# 1. Accessing Office 365 / Club Email

Apex only has access to the office suite online (email, onedrive, word, excel etc), all of which can be accessed via www.office.com.

<u>Accessing Office 365 and your email via a computer online</u>
Login to access your account using your Club email address and password. IF you don't know please contact national office at admin@apex.org.au to have it rest.
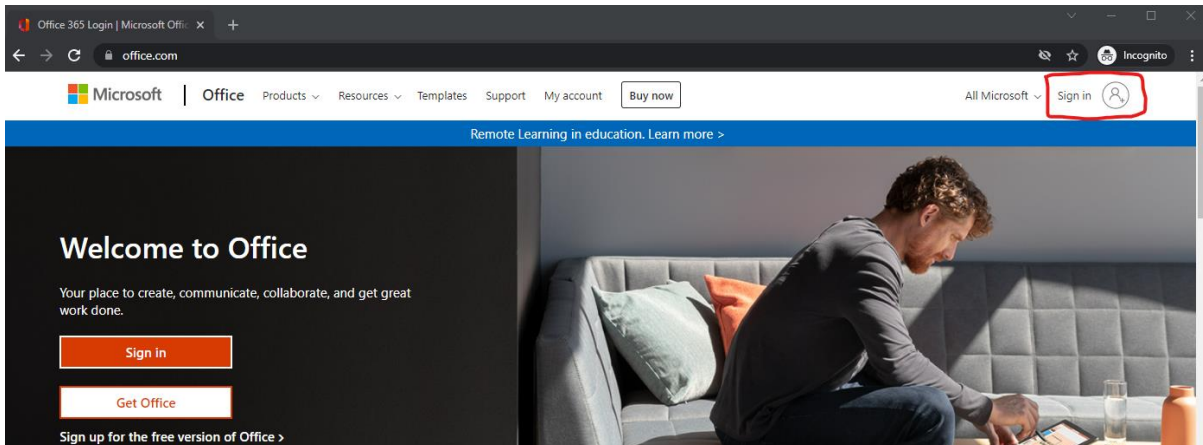
When you login you will see a dashboard with your emails etc with the different MS Office applications (word, excel etc) down the left-hand side.
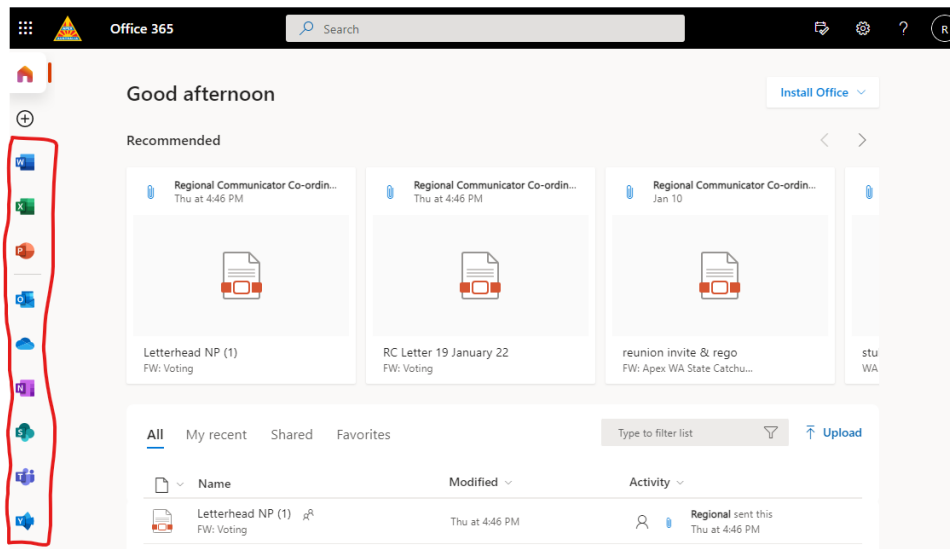
Click on outlook to access your emails, it will open up in another tab in your browser.

If you already have Microsoft Outlook on your computer, you can add in your Club email as another account. Instructions on how to do this can be found here: https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b.

