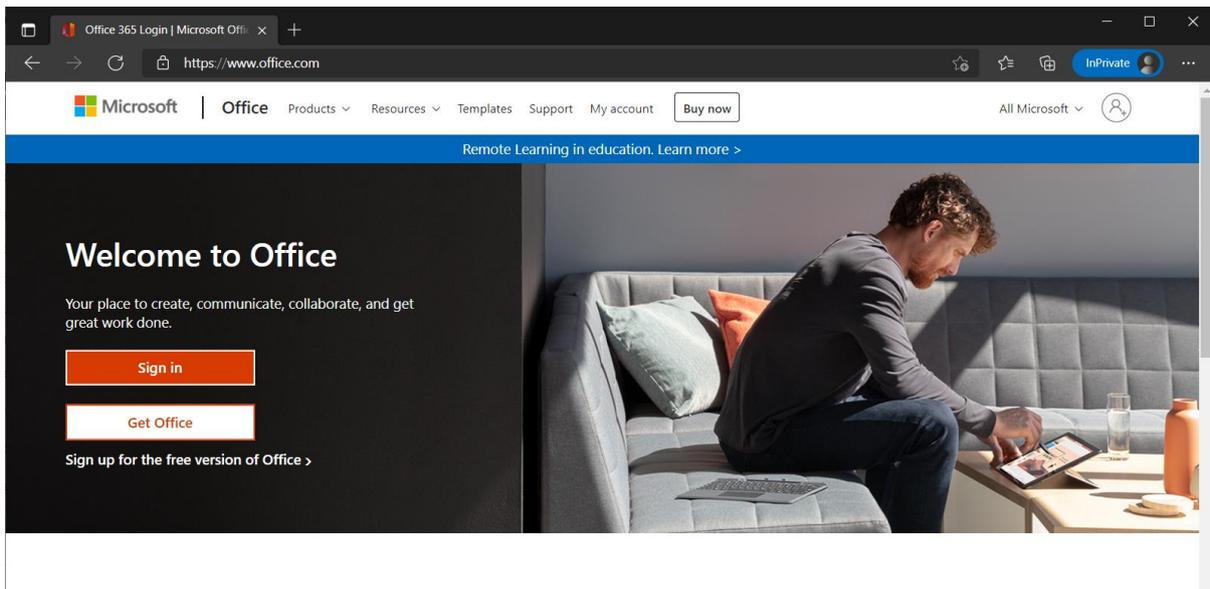




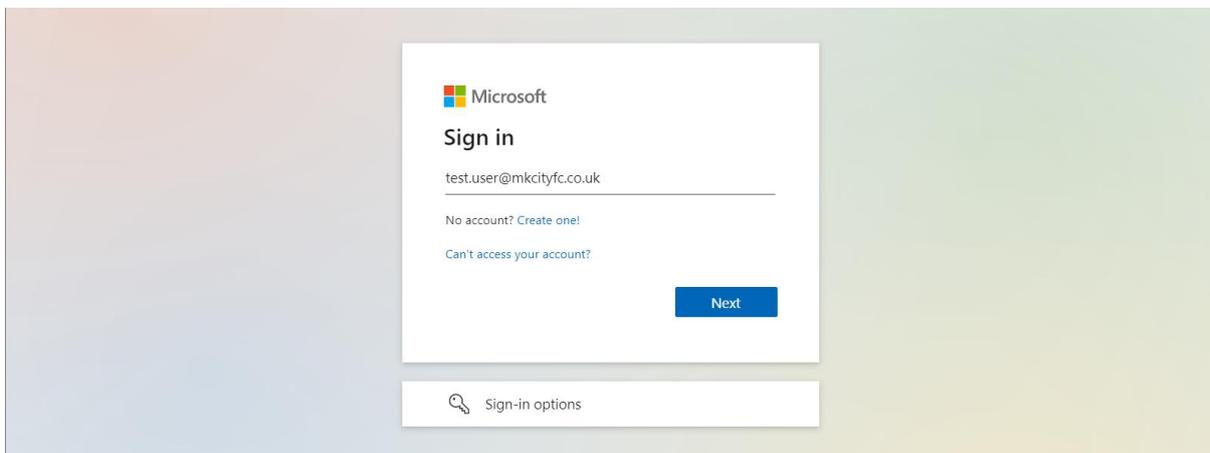
E-mail set up guide

First login

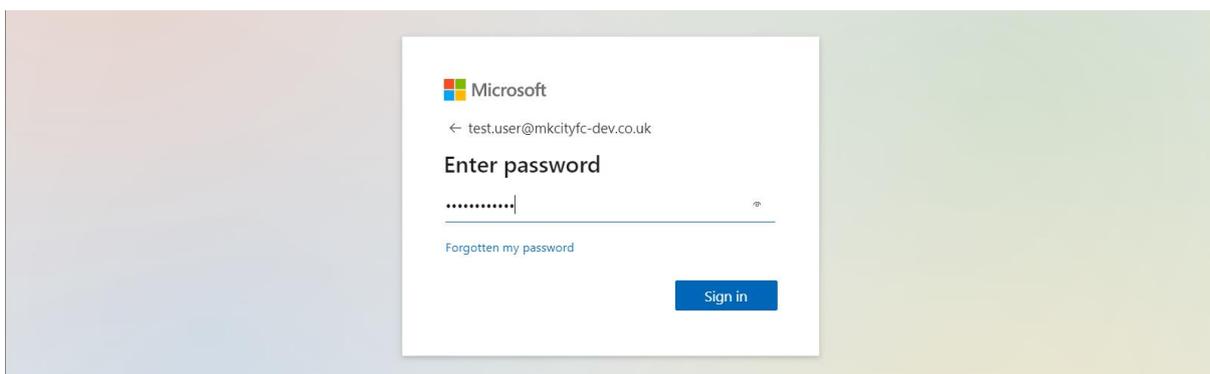
1. Go to office.com in your browser. Click the orange **Sign in** button



2. Login with your individual username forename.surname@mkcityfc.co.uk (Not your role or team email address) and click **Next**

