May 10, 2015

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Brian J. Hawkeye
Manitoba Division of The Navy League of Canada

All Manitoba Division Branch Presidents

<u>Office 365 email System</u>

July 1st is quickly approaching when all Division and Branch email must be handled through our Office365 system. This will ensure compliance with the Navy League of Canada bylaws. Each branch member and Navy League officer and civilian instructor will be assigned an email address in the mbnavyleague.ca domain.

Individual email addressed will be issued by your branch Office365 user administrator. If an administrator has not yet been assigned for your branch, please contact the writer with a nomination. All Manitoba Division email addresses will end with @mbnavyleague.ca.

Once the individual's account has been set up a temporary password will be issued. Instructions with where and how to sign in will be emailed to the individual's current email address. The user will have access to the complete online Office365 system including Word, Excel, Access, Outlook, PowerPoint and other useful tools.

Instructions for setting up the Exchange email account on your phone or tablet are included below. Please follow the appropriate instructions depending on whether one uses and IOS system (Apple), or Android system (Nexus, HTC, Samsung, LG, etc.).

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For Apple IOS users (iPhone and iPad)

Set up an Office 365 for business or other Exchange-based email account

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.
2. In the **Add Account** page, tap **Exchange**.
3. Enter your full email address, for example tony@mbnavyleague.ca, and your password, and then tap **Next**.

    If the device can't find your settings, you need to add them. If you have an Office 365 Exchanged email account in **Server**, enter **outlook.office365.com**, and then add your **Username** and **Password**. This is the same username and password you use for work or school.

4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

    Note   If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.
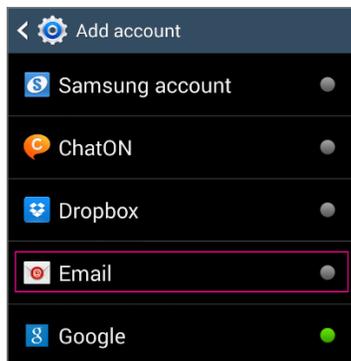
Note   You might need to need to wait ten to fifteen minutes after you set up your account before you can send or receive email.

<u>For Android Users (phone and tablet)</u>

Set up an Office 365 for business or other Exchange-based email account

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.

2. Type your full email address, for example tony@mbnavyleague.ca, type your password, and then tap **Next**.
3. Select **Exchange**.
4. If prompted, accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device can't connect, enter the following account information, and then select **Next**.
   o **Domain\Username** Type your full email address in this box, for example, tony@mbnavyleague.ca. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
   o **Password** Use the password that you use to access your account.
   o **Exchange Server** Use the address of your Exchange server. If you aren't sure what your server address is, check with your administrator. The server for Office 365 for business is **outlook.office365.com**.
   o Depending how your Exchange administrator set up your account, you might receive a message about additional security features. Select **OK** to continue.
5. As soon as the device verifies the server settings, the **Account Options** page opens. Select the options for how you want to receive your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
6. If you see **Activate device administrator?** page, select **Activate**.
7. Give the account a name, and then tap **Done**.

Tip You might need to wait ten to fifteen minutes after you set up your account before you can send or receive email.

If any problems are encountered, refer to your user administrator or to myself.

Fair winds and following seas!

Brian J. Hawkeye
President
Manitoba Division of The Navy League of Canada

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