



A global volunteer organization that improves the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.®

Guide to Office365 Club Email Management

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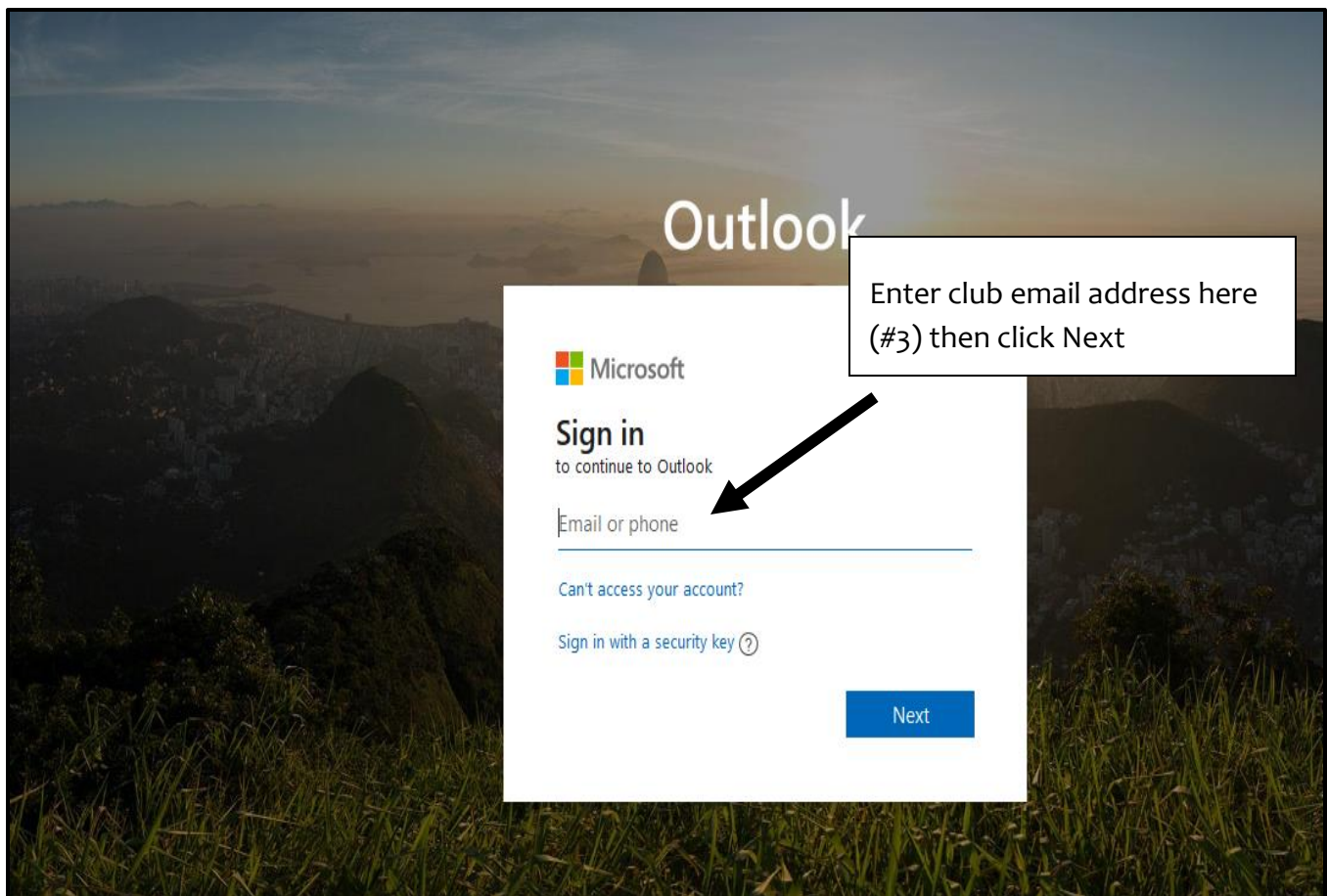
Signing in and Accessing Office365 Club Email

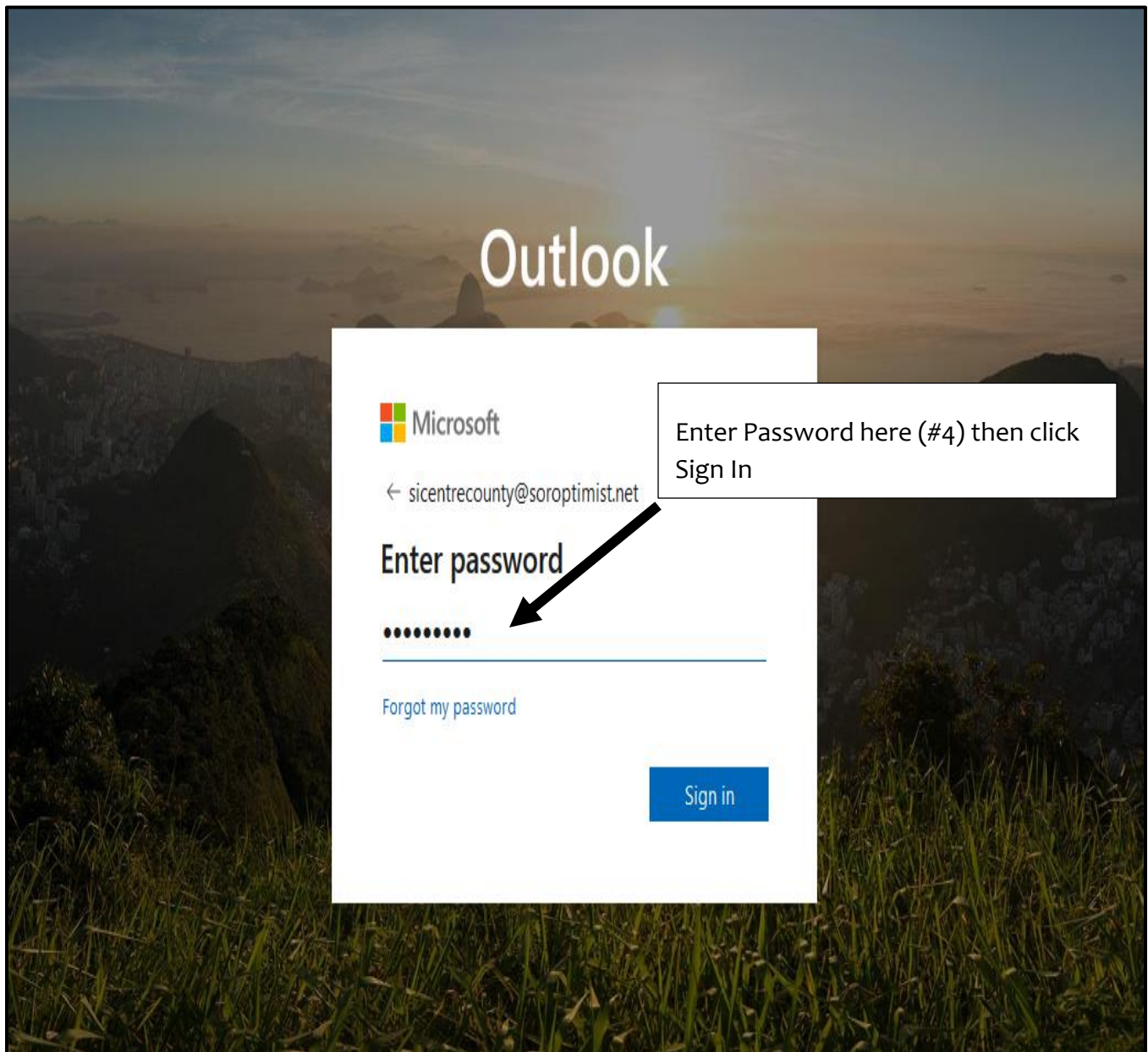
How to sign-in and access Office365 club email