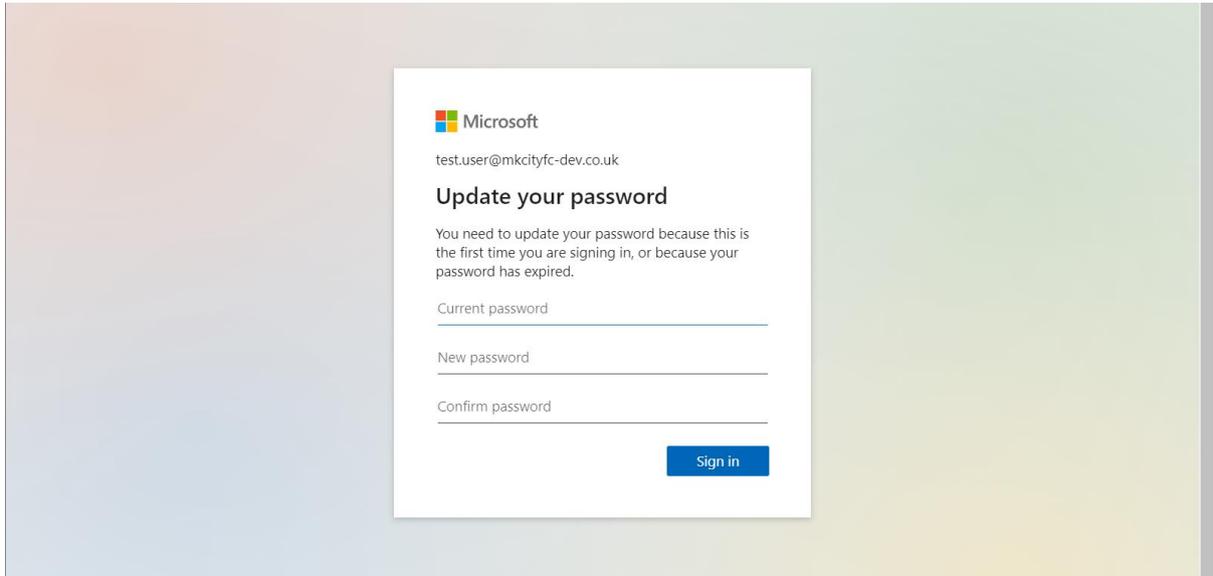


3. Enter your password and click **Sign in**

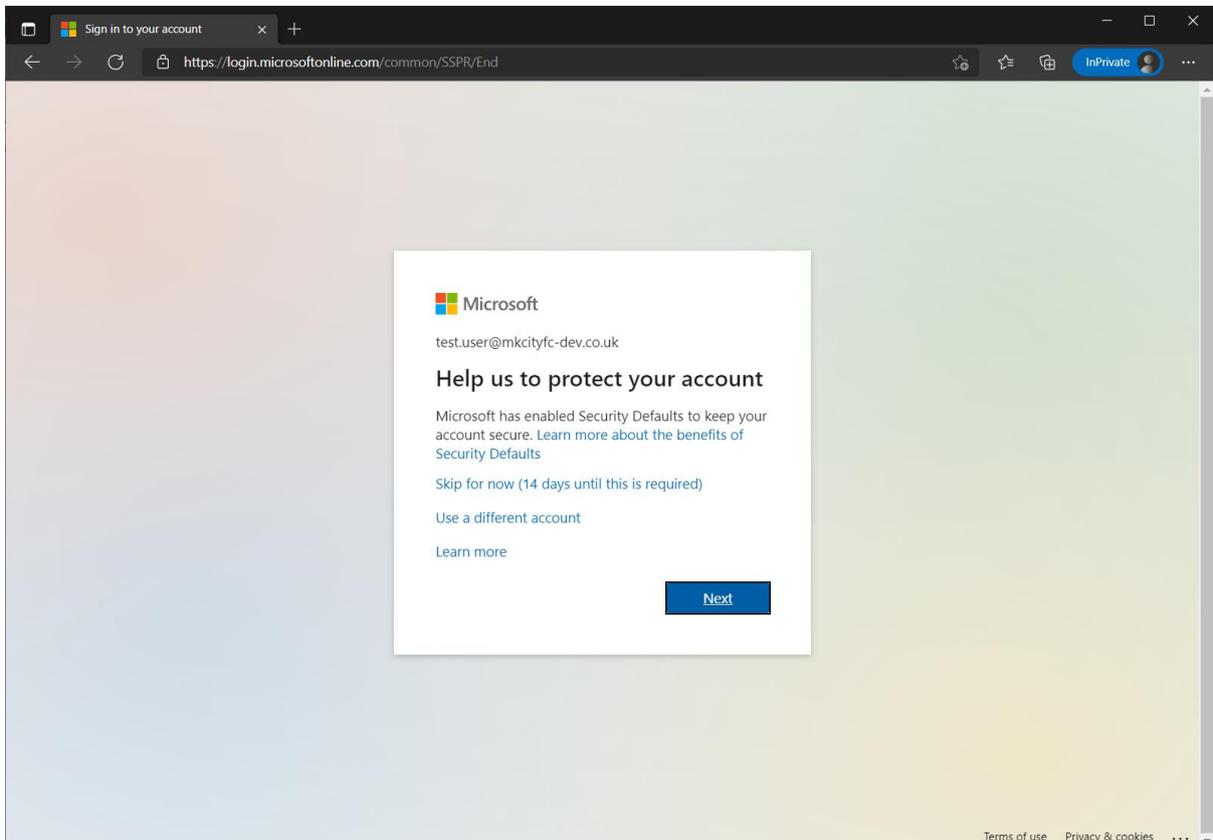


4. You will need to create a new password. Enter your old password in the first space and then a new password in the second and third.