2.   Forwarding Emails to Another Account

1. Login to Office 365 (https://login.microsoftonline.com)

2. Click Outlook.

3. Click Settings (gear icon in the upper right-hand of your screen).

4. At the bottom of the Settings panel, Click View all Outlook settings - Click Mail.

5. Click Forwarding

6. Under the "Forwarding" heading, select Enable Forwarding

7. Type the email address you wish to forward your mail (e.g., Gmail, Hotmail, etc.)

8. Recommended: Select "Keep a copy of all forwarded messages"

Note: if you do not select this, nothing sent to your Apex email account will be saved in your mailbox.

Warning!!! Some email senders do not allow their mail to be forwarded. You will need the "keep copy "in your Apex mailbox to get the message.

9. Select Save.

Accessing Office 365 and your email via an Android device

1

Install the **Outlook for Android** app from the Google Play Store and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open

the **Menu** ☰ > **Settings** ⚙ > **Add Account** > **Add Email Account**. Then skip to step 4 under Set up another email account below.

2

Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.
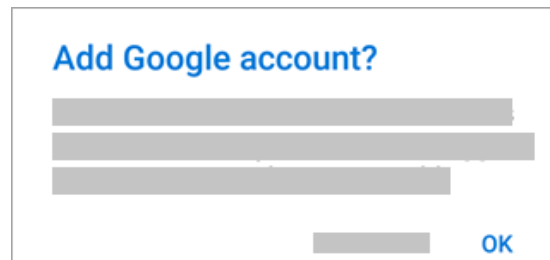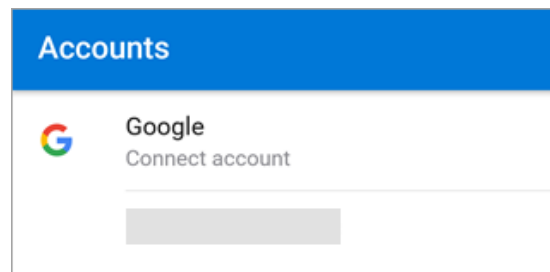
If you don't want to add these accounts, tap **Skip** and then go to step 4 under Set up another email account below..

3

Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.
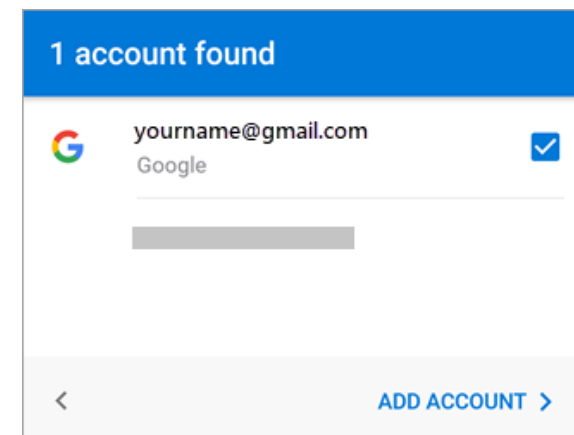
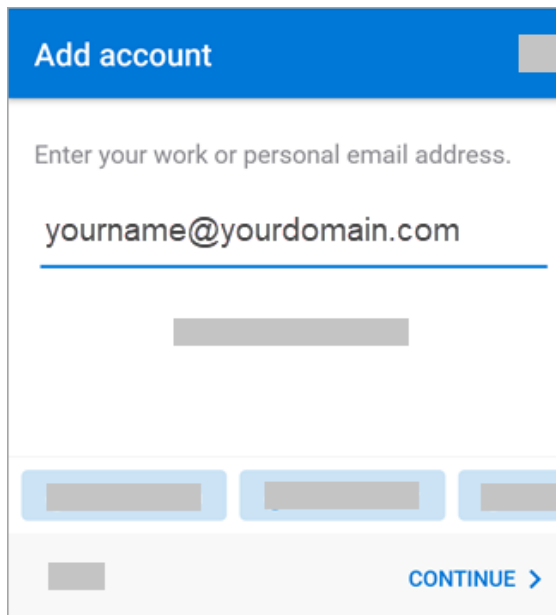Tap **Allow** to confirm offline access and any other prompts.

To add another email account, tap **Continue** and go to Step 4, otherwise tap **Skip**.