1. Open an internet browser window (i.e.: Internet Explorer, Firefox, Safari, etc)
2. In the address line type: **mail.office365.com** and press “enter” on the keyboard.
3. Enter your Microsoft Account ID = siclubname@soroptimist.net
4. Enter your Password = 6 digit club ID number preceded by sia (i.e. sia111111)

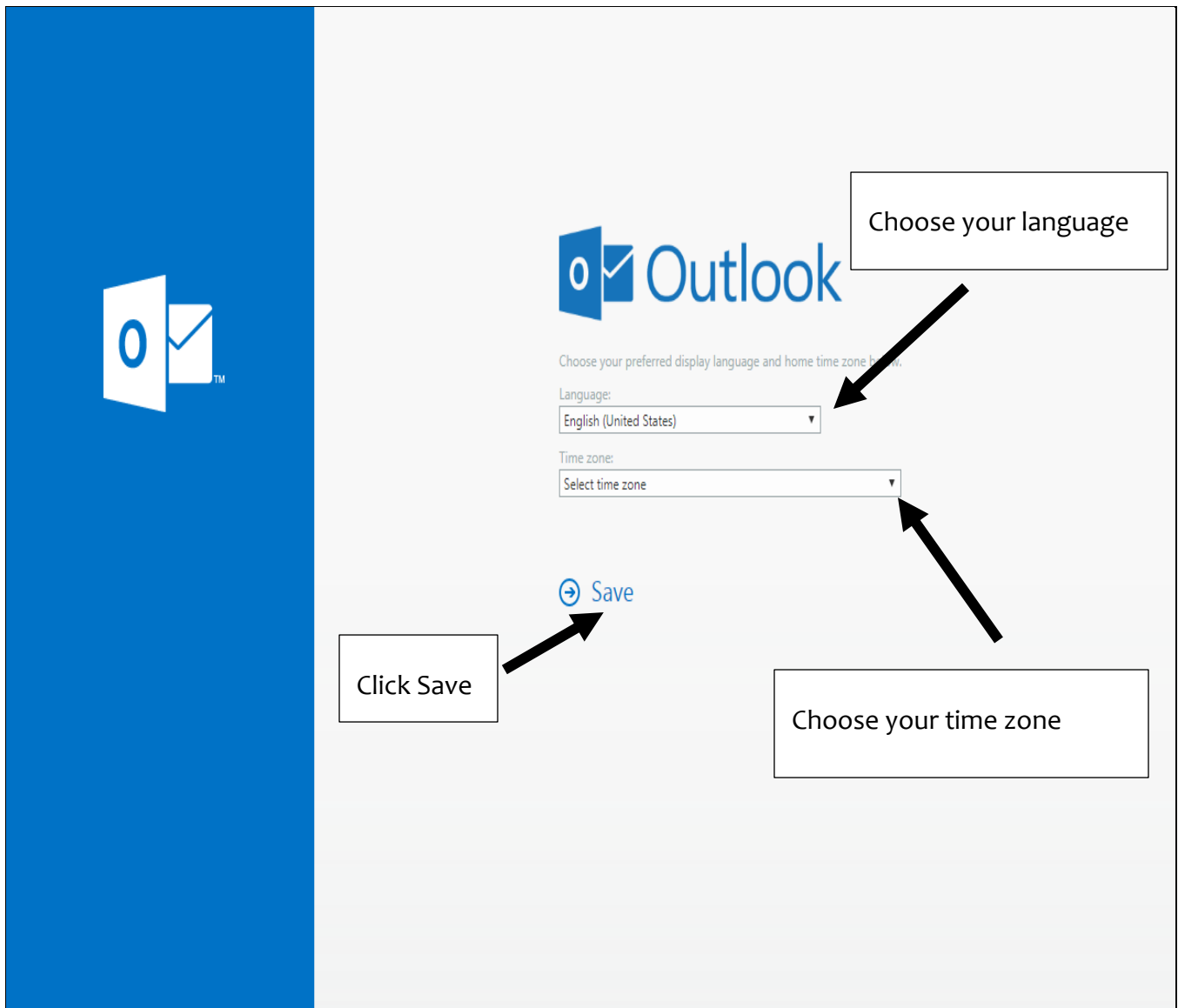
Please do not add any spaces or characters to the Microsoft Account/Club email address provided by Soroptimist Headquarters.

Example: Soroptimist International of Nassau County → sinassaucounty@soroptimist.net