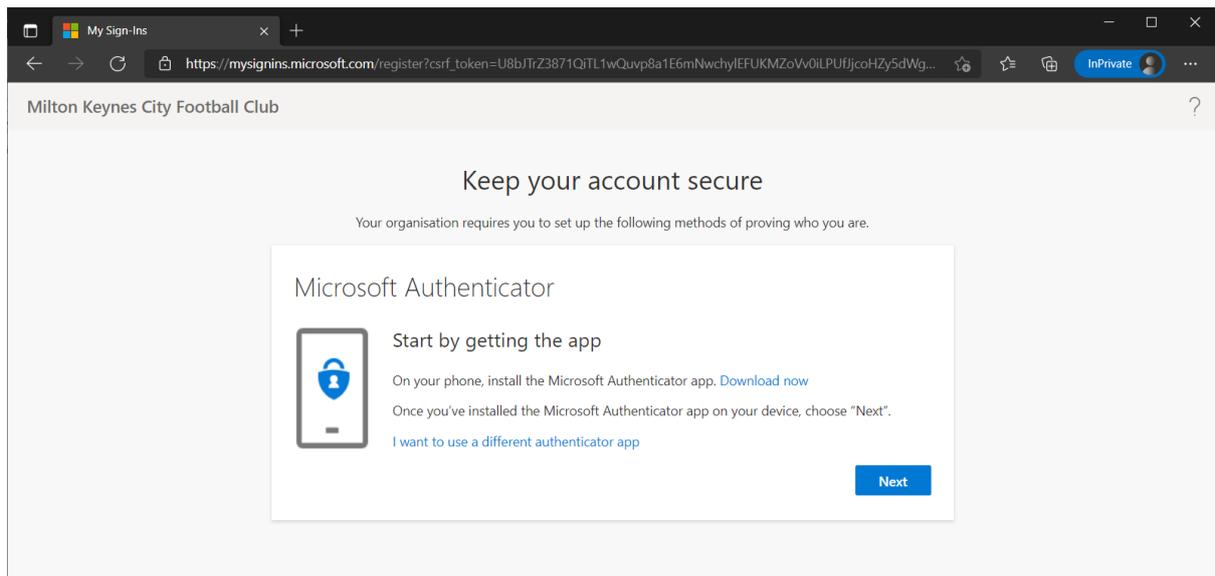
Note: in line with security guidance we do not use expiring passwords as we use the authenticator app to secure logins. Please select a unique password that you do not use for other services and combine at least three of the following: uppercase letters, lowercase letters, numbers and symbols.



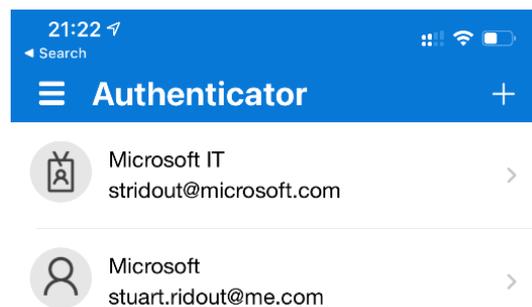
5. You will now need to set up the Authenticator app to secure your login. Click **Next** to move to the next step. *You will need your mobile phone at this point.*



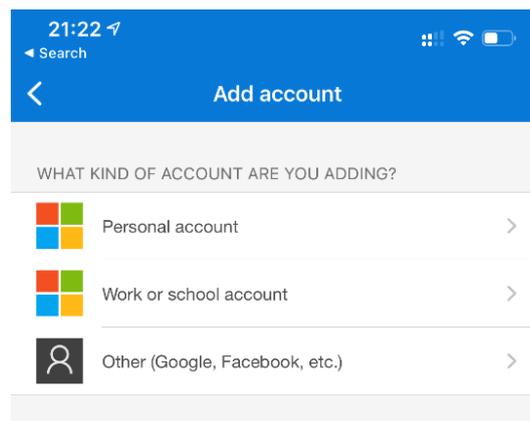
6. This will display this page. Click **Next**



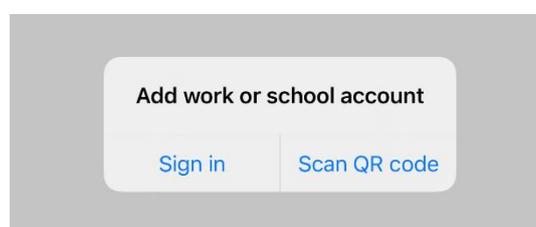
7. On your phone open the **Authenticator** app and tap the **+** in the top right corner



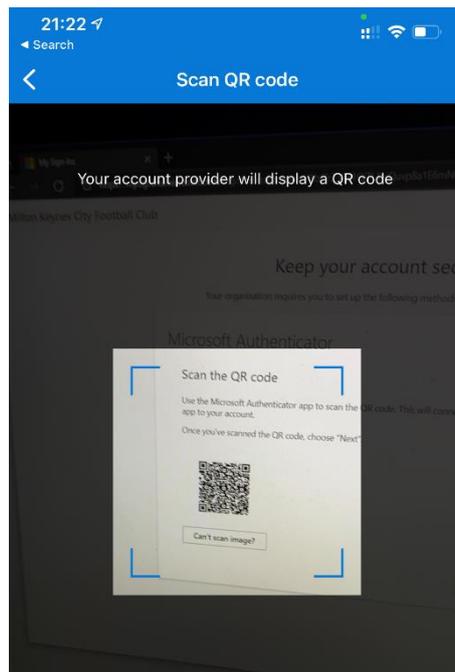
8. Tap **Work or school account**



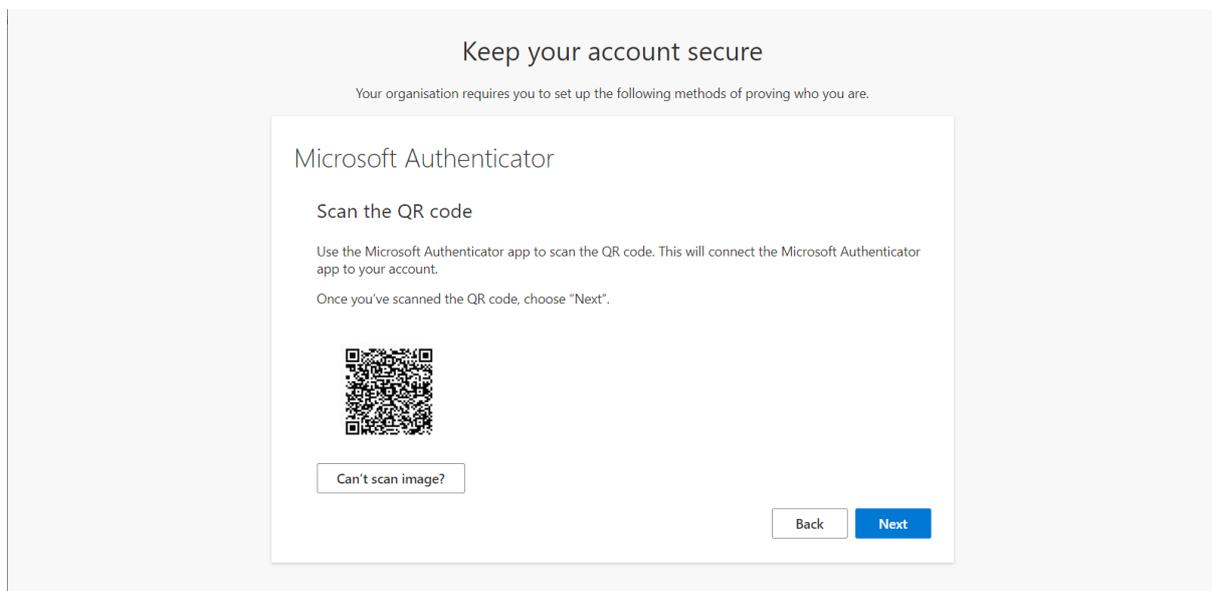
9. Tap **Scan QR code**



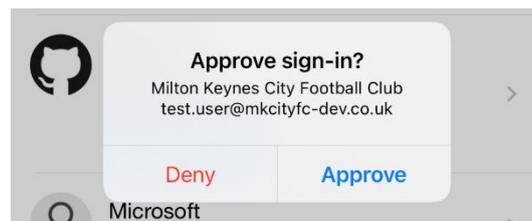
10. Point your camera at the QR code that is shown onscreen



