Instructions for accessing Outlook after your account is moved to "The Cloud"

1. Open Microsoft Outlook.
2. You will see on the bottom banner that your accounts is "disconnected."
3. In the security login dialog box that pops up, enter the following information:
   a. <username>@fridley.k12.mn.us
   b. <your network login password>
4. Your email account should now be "Connected to Microsoft Exchange."

Instructions accessing Email using Webmail

1. Open Office 365:
   a. https://login.microsoftonline.com
2. Type in your Email address:
   a. username@fridley.k12.mn.us
3. Select Enter
4. You will be redirected to our Fridley Organization login page.
5. Type in your username and password as follows:
   a. username@fridley.k12.mn.us
   b. <your network login password>
6. You will be logged in to Office 365.
7. Select the ▦ icon in the top left-hand corner to see your Apps.
8. Select the Mail icon to view your Email.

Instructions for setting up Email on your iPhone

1. Go into your Settings folder.
2. Select Mail, Contacts, Calendar.
3. Select Add Account.
4. Select Exchange.
5. Type in your complete email address as follows:
   a. <firstname.lastname>@fridley.k12.mn.us
6. Type in your network login password.
7. Select Next, then you will be prompted to enter the following:
   a. Server = outlook.office365.com
   b. Username = username@fridley.k12.mn.us
   c. Password = <your network login password>

Instructions for setting up Email on your Android phone

1. In **Settings**, go to **Applications** menu, select **Email, or Mail**
2. *Type your email address (jane.doe@fridley.k12.mn.us)*
3. Type your email password, then select **Next**
4. Select **Exchange Account, or Exchange ActiveSync** on some versions of Android.
5. Enter the following account information and select **Next**
   ○ **DomainUsername:** Type your username + email extension *(doe@fridley.k12.mn.us)*
   ○ **Password –** Use the password that you use to access your email.

- ○ **Exchange Server -** Use this address: ***outlook.office365.com***

As soon as your phone verifies the server settings, the **Account Options** screen is displayed. The options available depend on the version of Android on your device. The options may include the following:

A. **E-mail checking frequency –** The default value is Automatic(push). When you select this option, e-mail messages will be sent to your phone as they arrive. Recommend only selecting this option if you have an unlimited data plan.
B. **Amount to Synchronize –** This is the amount of mail you want to keep on your mobile phone. You can choose from several options, including One day, Three days, and One Week.
C. **Notify me when e-mail arrives -** your mobile phone will notify you when you receive a new e-mail message.
D. **Sync contact from this account –** your contacts will be synchronized between your phone and your account.

6. Select **Next** and then type a name for this account – aka: ***Fridley Email, FHS, Work***
7. Type a name you want displayed when you send an e-mail – aka: ***Jane Doe***
8. Select **Done** to complete the e-mail setup and start using your account.

TIP: YOU MAY NEED TO WAIT ABOUT 15-MINUTES AFTER SETUP TO BEGIN USING YOUR ACCOUNT AND SEEING SYNC ACTIVITY.