

**Quick Start Guide (PC) for**

# **Microsoft Office 365 with MailDefender**

**V1.0**

## Contents

1	Logging in to the Office 365 Portal .....	3
1.1	Outlook Web Access – Exchange & Lync .....	3
1.2	Team Site – SharePoint Online .....	3
2	Configuring your Desktop .....	3
2.1	Setting up Outlook manually. ....	4

## 1 Logging in to the Office 365 Portal

Each user who has access to Office 365 will be able to access their services (Exchange Online, Lync Online and SharePoint Online). To log into these services navigate to the following URL:  
<https://portal.microsoftonline.com>

### 1.1 Outlook Web Access – Exchange & Lync

From the Office 365 Portal, you can check your email, calendar and other exchange features by clicking Outlook. If Lync is also available, you can use the contacts screen on the left to open an instant message window.

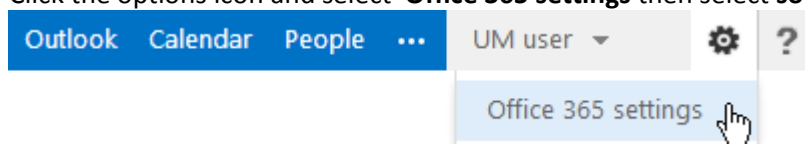
### 1.2 Team Site – SharePoint Online

While not every user may not have access to the default team site, the link is available from the top of the Office 365 Portal. Clicking Team Site will take you to the default site, while other sites will have their own unique addresses.

## 2 Configuring your Desktop

To configure your desktop for Lync, SharePoint and Exchange please follow the guide below.

1. Navigate to: <https://portal.microsoftonline.com>
2. Click the options icon and select **Office 365 settings** then select **software**



3. Depending on your subscription level, you will be presented with up to two applications in the left menu to download and install, Microsoft Office or Microsoft Lync. Install the required software then select the **desktop setup** option on the left:

software

Lync

desktop setup

Set up your desktop applications to work with Office 365

If you already have Office 2010 or Office 2007 installed on your computer, click **set up**.  
[Which version of Office do I have on my computer?](#)

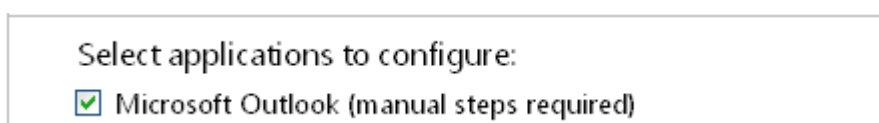
This will update the copy of Office on your computer so you can:

- Use Outlook and Office 365 together for email and more



set up

Click **set up** and follow the wizard to completion.

4. Sign in using your Microsoft Online Services ID.  
Office 365 desktop setup will check your system configuration. If the scan completes without detecting any problems, you'll be presented with options to configure your desktop applications and learn more about the important updates Office 365 desktop setup will install. If a problem is detected, see Troubleshoot update and configuration issues for Office 365 for more information.
5. After you have selected the applications you want to configure, click **Continue**, review the service agreements, and then click **I accept** to begin installing updates and configuring desktop applications.  
If you see that next to Microsoft outlook it says "**manual steps required**"



You can click continue and it will install any updates and then give you the following screen. Configuring Outlook is discussed in its own section below.

Name	Status
 Configure Microsoft Outlook	Manual steps required
 Shortcuts for Microsoft Office 365	Configured

Click "**finish**"

6. When the installation and configuration have completed, you may have to restart your computer to finalize the installation and configuration processes.

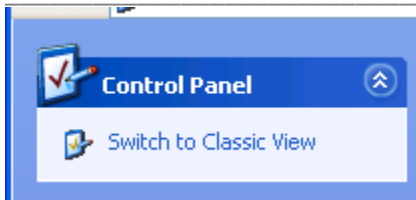
After running Office 365 desktop setup, a shortcut to the Office 365 portal will be added to the **Start** menu on your desktop.

**Note:** If you encounter a problem while setting up your desktop, a support agent or administrator may ask you to collect a log by pressing Shift, Ctrl, and L simultaneously on your keyboard.

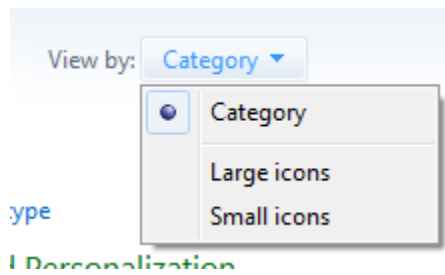
## 2.1 Setting up Outlook manually.

During the setup application, Microsoft Outlook may prompt you to create the account. To carry this out, first go to the control panel and double click on "mail".

Note Windows XP Users: If mail is not showing as an option in the control panel, on the left hand side click Switch to Classic View



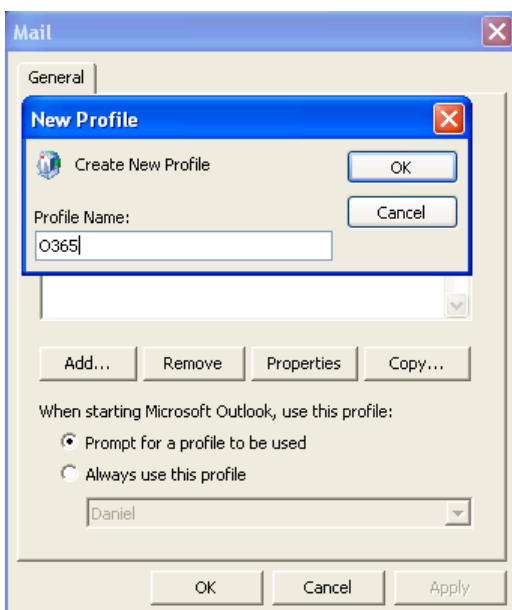
Windows Vista / 7 Users: If mail is not showing as an option in the control panel click category and select large icons.



This will bring up a “mail setup” window.



Click on “show profiles” then click on “add”



Name the account something that you will remember, for example O365 and click “ok”

Fill in the next screen with your office 365 username and password details

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The 'E-mail Account' option is selected. The form contains the following fields and text:

- Auto Account Setup**: Click Next to connect to the mail server and automatically configure your account settings.
- E-mail Account** (selected):
  - Your Name: Dan (Example: Ellen Adams)
  - E-mail Address: Dan@o365trial4intycom.onmicrosoft.com (Example: ellen@contoso.com)
  - Password: [Redacted]
  - Retype Password: [Redacted] (Type the password your Internet service provider has given you.)
- Text Messaging (SMS)** (unselected)
- Manually configure server settings or additional server types** (unselected)

Buttons at the bottom: < Back, Next >, Cancel.

Click on “Next”. This will then run the connection test and get all of your details. You will get all green ticks like this.

The screenshot shows the 'Add New Account' dialog box with the 'Configuring' section. The 'Congratulations!' message is displayed. The progress list shows three steps with green checkmarks:

- Configuring**
- Configuring e-mail server settings. This might take several minutes:
  - Establish network connection
  - Search for Dan@o365trial4intycom.onmicrosoft.com server settings
  - Log on to server
- Your e-mail account is successfully configured.

Buttons at the bottom: < Back, Finish, Cancel. An 'Add another account...' button is also present.

Click **“finish”** and go back and click **“OK”** and open Outlook. This will now open up and be ready to use with Office 365.

Important: Some of the applications may have shaded check boxes. This can occur if your account has not been provisioned to use this application with Office 365 or if you do not have the required applications already installed on your computer.