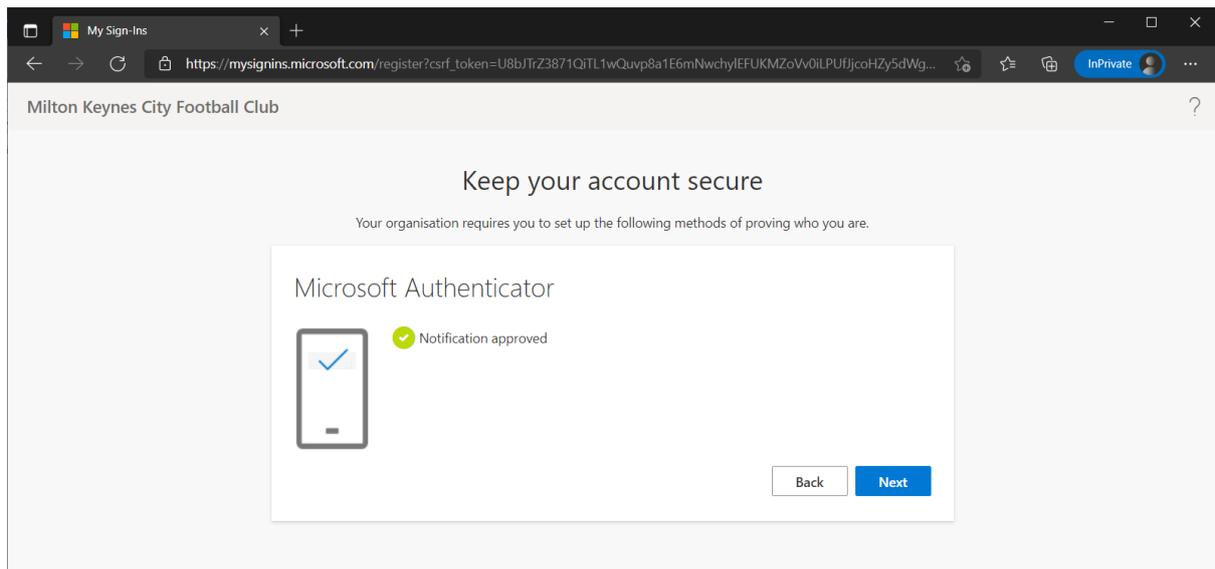
11. Back on your computer click **Next**



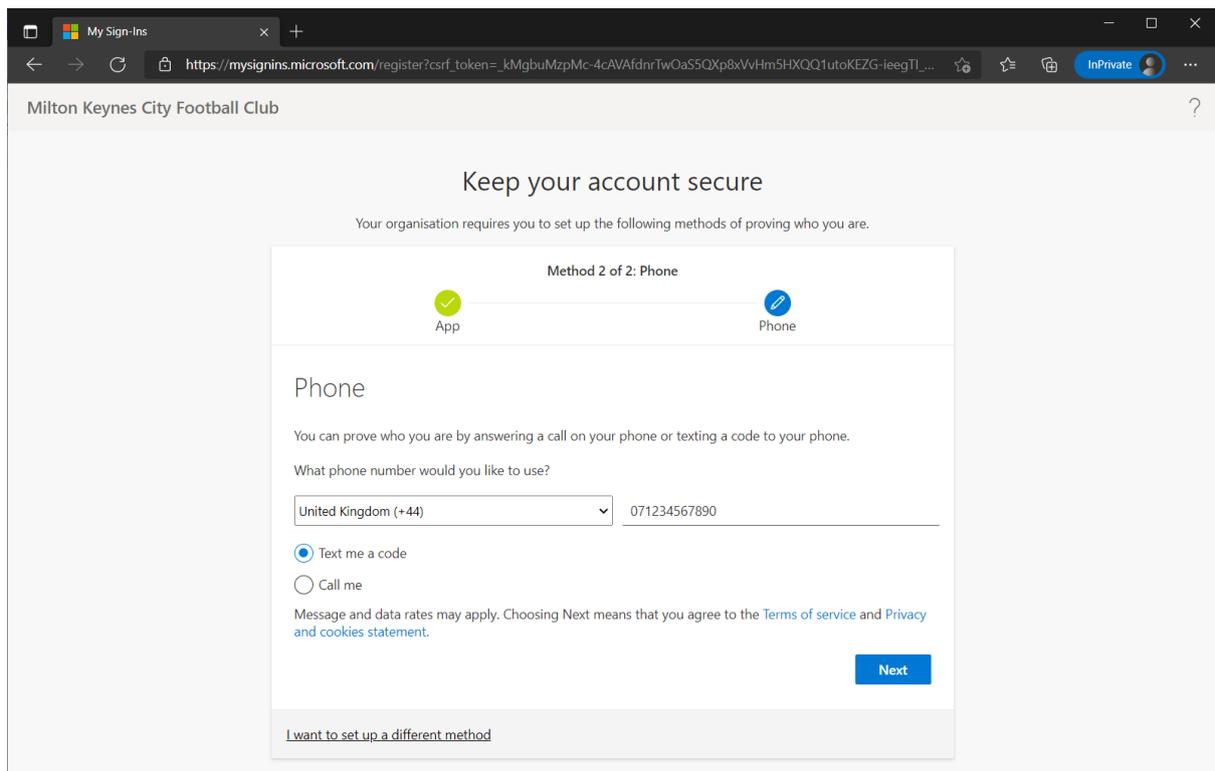
12. This will then send a final message to your phone to confirm setup. Open the Authenticator app and click **Approve**



