



## Towne Information Systems, Inc. Inter-Office Correspondence

**Date:** 2/25/2019

**From:** Bill Salyers

**Subject:** Getting Started with O365

By now you should have read about our move to Microsoft O365 – a new version of Microsoft Office. Most of the company (450+ users) has been upgraded and the final group will be done this week.

The final task will occur on Friday night at 6 PM. We will turn off email at the Monastery and turn on the “email in the cloud”. We have been gathering email at both locations, so, there will be nothing missed.

You have been logging in to “SharePoint” for several days after Justin contacted you to let you know that the new site was ready. When you logged in, you may have noticed an “Outlook” icon amongst the other icons. Currently, clicking on this will take you to an “error” page. However, on Friday night, this same icon will be activated so that you can check email!

In the next several pages, you will see two topics are covered. The first is how to customize the existing desktop so that you won’t be confused by the “Old” and “New” email. The second topic pertains to adding email to your phone. You don’t have to do that, but, if you would like to, you can.

**Do NOT do this until after 7 PM on Friday, March 1<sup>st</sup>!**

If you have any questions or need more information, you can contact the Help Desk at any time via email ([help@towneproperties.com](mailto:help@towneproperties.com)), phone (513-345-6990), via the TISI app, or via the work order form on our website – [www.towneinfosystems.com](http://www.towneinfosystems.com). While you are on the website, look at the O365 information there and you may get your question answered in advance. On Saturday, TISI will be at the Monastery from 9 to 3 so please contact us if you need help.

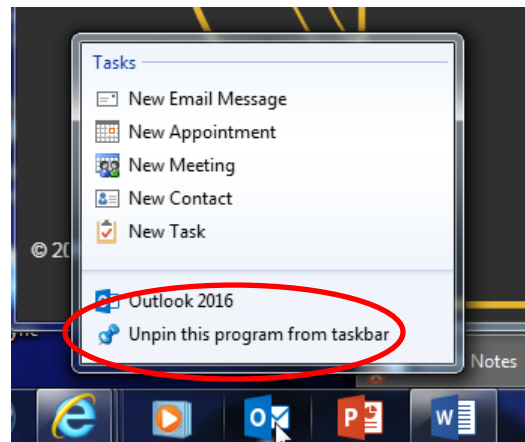
Thanks

## To reconfigure your PC for O365

- We need to remove the Outlook icon from the task bar as shown in the image on the right. Hover your mouse over the Outlook icon and right click. You will see menu options appear as shown in the next image.



- Click on the "Unpin this program from taskbar" option to remove it from the task bar.



**The next section concerns setting up email on a cell phone.**

# Configuring email on your Smart Phone

## iPhone Users

- First thing that we want to do is to remove the email connection to the Towne Exchange server.
  - Go to Settings > Passwords & Accounts.
  - Look for an account named “Exchange” or “Towne Exchange” or “Work” and click on that account.
  - At the bottom, click “Delete Account”.
  - Click “Delete from My iPhone”.
  - Once the account is deleted, you can go back to your home screen.
- Next, we need to download the new Outlook app onto your phone.
  - Go to the AppStore and search for Microsoft Outlook.
  - Click “Get” to download the app.
  - Enter your iCloud password to download and install the app.
- Lastly, we need to log into the new app, so your email will now sync from the new Office 365.
  - Go to the Home screen and locate the newly installed app. Click it to open.
  - Enter your email address ([USERNAME@TowneProperties.com](mailto:USERNAME@TowneProperties.com)).
  - Click Add Account.
  - Click on Office 365.
  - You’ll be prompted to log into your account.
    - Enter your Office 365 username. ([USERNAME@TowneProperties.com](mailto:USERNAME@TowneProperties.com)).
      - If your username is your first name and last initial, use that before the @TowneProperties.com portion.
    - Enter your Towne email password.

- Click “Turn On” if you’re asked if you want to turn on notifications.
- Click “Allow” if you’re asked if you would like to allow Outlook to send you notifications.
- You’ll now see your inbox.
- You can go into the settings at this point by clicking on the menu button on the top left of the app and then clicking the gear on the bottom.
  - From here, you can edit different settings to your liking. A popular setting to turn off is the “Focused Inbox” setting.
  - You can also edit your signature from this screen.

### Android Users

- First thing that we want to do is to remove the email connection to the Towne Exchange server.
  - Go to Settings > Accounts > Accounts
  - Look for an account named “Exchange” or “Towne Exchange” or “Work”. Instead of an account name, it could also have your email address listed with “Microsoft Exchange ActiveSync” below it.
  - Click on Remove account, then click on Remove account again.
- Next, we need to download the new Outlook app onto your phone.
  - Go to the Play Store app and search for Microsoft Outlook.
  - Click “Install” to download the app.
  - Enter your google password to download and install the app if prompted.
- Lastly, we need to log into the new app, so your email will now sync from the new Office 365.
  - Open the newly installed Outlook app.
  - Click “Get Started”.
  - Enter your email address ([USERNAME@TowneProperties.com](mailto:USERNAME@TowneProperties.com)) and click Continue.
    - If your username is your first name and last initial, use that before the @TowneProperties.com portion.
  - Enter your Towne email password and click Sign In.
  - Click Skip

- Click Skip
- You'll now see your inbox.
- You can go into the settings at this point by clicking on the menu button on the top left of the app and then clicking the gear on the bottom.
  - From here, you can edit different settings to your liking. A popular setting to turn off is the "Focused Inbox" setting.
  - You can also edit your signature from this screen.