

Thank you for trusting Prophet Business Group with your Office 365 migration. Please refer to the notes below for useful tips as your email, office documents, and team communication move to the cloud.

Outlook Web Access

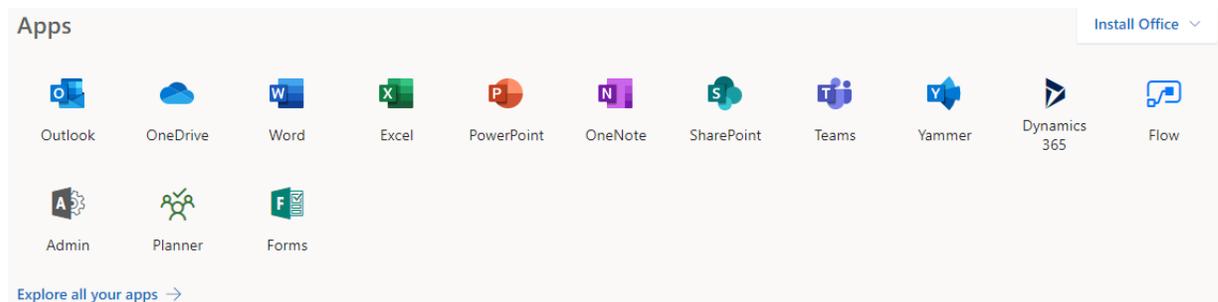
Setting up Mobile Phones with Office 365

Setting up Microsoft Office Applications

Outlook Web Access

During the migration of your email to Office 365, users may need to use the following instructions to access email for the interim / no new mail will flow into existing Outlook apps on Windows or mobile.

1. Using Edge, Chrome, or Firefox, visit www.office.com
2. Login with your Office 365 **Username/email address** and **password**
3. Click on Outlook from the list of available app icons:



4. This should result in minimal down-time: Users can send and receive mail though the Outlook Web client, allowing Prophet the time to reinstall Office and Outlook on their PCs.

Setting Up Mobile Phones with Office 365

Prophet Business Group supports the following mobile e-mail configurations on smartphones:

- ✓ Microsoft Outlook for Android
- ✓ Microsoft Outlook for iOS

Why only this App and not my smartphone's built-in mail app?



The variety of popular smartphone hardware makers, iOS and Android operating system versions, and diversity of email apps make for endless possible support scenarios. To best serve you and your users, we feel the Microsoft Outlook app best accompanies an Office 365 subscription, and provides the most streamlined experience when access your company's Office 365 email, calendar, tasks, and contacts.



Download the Outlook app from your smartphone's app store. Ensure the publisher is listed as Microsoft Corporation. After installing, follow these steps depending on your smartphone operating system:

Android: <https://play.google.com/store/apps/details?id=com.microsoft.office.outlook>

iOS: <https://itunes.apple.com/ca/app/microsoft-outlook/id951937596?mt=8>

Android:

1. Open the Outlook app.
2. Tap **Get Started** if this is your first time using the app.
3. Otherwise, to add another email account, open the **Menu** ☰ and select **Settings > Add Account > Add Email Account**.
4. Enter your full word email address then tap **Continue**.
5. Enter your Office 365 account password and tap **Sign In** or **Next**.
6. You may need to verify your password once more, depending on Office 365 settings.

iOS:

1. Open the Outlook app.
2. If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.
3. If not, open the **Menu** > tap **Settings** ⚙️ > **Add Account > Add Email Account**.
4. If you are asked to select your email provider, please select Exchange if an Office 365 option is not present.
5. Enter your Office 365 account password and tap **Sign In**.
6. You may be asked to enter your account credentials again, depending on Office 365 settings.
7. Accept any prompts for permissions you may receive from iOS.

Additional email configurations & instructions:

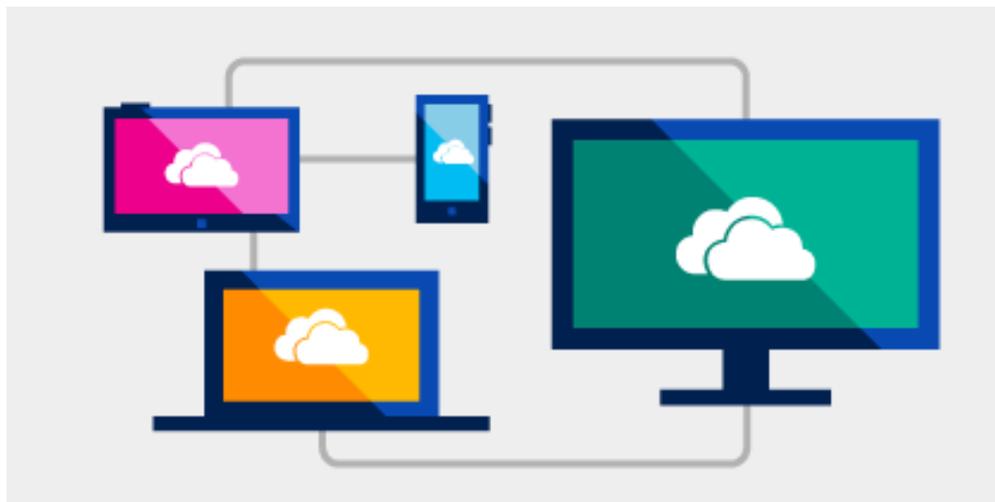
Android: <https://support.office.com/en-us/article/set-up-office-apps-and-email-on-android-6ef2ebf2-fc2d-474a-be4a-5a801365c87f?ui=en-US&rs=en-US&ad=US>

iOS: <https://support.office.com/en-us/article/set-up-office-apps-and-email-on-ios-devices-0402b37e-49c4-4419-a030-f34c2013041f?ui=en-US&rs=en-US&ad=US>