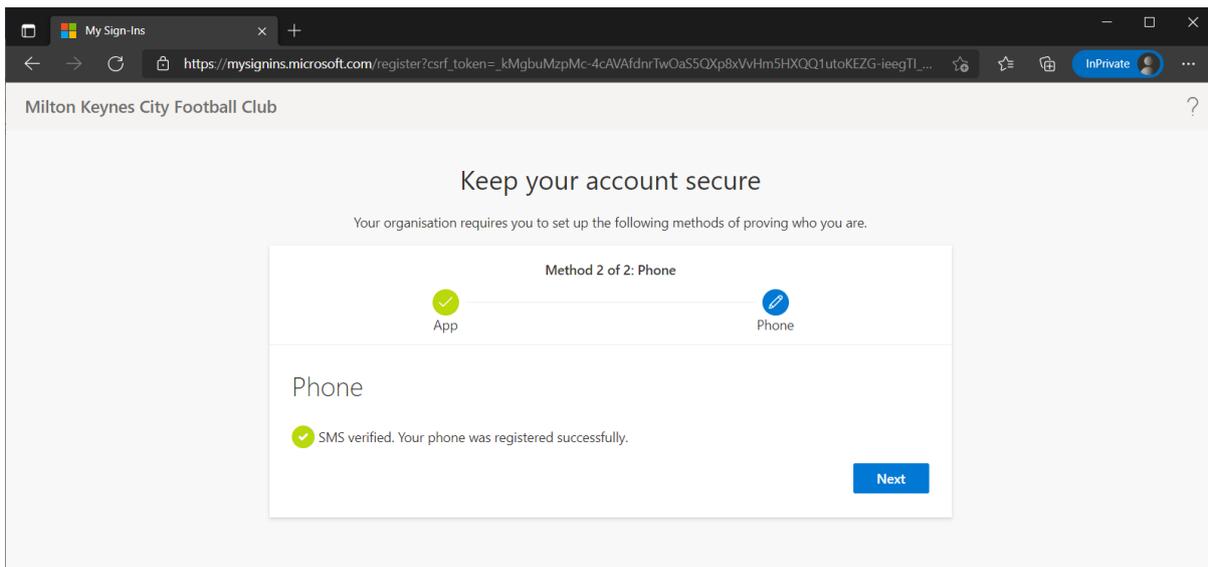
13. Click **Next** on your computer



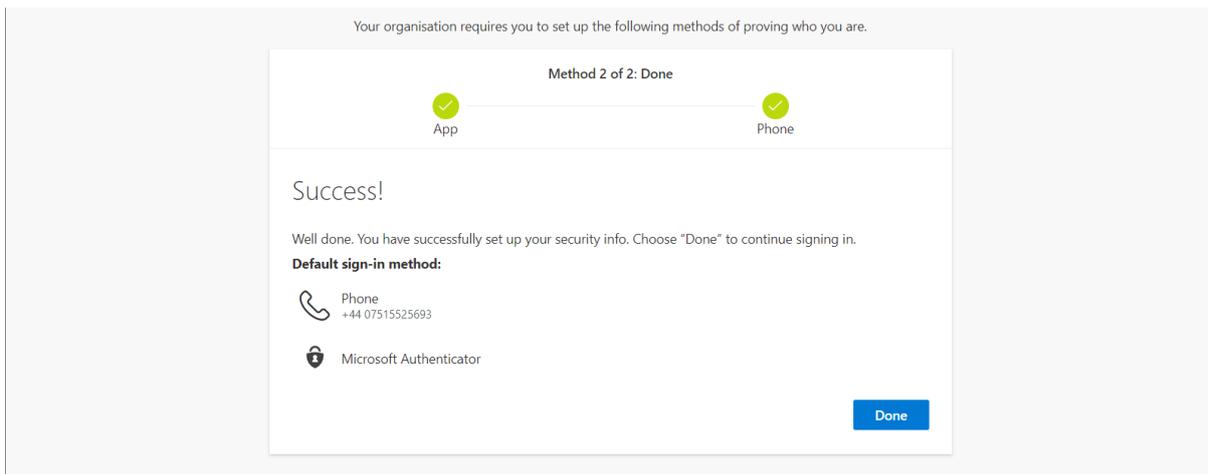
14. You now need to provide a mobile number so you can reset your password if you forget it. Change the country code to United Kingdom (+44) and enter your mobile number. Click **Next**. You will receive a code in a text message which you will need to enter on the page.



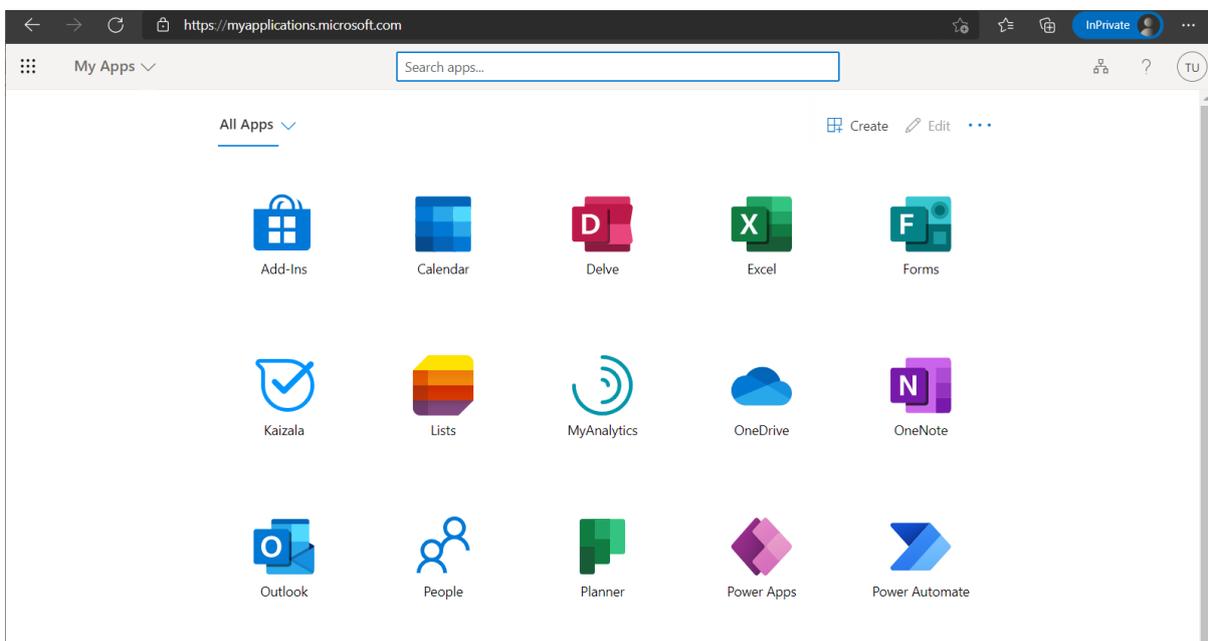
15. Click **Next** on your computer.