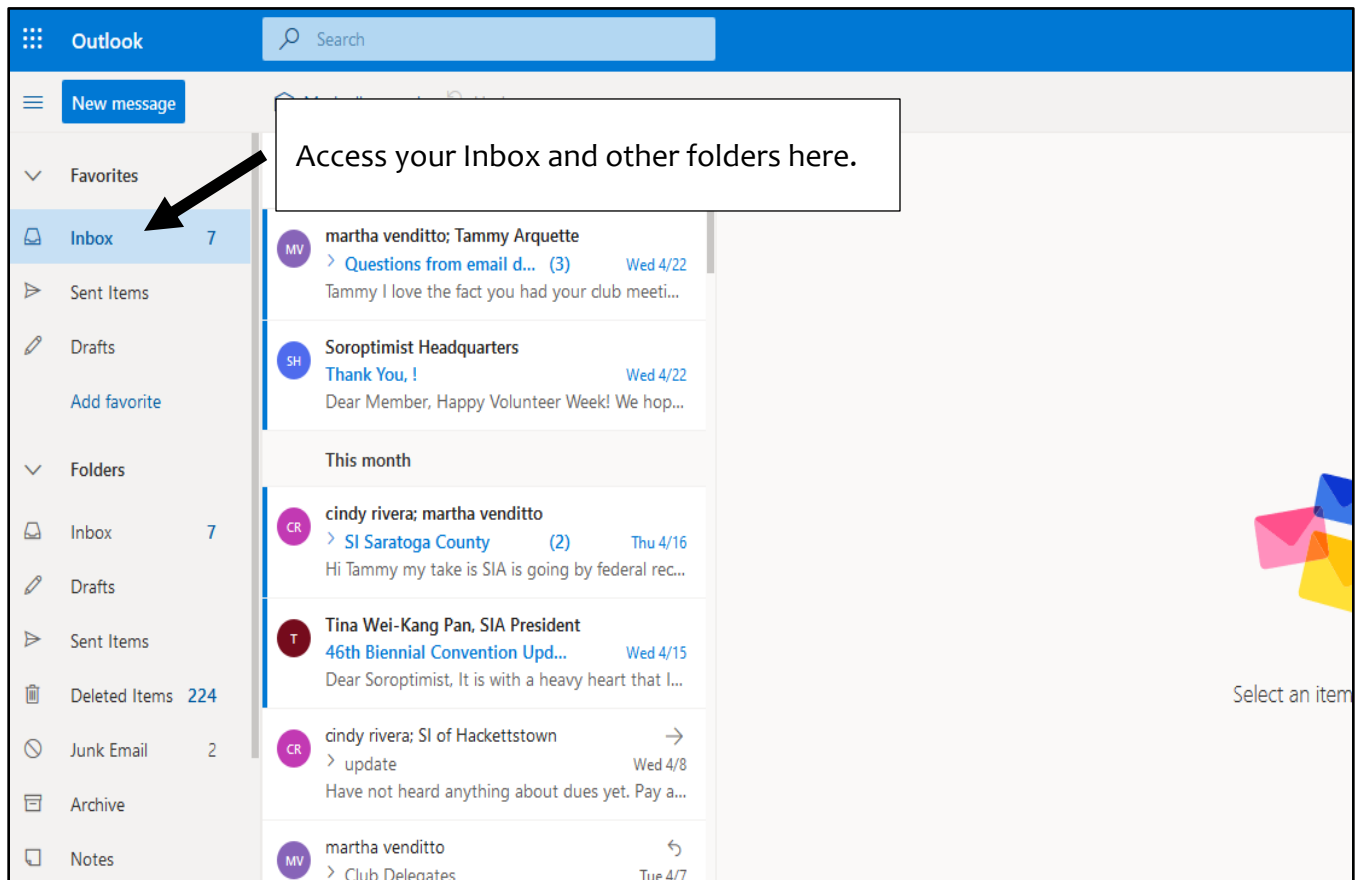




5. When you log into the Office365 system for the first time you will be asked to choose your language and time zone.



6. Once logged in, you should now see your club email inbox.



Important Folders:

Inbox: Holds current emails

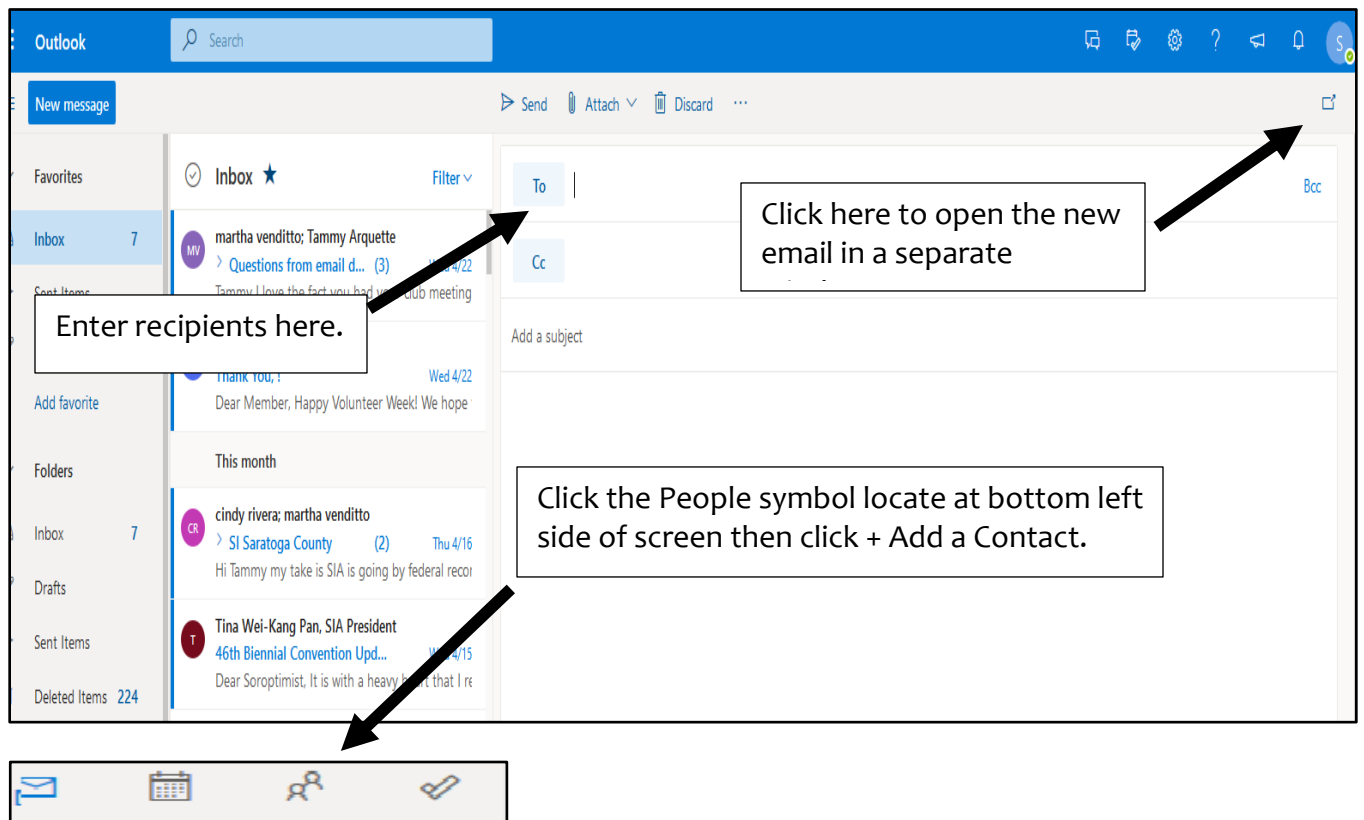
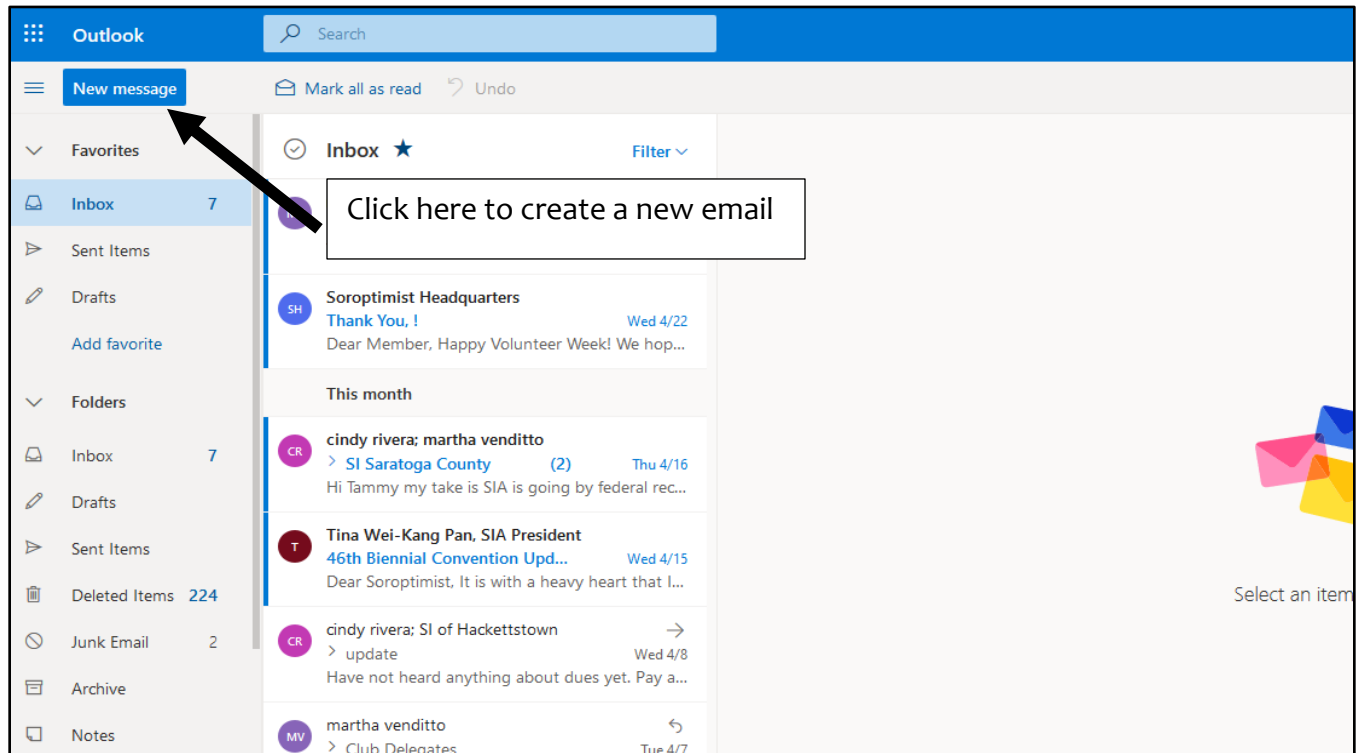
Junk Email: Outlook Web App filters certain emails into this folder. If you are expecting an email and have not received it- check this folder first. There is a chance it was automatically filed in this Folder.

