Office365 Email
User Guide

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This user guide will explain the basic rules and operations for on-campus computers and Office365 Mail accounts.

■ Office365 Services for you

・Total storage space: **50 GB** (including Inbox, Sent Items, Junk Email, Drafts, Deleted Items etc.)

・Infected files: Messages will be automatically deleted before it reaches to your mailbox. (Infected mail will never be delivered)

・Junk Mail: Messages considered Junk/Bulk mail will be automatically sorted to the Junk Email folder.

・Program Files: The mail with executable files (exe., bat., cmd. etc.) attached cannot be sent or received.

・Message size limit: 35 MB/mail (messages exceeding 35 MB cannot be sent or received).

・Deleted items: If you delete an item, it will be temporarily stored into the Delete Folder (for 2 weeks). After this period, the deleted item will be permanently removed from the server.

・Important messages from YGU: Please make a habit of checking your Office365 mail account regularly.

■ Accessing Office365 sign-in page

Choose one of following 4 options for accessing the sign-in page for Office365.

① **From YGU student PC:** Home page of any web browser will give you a link for Office365 sign-in page.

② **Direct input of URL:** Type **http://portal.office365.com/** to your browser.

■ How to sign-in to Office365 mail account

Please follow steps shown below to sign-in to your Office365 mail account.

1. Enter your **mail address** and click **Next** button.
   Next, **password** in the provided boxes then click on **sign in** button.
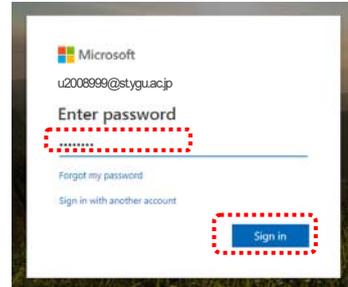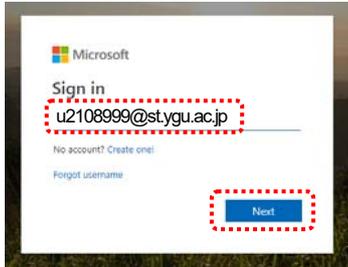
2. If "Stay Signed in?" is displayed, check (☑) **"Do not show this again"** and click **Yes** button.
   Click the close mark. when you are signing in for the first time.

close mark
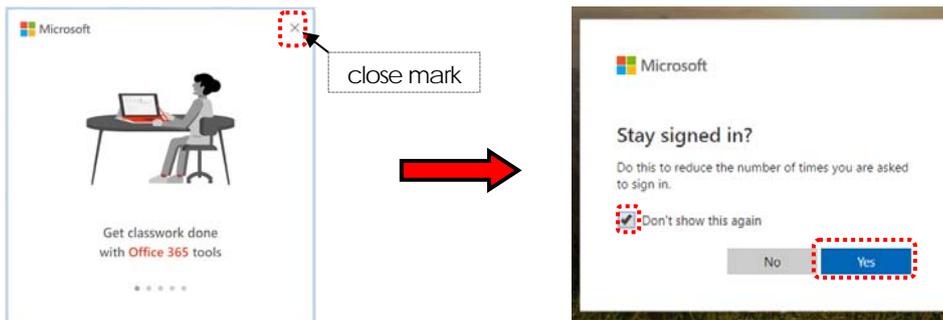
3. When the Office 365 screen is displayed, select **Outlook**, you can open the mail screen of Office 365.
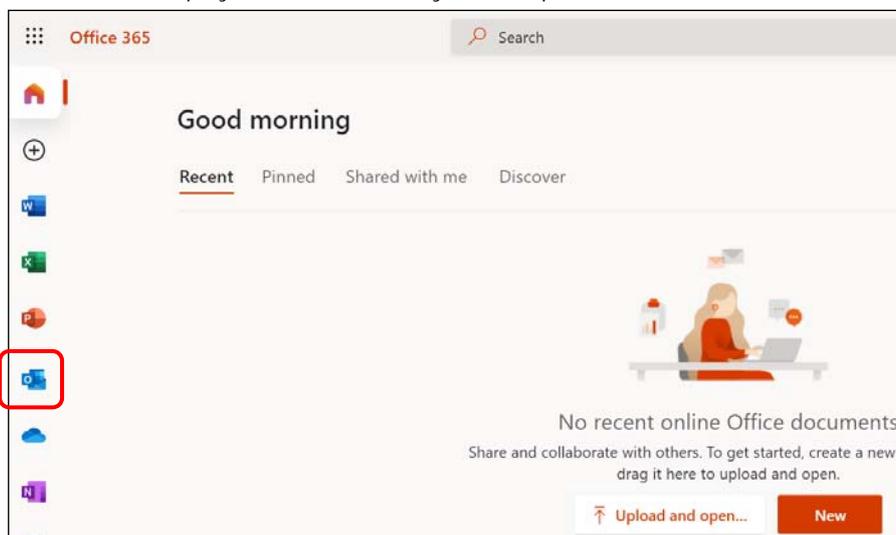
■ How to change the language setting