16. Click **Done** to complete the process.



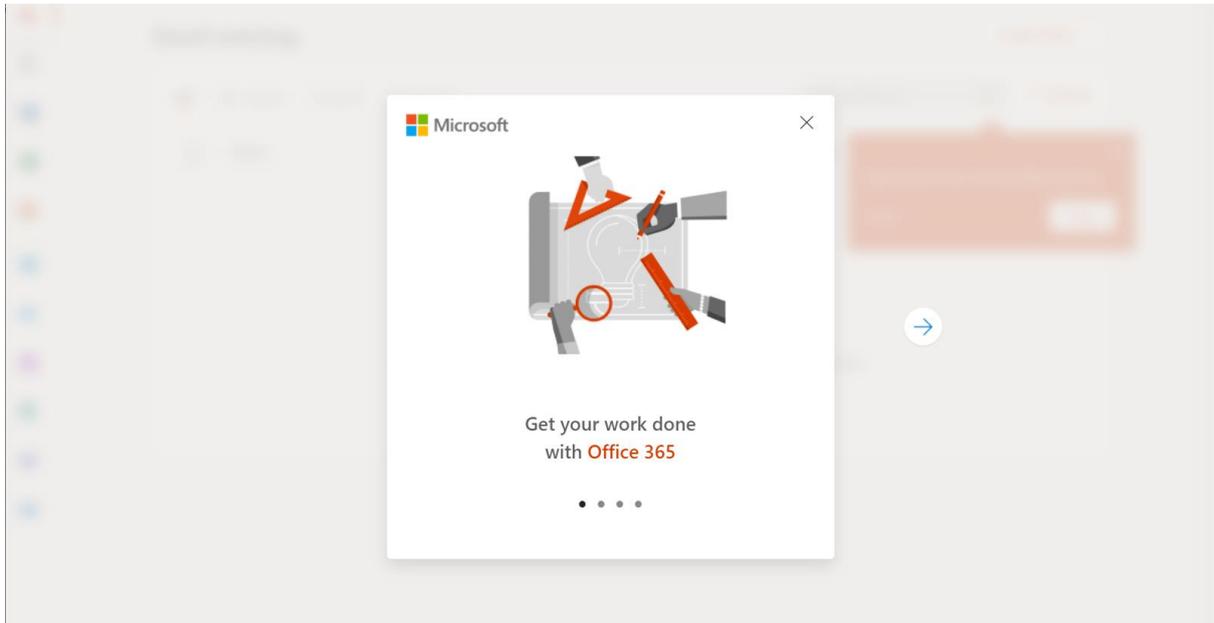
17. You will see the screen below. Click **Outlook** to access your mail.



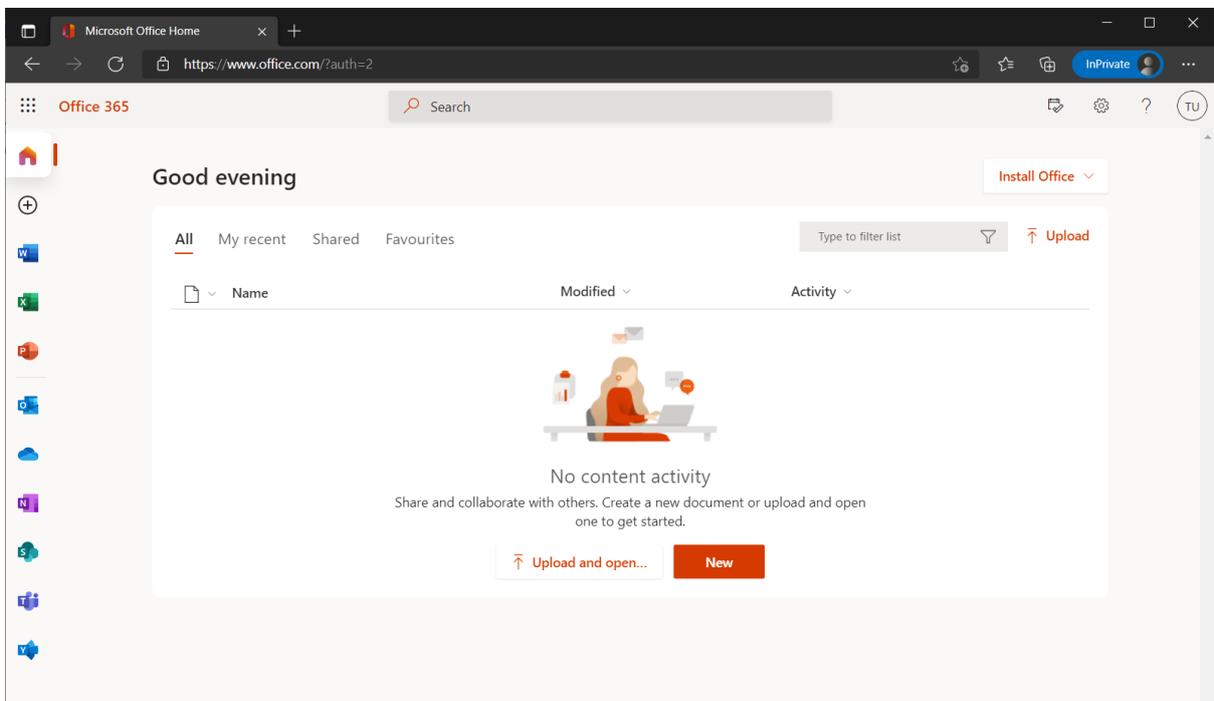
Setup Instructions

Normal login

18. Go to office.com in the browser. The first time you do this you will get a wizard that walks you through the process (see below). Click the arrow to page through this or click the X in the top right corner of the white box to close it.