Set up another email account

4

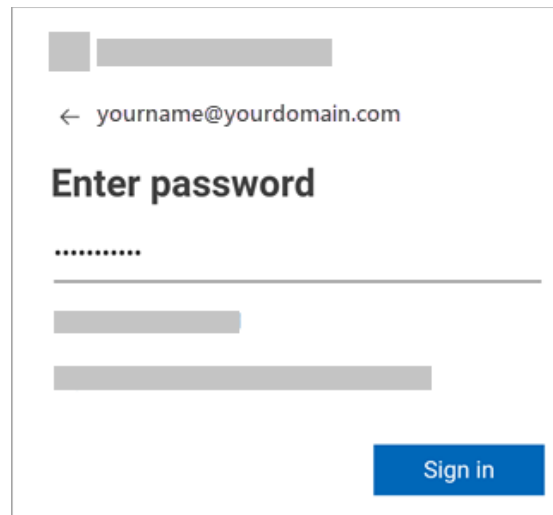Enter your full email address, then tap **Continue**.

Note: If you're asked to choose your provider, you'll have to Set up your Exchange manually or set up an IMAP or POP account.
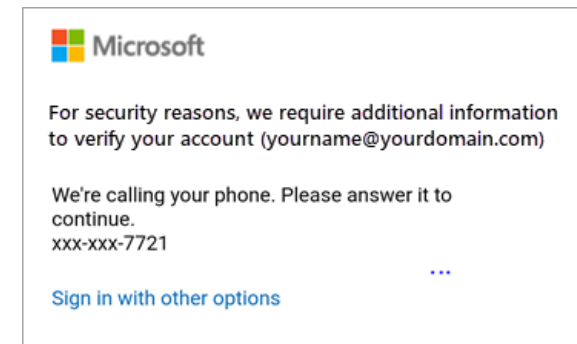
5

Enter your email account password and tap **Sign In** or **Next**.

Note: The sign in screen may look different for you depending on your email provider.

6

If multi-factor authentication is enabled, verify your identity. For more information, see Security info overview.

Accessing Office 365 and your email via an Apple device

1

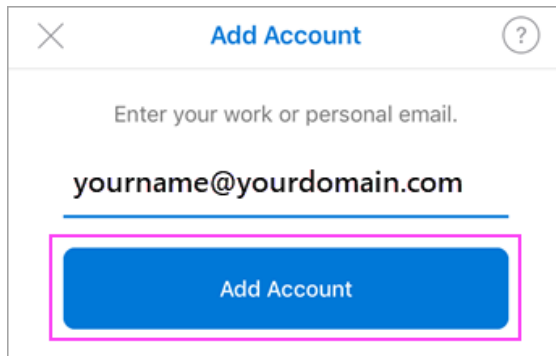[Download Outlook for iOS from the iOS App Store](#) and then open it. The icon looks like this:

Note: See system requirements for your iOS devices [here](#).

2

If it's your first-time using Outlook for iOS, enter your full email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings** ⚙ > **Add Account** > **Add Email Account**.

✕	**Add Account**	⃝?

Enter your work or personal email.

yourname@yourdomain.com

Add Account

3

If you're asked to select your email provider, please contact your IT admin for support as there may be a misconfiguration.

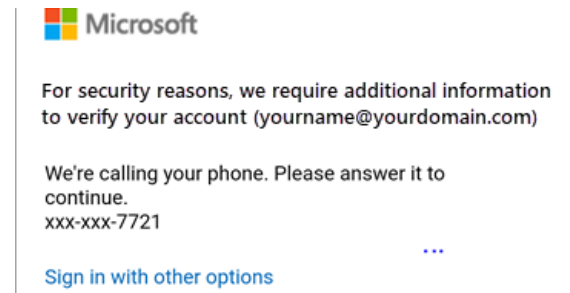You can also [set up your email account manually](#) or use IMAP/POP.

4

Enter your email account password and tap **Sign In**.

Note: The sign in screen may look different for you depending on your email provider.

■ Microsoft

yourname@yourdomain.com

Enter password

Password

Forgot my password

Sign in with another account

Sign in

5

If multi-factor authentication is enabled, verify your identity. For more information, see [Security info overview](#).

■ Microsoft

For security reasons, we require additional information to verify your account (yourname@yourdomain.com)

We're calling your phone. Please answer it to continue.
xxx-xxx-7721

...

Sign in with other options

6

Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS! For instructions for other devices or help visit:
https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f