Drafts: Emails you have started but not sent will be saved to this file.

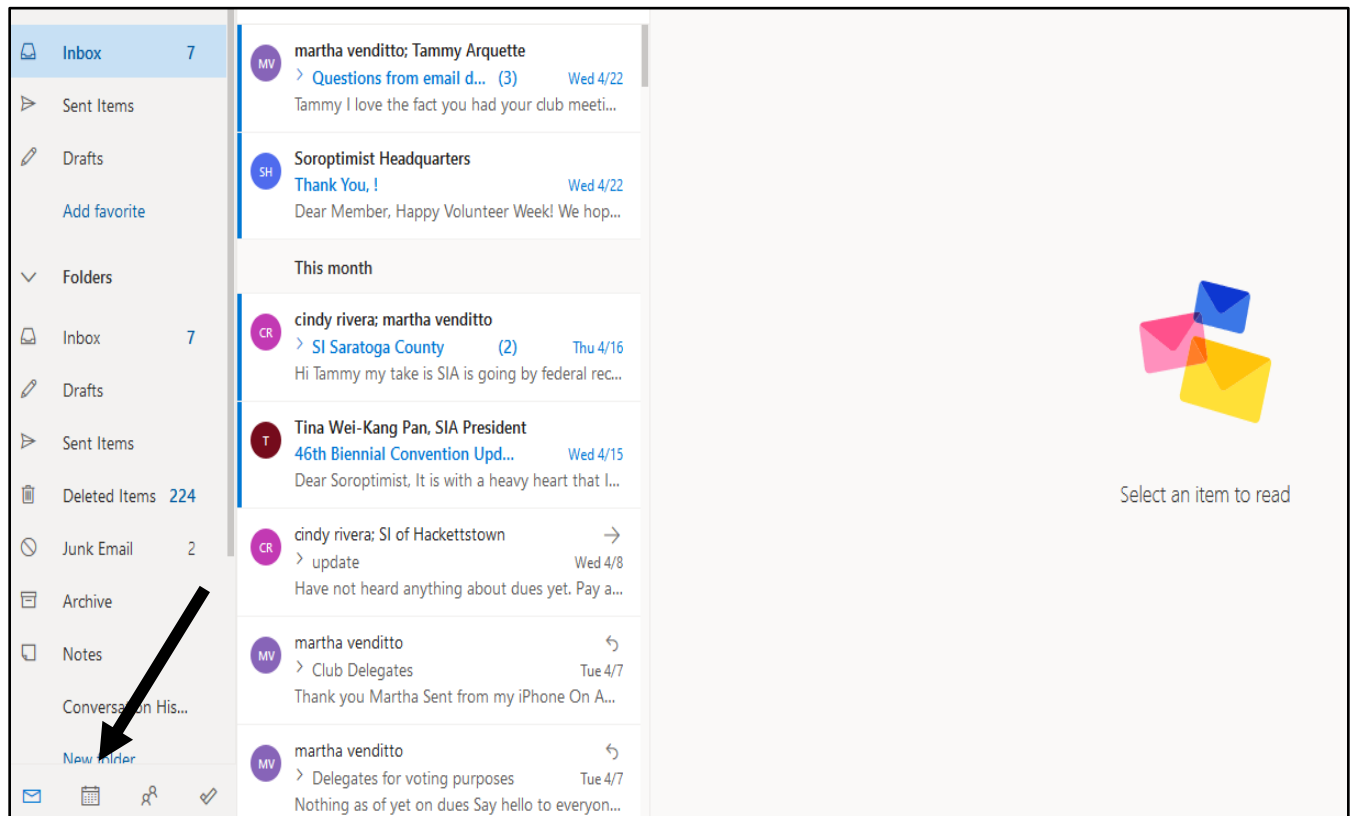
Sent Items: Outlook Web App automatically saves a copy of your sent emails to this Folder.

Deleted Items: When you delete an email, it will transfer to this Folder. To permanently Delete the email, make sure to delete from this folder as well.

7. Start a new email by clicking the New Mail link on the top left of the screen.



8. Click the links on the navigation bar located at the bottom left side of screen to access your calendar, contacts and task list.



Notable Office 365 toolbar links:

Outlook: Email inbox main screen.