19. After the wizard is closed and on subsequent logins you will get this screen.



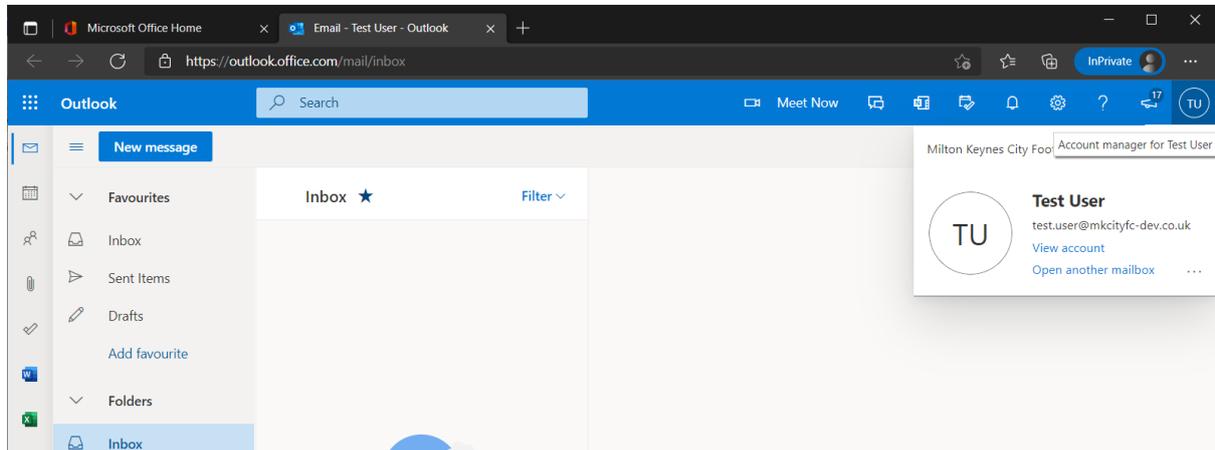
20. Click the Outlook icon on the left hand side to load your mail.



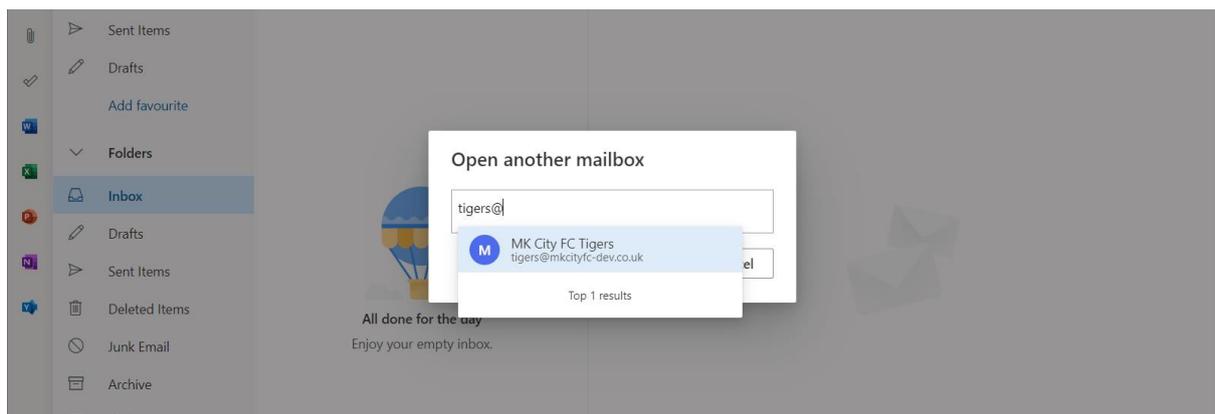
Setup Instructions

Switching to a shared mailbox

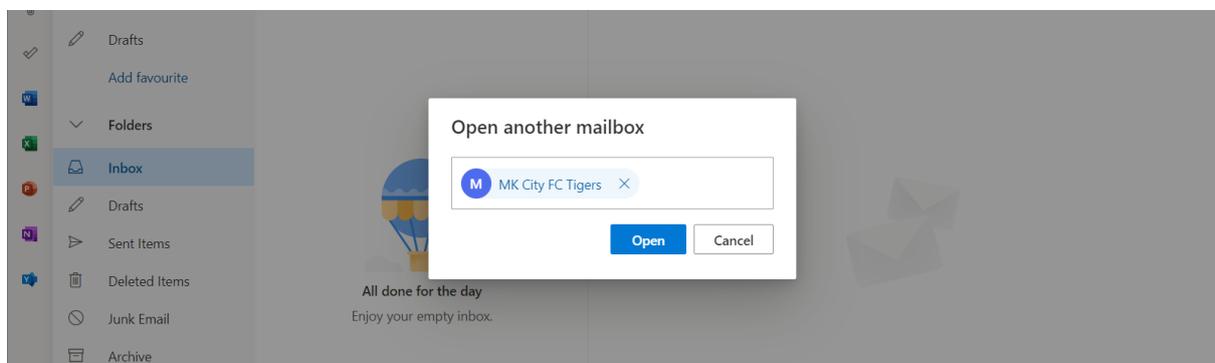
21. Go to Outlook in your web browser. Click the initials in the circle in the top right hand corner of the blue bar. Click **Open another mailbox**.



22. Type in the address of the team or role mailbox and select from the list.



23. Click **Open** to open the mailbox.



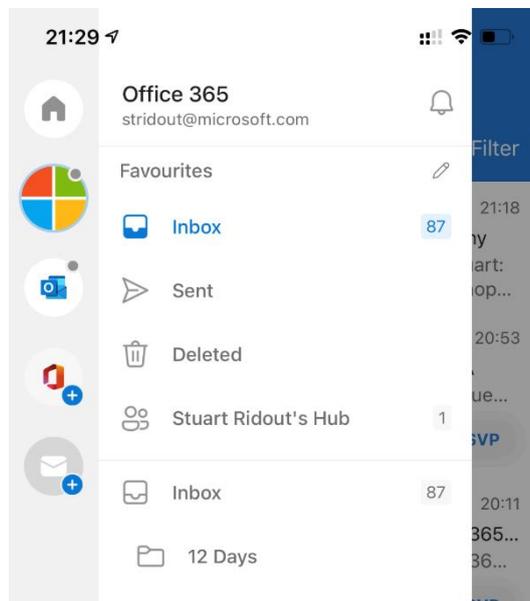
24. This will open the second mailbox in a new tab. You can switch between your individual mailbox and your shared mailbox.