Windows Phone: <https://support.office.com/en-us/article/set-up-office-apps-and-email-on-windows-phone-9bcc8b8-a321-4d0d-a45e-6e06a3438e43?ui=en-US&rs=en-US&ad=US>

Legacy Blackberry Devices <https://support.office.com/en-us/article/set-up-email-on-a-blackberry-8231fa3b-e551-4f45-b522-778406662f55?ui=en-US&rs=en-US&ad=US>

Setting Up Microsoft Office Desktop Applications



The following Office 365 subscription plans include installed PC/Mac copies of Microsoft Office applications (Word, Excel, PowerPoint, Outlook, OneNote, Access, and Publisher):

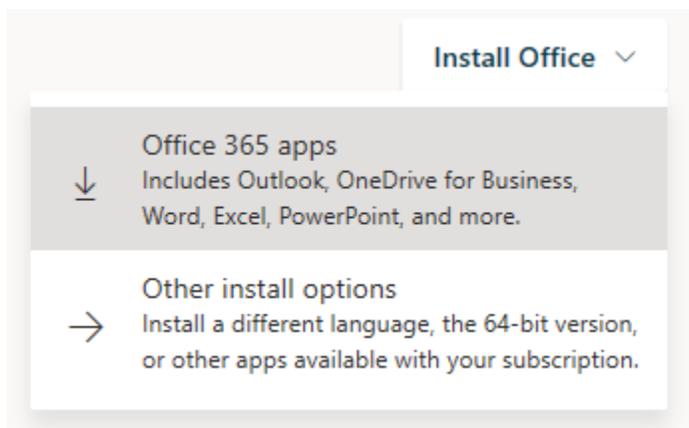
- Office 365 Business
- Office 365 Business Premium
- Office 365 ProPlus
- Office 365 Enterprise E3
- Office 365 Enterprise E5

Users with these subscriptions assigned, can install Office applications on 5 PCs or Macs, 5 Tablets, and 5 Smartphones.

While Prophet Business Group may be engaged to install and configure Microsoft Office on your work device, any additional installations for remote PCs and Macs are typically completed by the end user. Simply follow these instructions to self-install Microsoft Office on your device, permitting this feature is enabled by your organization:

Windows Devices

1. Using a web browser, navigate to www.office.com.
2. Log in with your work Office 365 **username** and **password**.
3. After logging in, select the **Install Office** button from the portal menu.
4. Select the **Office 365 apps** option.

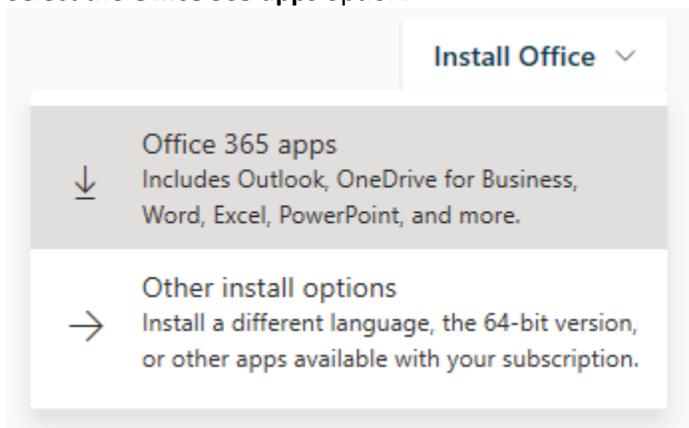


5. In your browser, go to the install pop up that appears and click **Run, Setup, or Save**, depending on the browser you are using.
6. Click **Yes** to start installing. When you see “You’re good to go”, choose **All done**.
7. Open an Office application to complete Office 365 sign-on.

Additional Help: https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658#InstallSteps=Install_on_a_PC

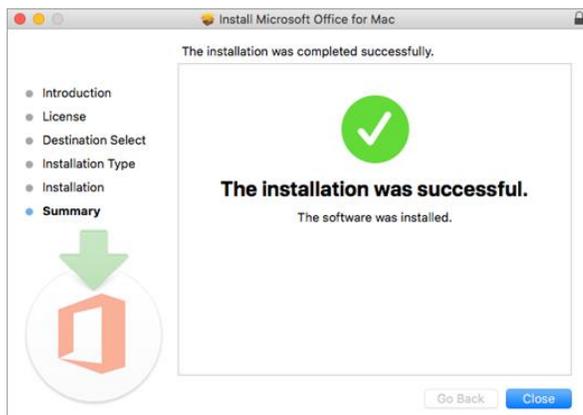
Macintosh Devices

1. Using a web browser, navigate to www.office.com.
2. Log in with your work Office 365 **username** and **password**.
3. After logging in, select the **Install Office** button from the portal menu.
4. Select the **Office 365 apps** option.



5. Once the download has completed, open **Finder**, go to **Downloads**, and double-click Microsoft Office **installer.pkg** file (the name might vary slightly).
6. Review the software license agreement, and then click **Continue**.
7. Select **Agree** to agree to the terms of the software license agreement.
8. Choose how you want to install Office and click **Continue**.
9. Review the disk space requirements or change your install location, and then click **Install**.

10. Enter your **Mac login password**, if prompted, and then click **Install Software**. (This is the password that you use to log in to your Mac.)
11. The software begins to install. Click Close when the installation is finished.



12. Open an Office application to complete Office 365 sign-on.

Additional Help: https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2019-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658#InstallSteps=Install_on_a_Mac