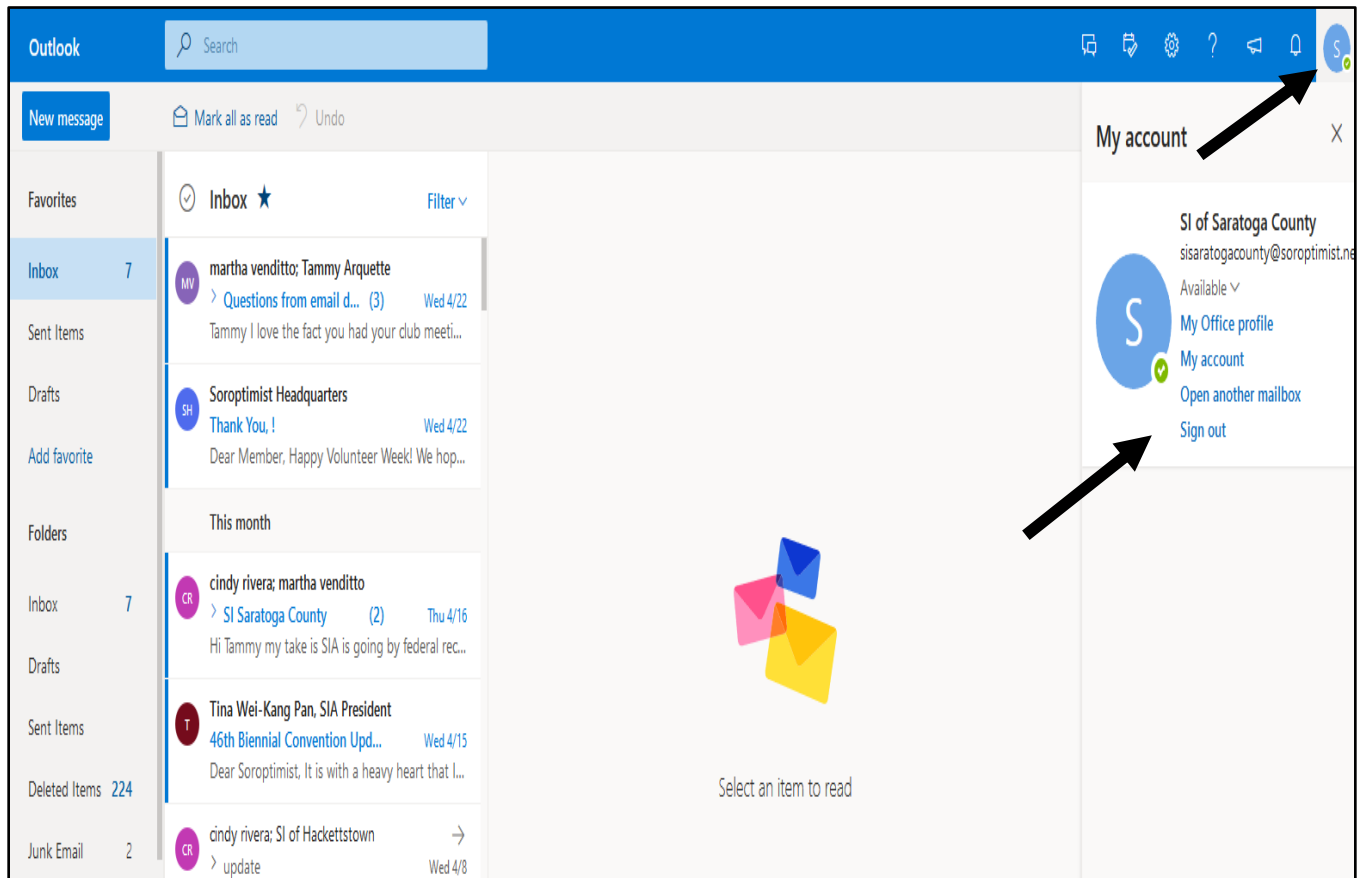
Calendar: Full featured calendar that allows you to add events, invite attendees, etc.

People: Contact and group list.

To Do: Allows you to add, plan and assign tasks.

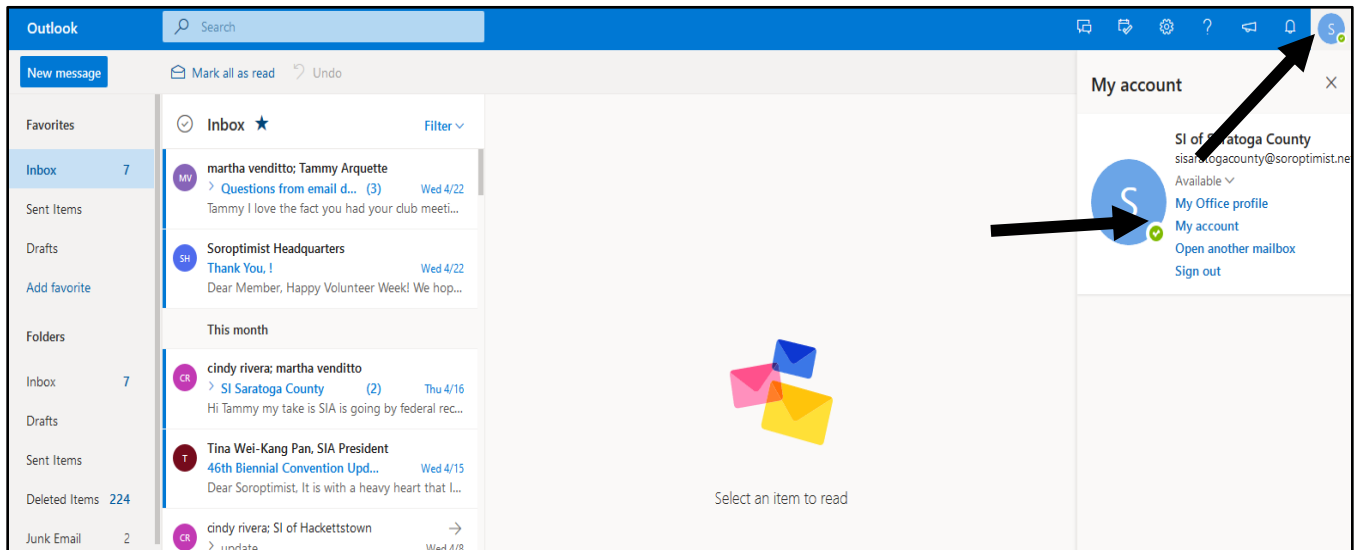
OneDrive: Online Cloud Storage

9. When you have finished your tasks within Outlook Web App click on the Account Manager icon on the top right and choose Sign Out from the drop-down menu to log out of the system.

