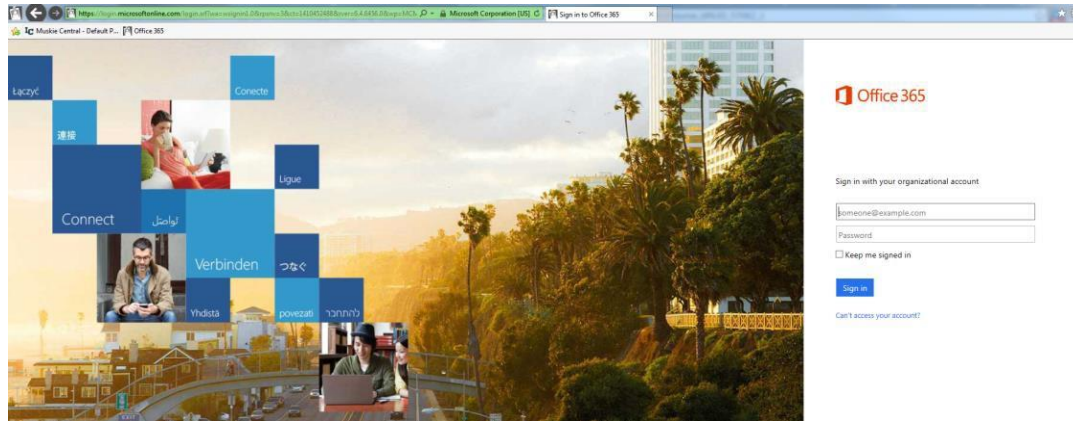


O365 Log in Instructions

Log in and Program Access

With Lakeland College’s upcoming deployment of Microsoft Office 365, and the shift to cloud based services, there are more possibilities than ever before to keep you connected in your busy academic life. Office 365 is fully supported on the PC and Mac, as well as iOS, Android and Windows Mobile portable devices.

To get started, please go to the Office 365 sign-in page (portal.microsoftonline.com) and sign in with your Lakeland email address (e.g. SmithJ@Lakeland.edu) and password.



This will take you to the default landing page for Office 365. On the landing page you will have complete access to your Lakeland College email, calendar, cloud storage, and essential Office applications.



There are two options for using Office 365. The first option allows students to install the actual programs on your computer by clicking the “Install now” button. This is a great option if you need to do some work offline. Please keep in mind that you will only be allowed to install Office 365 on up to 5 PCs if available. There is also a link that will provide directions on how to set up mobile applications for your devices.

The second option allows access to the essential programs on the internet without installing any software on your computer. It will also allow for collaboration with others as two more people can seamlessly act as a team on the same document for group related projects.

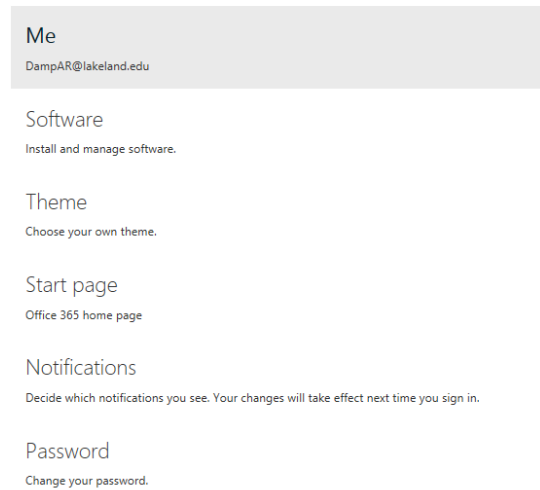
O365 Log in Instructions

Modify Office 365 Settings

In the upper right hand corner you can access your Office 365 settings by clicking on the gear  link, then choose Office 365 settings. Here you will be able to:

- Manage your Outlook profile
- Manage and install Office on other devices
- Change the default theme
- Change the way your Start page looks
- Manage Notifications

The Password functionality has been disabled and can be changed by contacting the Lakeland College IT Helpdesk at helpdesk@lakeland.edu or (920) 565-1143.



The screenshot shows the Office 365 settings menu for a user named 'Me' with email 'DampAR@lakeland.edu'. The menu items are: Software (Install and manage software.), Theme (Choose your own theme.), Start page (Office 365 home page), Notifications (Decide which notifications you see. Your changes will take effect next time you sign in.), and Password (Change your password.).

Connecting Mobile Devices (Android/iOS)

If you have previously connected your mobile device, you will first need to delete that account prior to going establishing the new account using Exchange.

Lakeland does not support POP3 or IMAP4 connections, you must use Exchange ActiveSync.

Set up Microsoft Exchange email on an Android

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android. Under settings, select Add account.
2. Type your full email address, for example SmithJ@Lakeland.edu, and your password, and then select Next.
3. Select Microsoft Exchange ActiveSync account. This option may be named Exchange ActiveSync on some versions of Android.
4. Enter the following account information and select Next.
 - Your Lakeland College email username and password.
 - Leave the Domain box empty
 1. ***If your device requires Domain\username field then enter your full Lakeland email address**
 - The Server name which is outlook.office365.com.
5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device.
6. Select Next and then type a name for this account and the name you want displayed when you send e-mail to others. Select Done to complete the email setup and start using your account.