To change the language from Japanese, follow procedure below.

1. Open the Office365 Home screen. (If you open from the app, please refer to lower figure.)

Click

Select "Office 365"
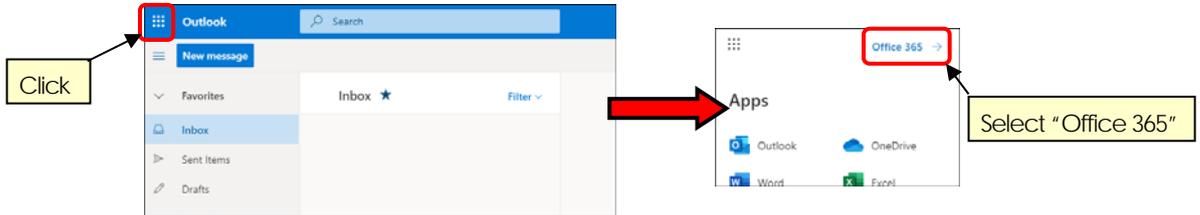
2. Click ⚙ button and select "**お使いの言語を変更してください**" (Change your language).

Office365 Home Screen

お使いの言語を選択してください
(Change your language)

3. Select "**表示言語**" (Display language) and click "**表示言語の変更**" (Change display language) in the next window.

表示言語
(Display language)

表示言語の変更
(Change display language)
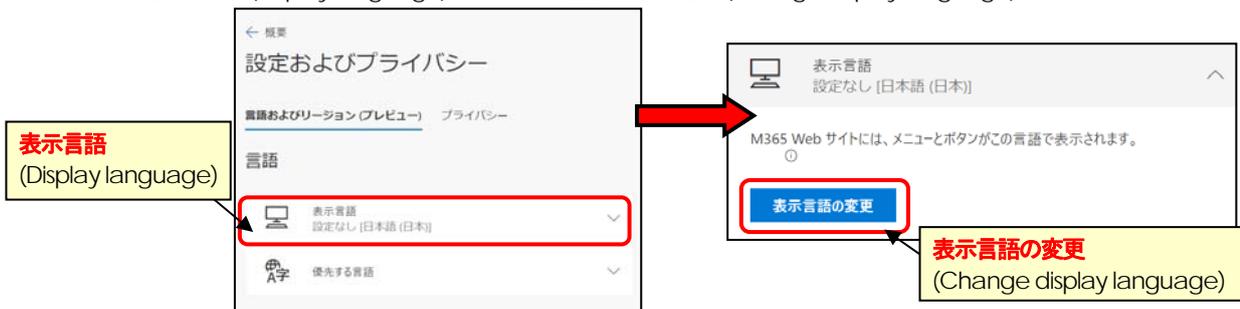
4. Select your language from the list and click "**選択**" (Select). Click "**更新**" (Update) on the next screen.
When you see the sign out message, select "**Yes, sign out now**" and sign back in.

更新 (Update)

選択 (Select)

■ How to change Office365 password

1. Open the Office365 Home screen(See item 1 of How to change Office365 password), and Click ⚙ button and select **Change your password**.