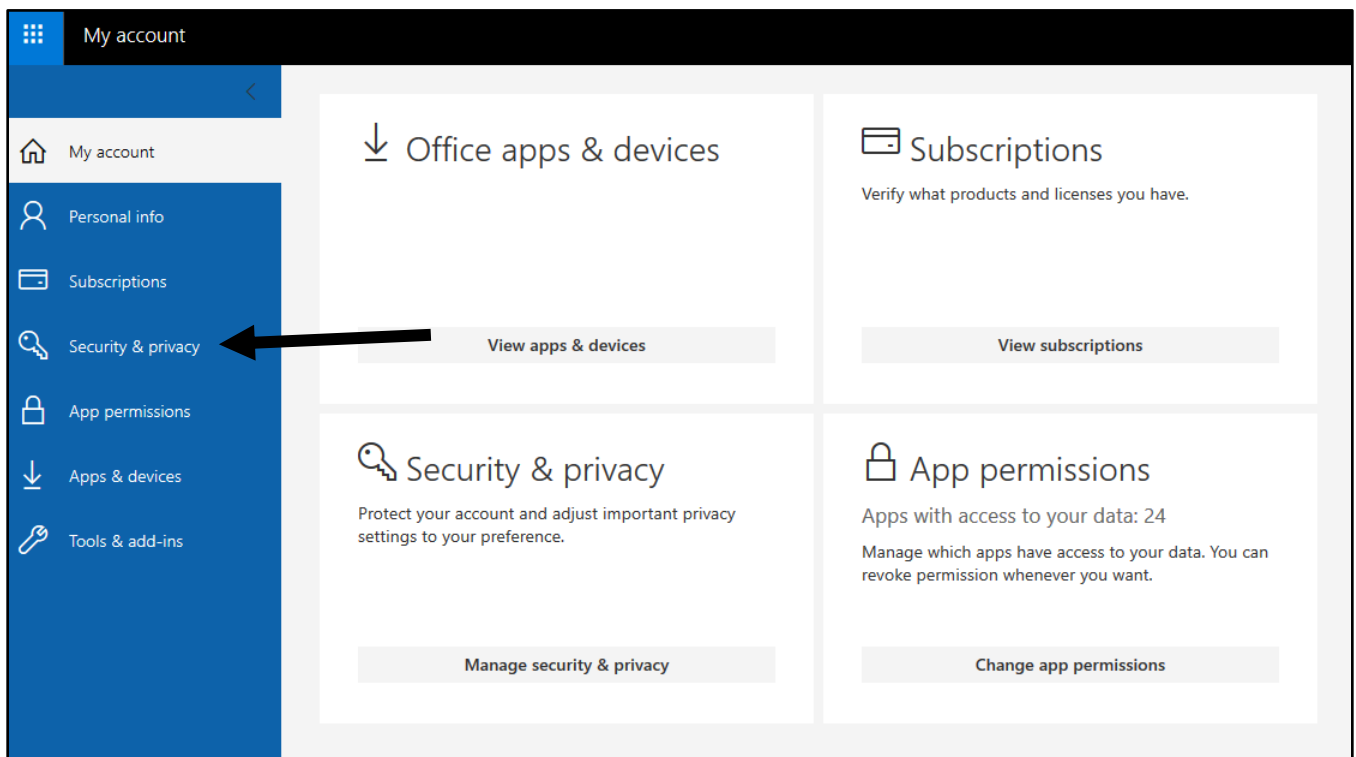


Changing the Password

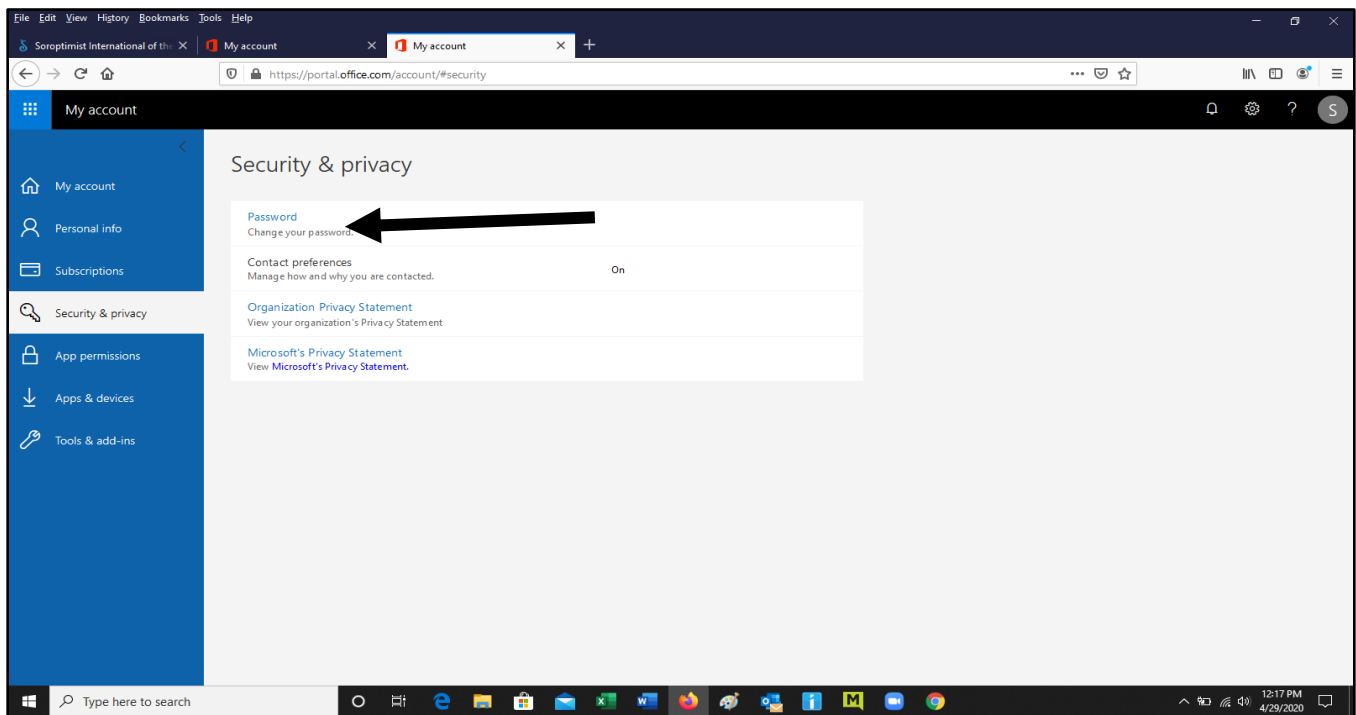
1. From the main Inbox screen, click the Account Manager icon on the top right and choose My Account.



2. Click Security and Privacy located on left side of page.



3. Click Password (Change your password.)



4. Enter your Old password then Create new password then Confirm new password and Submit.

change password

Strong password required. Enter 8-256 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID
sisaratogacounty@soroptimist.net