O365 Log in Instructions

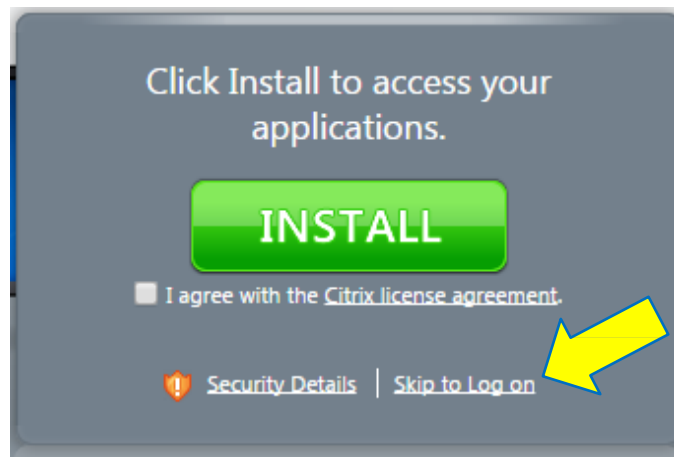
Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. Select Settings > Mail, Contacts, Calendars > Add Account.
2. Select Microsoft Exchange.
3. Enter the following account information and then select Next.
 - Your Lakeland College email (ex. SmithJ@Lakeland.edu) and password.
 - Leave the Domain box empty if the prompt appears
4. Select Next on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 6 if your mail program finds your settings.
5. If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name. If you're connecting to your Office 365 email, use outlook.office365.com for your server name.
6. In the Server box, enter your server name, and then select Next.
7. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.
8. If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later your iPhone settings.

Resetting a Network Password via Lakeland Citrix

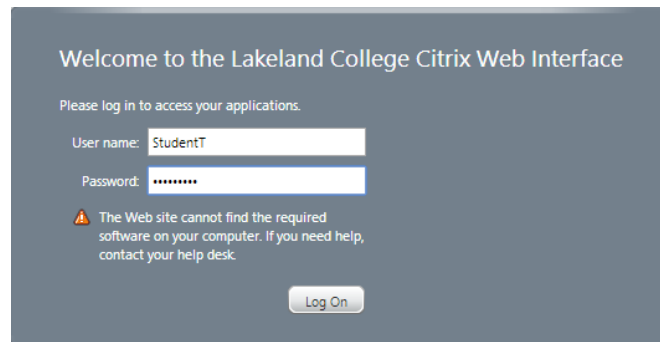
Please follow the subsequent instructions as to resetting your Lakeland College network password:

1. Browse to <https://citrix.lakeland.edu>
2. If prompted, skip client install:

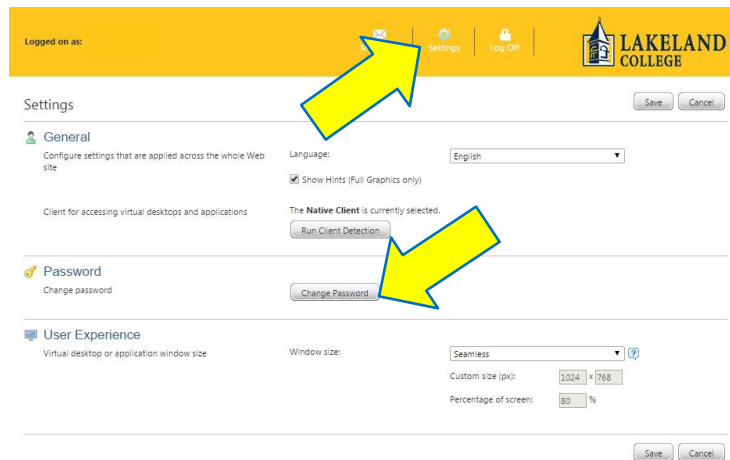


3. Enter your credentials to log on **PLEASE NOTE, your user name is the first part of your email address (e.g. SmithJ, not SmithJ@lakeland.edu):**

O365 Log in Instructions



4. Click Settings → Change Password:



5. Enter your old password and the password you want to change it to twice. Please keep in mind the following password guidelines:
- When you change your password, you cannot reuse any of your five previous passwords.
 - All passwords must be at least eight characters long and contain three character types (upper case, lower case, numbers or symbols).
 - Your password cannot contain part of your name.

Change Password

Consult your help desk or corporate security policy to learn about your company's password guidelines.

Old password:

New password:

Confirm password:

Change Password

Your password has been changed.

If you have read this documentation and still have issues that you are unable to resolve feel free to contact the Lakeland College IT Helpdesk at helpdesk@lakeland.edu or (920) 565-1143 and someone will assist you.