Change your language

Your old password
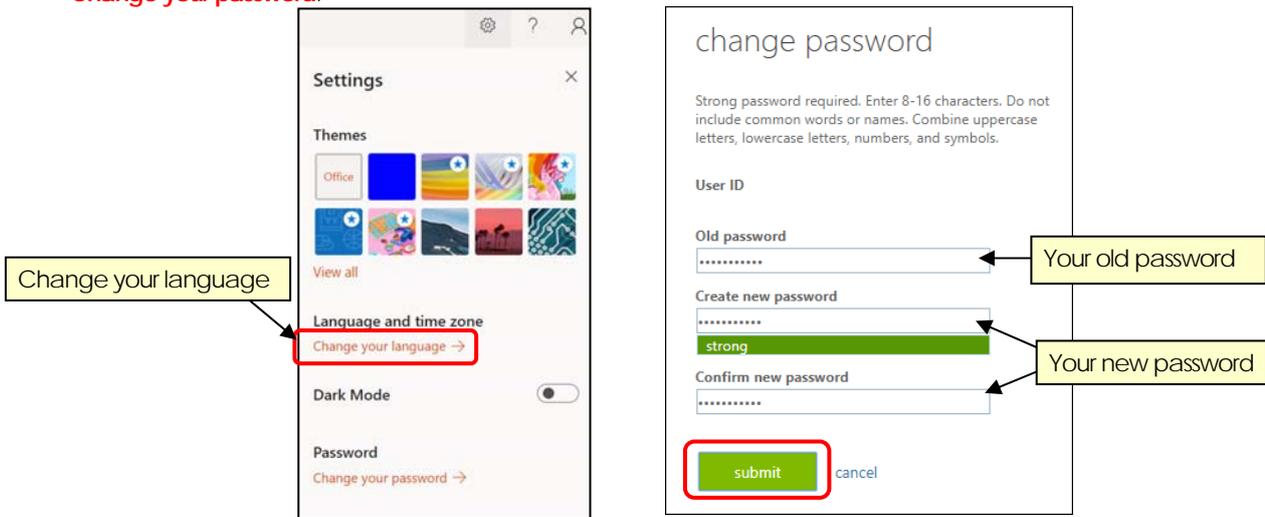
Your new password

2. Type your old password in the top column and your new password in the second and third columns, then click "Submit " to change your password.

Password should consist of 8-16 letters and be a combination of upper, lower cases and numbers and special letters.

■ Automated Forwarding Service

How to set up the automated forwarding service from your Office365 account to your other email account.
※ It can not be set from the application of the smartphone.

1. Open ⚙ button on your Outlook screen and select "**view all Outlook settings**".

2. Click "**Forwarding**" in "**Mail**" settings.

3. Check (⊙) **Enable forwarding** and type your email address in which you wish to receive forwarded messages from Office365 account, and finally click "**Save**". ※ Double-check your forwarding email address

View all Outlook settings
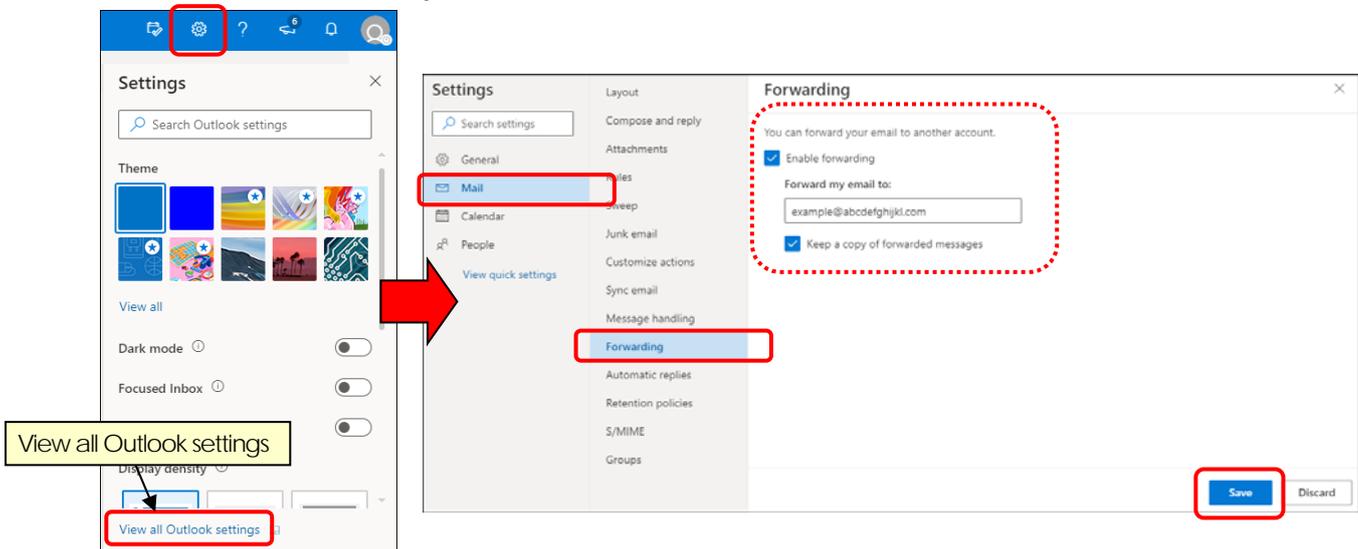
■ Setting up Application on your smart phone