Old password

Create new password

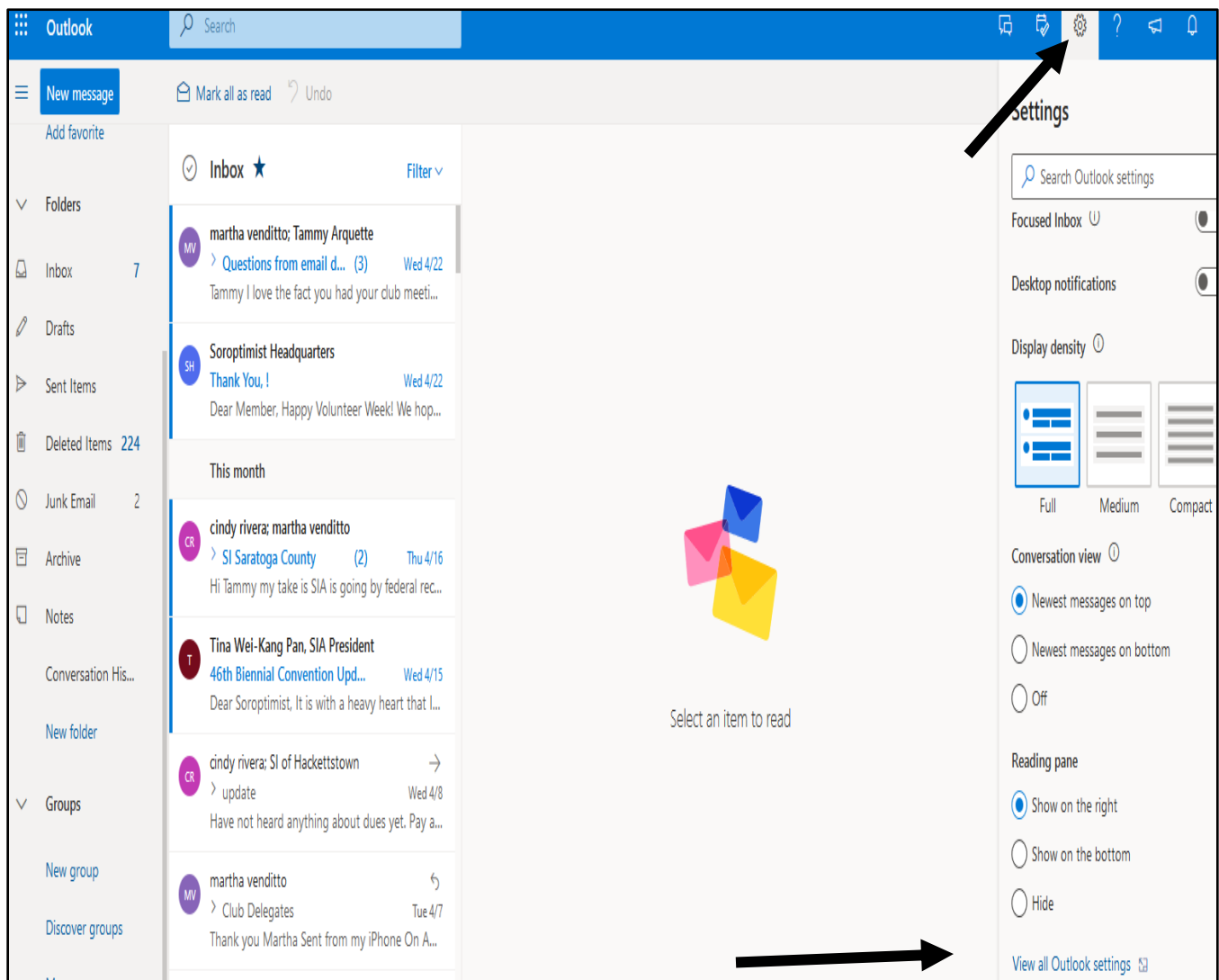
Confirm new password

[cancel](#)

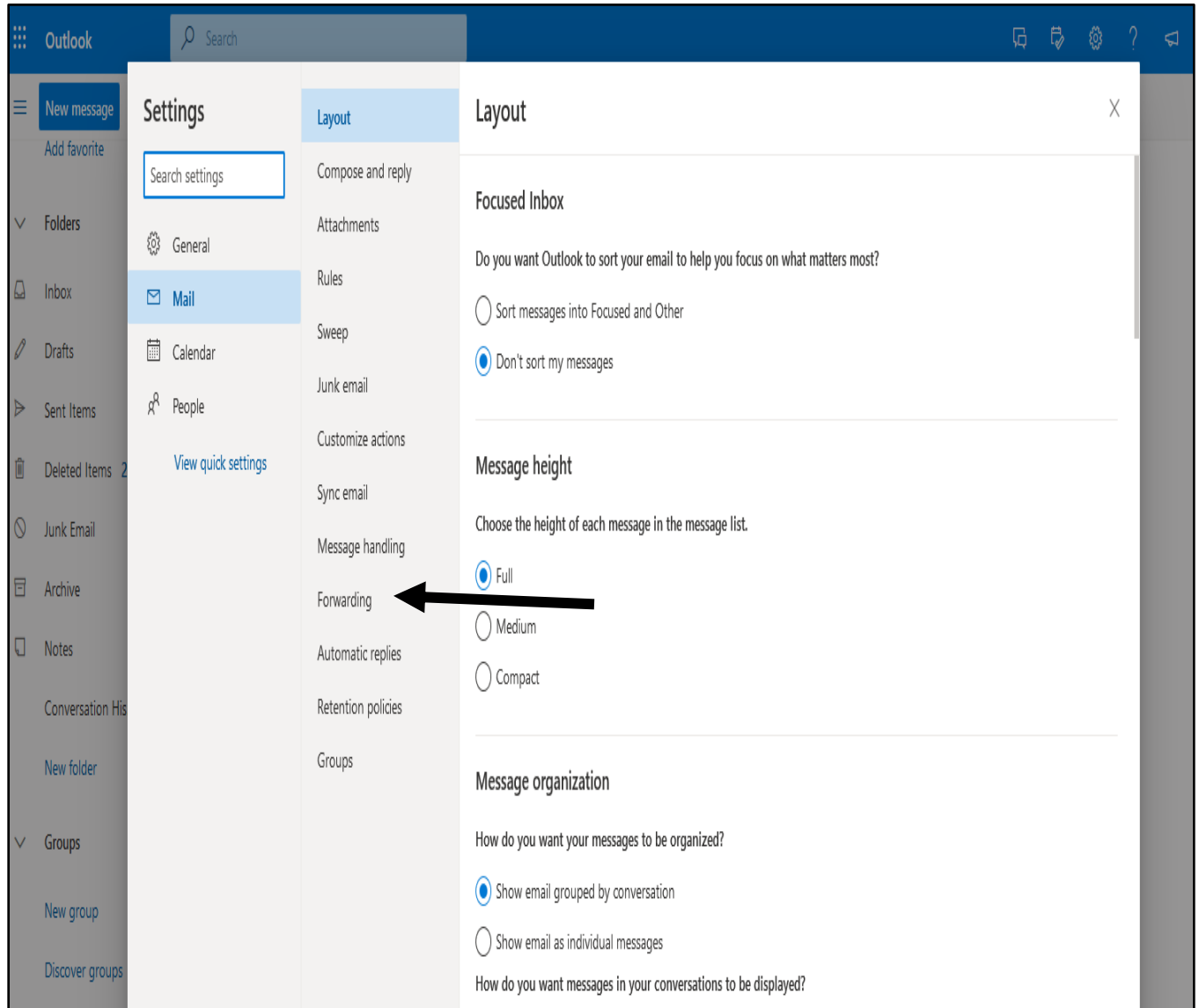
You should see a confirmation that changes were saved successfully. The confirmation will only display temporarily.