Setup Instructions

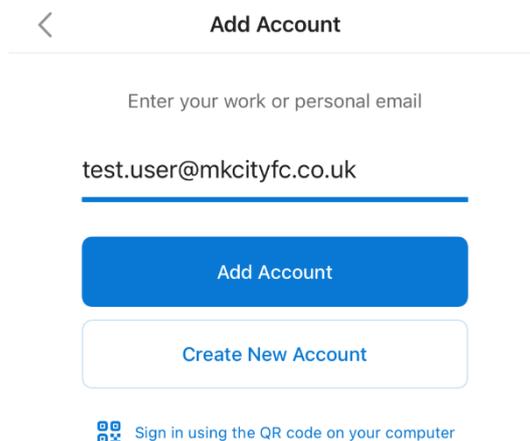
Setting up mobile access

This walkthrough is shown on iPhone. There may be slight differences if you are on Android but it should be almost identical. In this example the user already has this app set up for their work account so is adding their **mkcityfc.co.uk** email address.

25. Download and open the Outlook app on your phone. You may already use this app for your work email if you are an Office 365 user.
26. Tap the icon in the top left corner of the screen to open the side menu. Tap the icon with the orange Office logo and the blue +

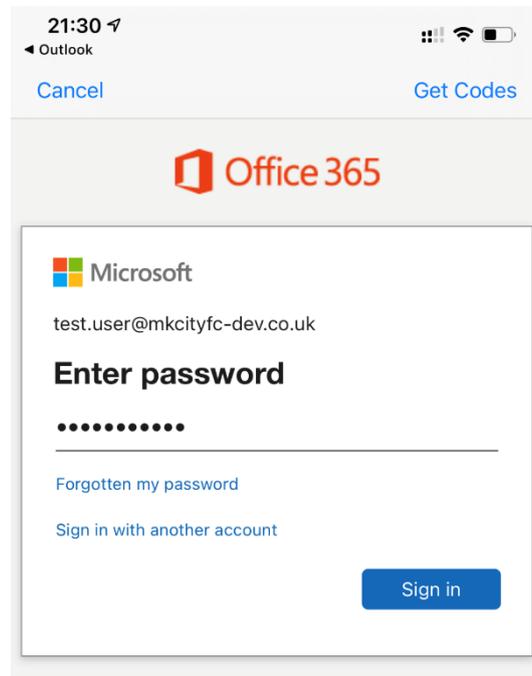


27. You may have additional email accounts linked to your work account. You can click Skip if these are shown.
28. Type your personal **mkcityfc.co.uk** login. Do not use your team or role address. Click **Add Account**.

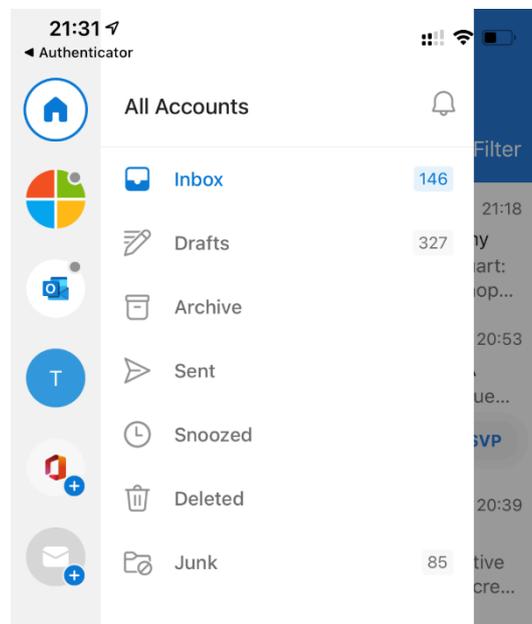


29. You should be prompted to continue in Authenticator. Click the **Open Authenticator** button.

30. Enter your password. Click **Sign in**



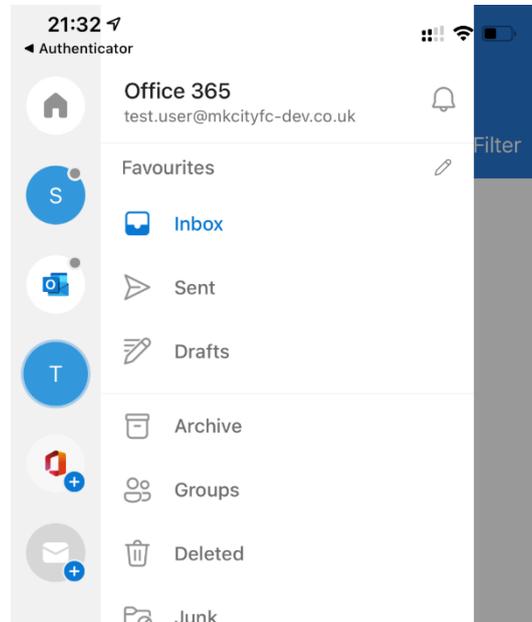
31. Your new mail account will appear on the side bar alongside any other accounts.



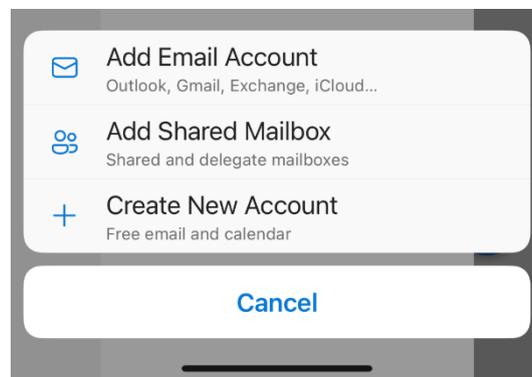
Setup Instructions

Add a shared mailbox to your phone

32. Tap the icon in the top left corner of the screen to open the side menu. Tap the icon with the **grey mail icon** and the blue +



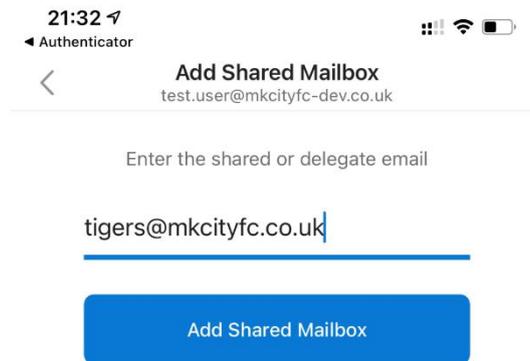
33. Tap **Add Shared Mailbox**



34. If you have multiple accounts configured select your **mkcityfc.co.uk** email



35. Enter the address of the team or role shared mailbox. Tap **Add Shared Mailbox** to continue



36. This new mail account will be displayed on the side menu alongside your other accounts. You can always tell which account you're in by the initials. If you still can't tell you can see the email address of the selected account under the **Office 365** title in the side menu.