As a representative example, explain a setting method using **Microsoft Outlook Application**.
※ Specifications and screen display of procedures in this chapter may be changed.
(This capter is explained by the specification as of March, 2021)

Microsoft Outlook Application

1. The download of **Microsoft Outlook App** (icon shown above)is available from Apple Store (for iPhone/iOS users) and from Google Play (for Android users). If you are already using OutlookApps, you can set it by selecting "Settings" (Look at the figure at the bottom of this page) → "Add Acout" → "Add Email Acout".

2. Open the Microsoft Outlook App, and advance to screen of **Add Account** .
※ When it is appeared about notification, please tap "**Turn On**", "**Nortify Me**", "**Continue**", and "**Allow**", etc.

3. When the Add Account screen appears, enter your **email address** and tap "**Add Account**". If the service selection screen appears, select "**Office365**". Next, enter your mail address and password and sign-in at the authentication screen of Office 365.
※ You may not need to type your email address.

Add Acount   Office365
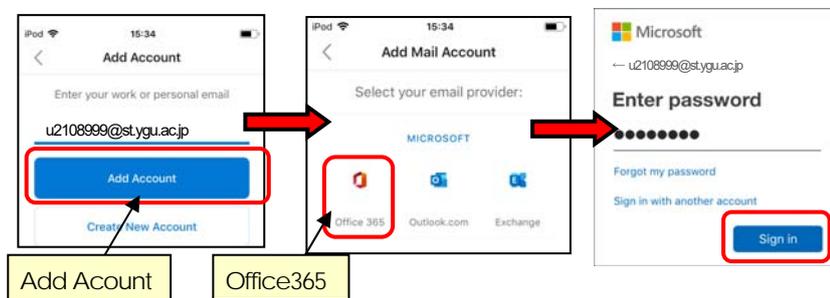
4. If "Add Another Account" is appeared, tap "**May be Later**" (or **SKIP**). Next, if "Forcused Inbox"is appeared, tap "**Skip**". When Inbox is displayed, this setting is success.
※ When it is appeared about notification, please tap "**Turn On**", "**Nortify Me**", "**Continue**", and "**Allow**", etc.

About Changing the setting of Microsoft Outlook Apps

Icon

You can change the following settings in **[Settings]** of Microsoft Outlook Apps.

・Focused Inbox setting and Organize By Thread setting. (**The recommendation is OFF**)
・Notifications settings. (New mail sound, Sent mail Sound, and Vibrate)
・Signature setting
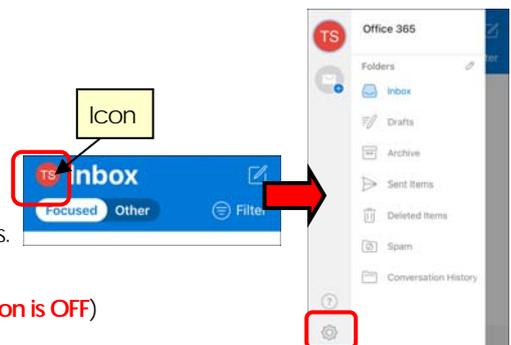
How to open Settings
Tap the tray name icon, and then tap ⚙ mark in the next display.