Forwarding Club Email to Another Email Address

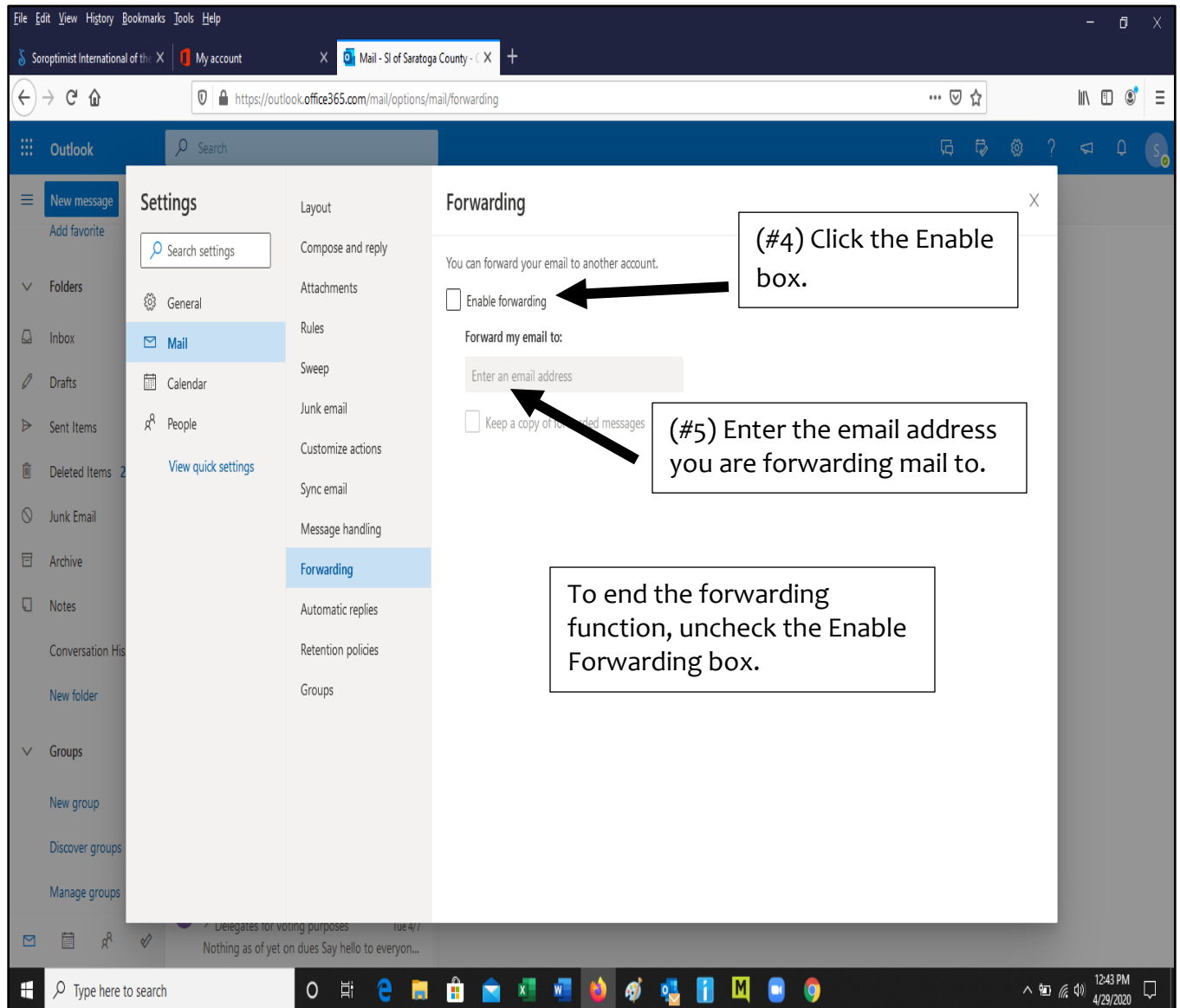
1. From the main inbox screen, click the gear icon on the top right. choose Options.
2. Choose View All Outlook Settings located on the bottom right of screen.



3. Click the Forwarding link option to forward the club's emails to another email account.

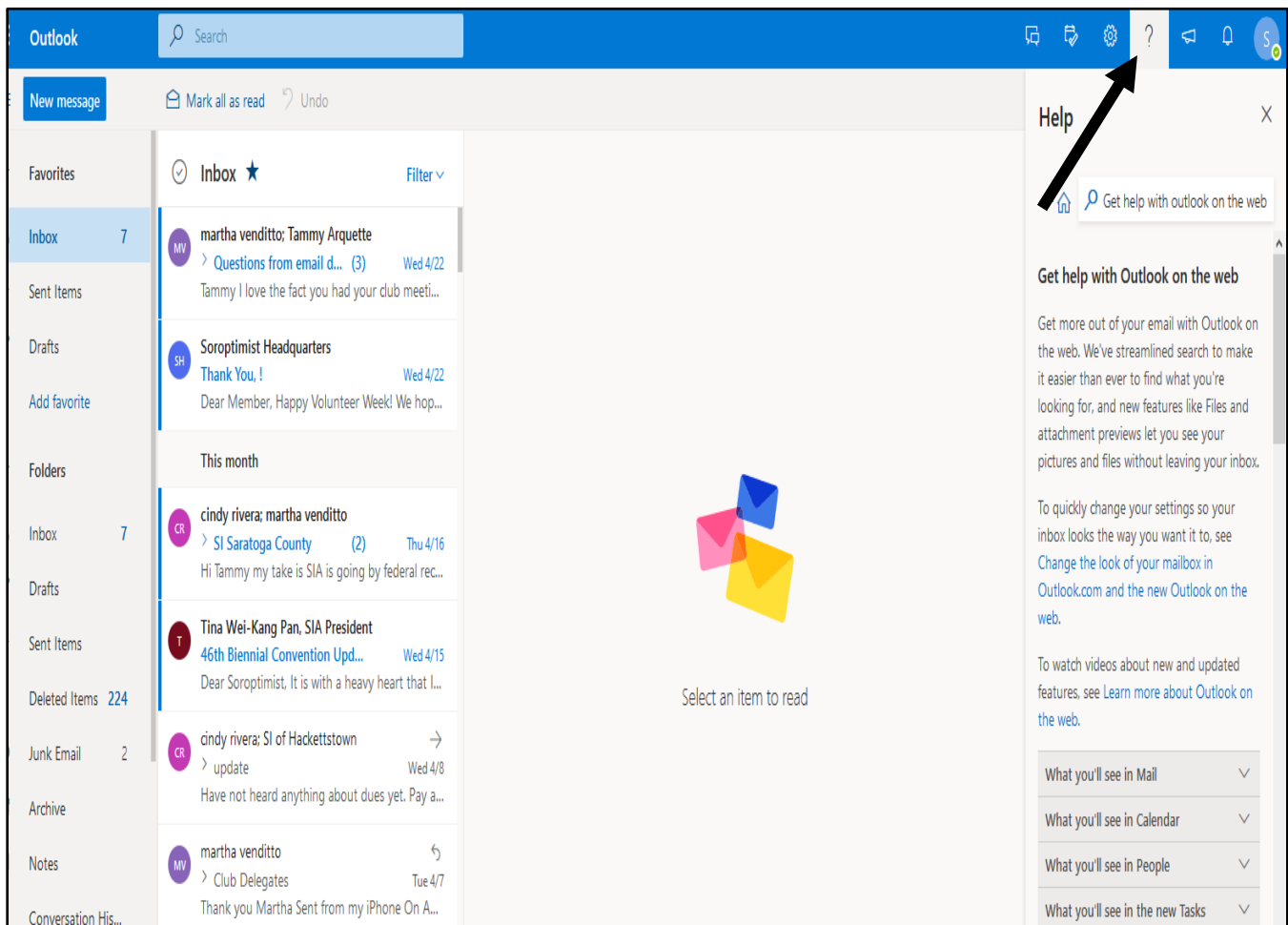


4. In the Forwarding section, Click the Enable Forwarding box.
5. Enter the email address you are forwarding mail to.
6. Send a test email to the club's email account to ensure forwarding is set-up correctly.
7. If you want to completely turn off the forwarding function uncheck the Enable Forwarding box.
8. If you want to change the email address you are forwarding to, uncheck the Enable Forwarding box and enter the new email address then click the Enable Forwarding box again.



Getting Help

1. This user guide contains the basic information needed to get started with your new Outlook Office 365 club email account. For help on the many features of the Office 365 – Web App system click the question mark icon on the top right of your screen and type in the search box Get Help with Outlook Web. Then you will see a list of links for all the features of Outlook Web App.



- This will open to more information and links to instructions for additional features of Outlook Web App Office 365.

