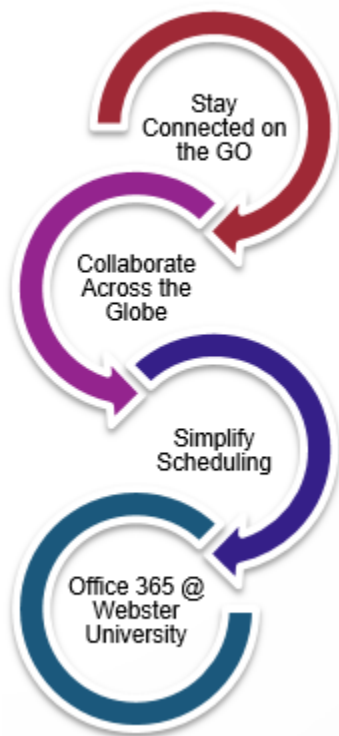


## Office 365 Email & Shared Calendar at Webster University

For Adjunct Faculty & Students

### New Office 365 Email & Calendar Account

During the weekend of July 15-16th, 2017, your email will be transitioned to **the NEW Office 365 Email & Calendar** at Webster University. You can access your email by following the step-by-step instructions below.



### Quick Start Guide Links:

#### 1. First Time Use Office 365 Email & Calendar

- [Access Office 365 Portal](#)

[Instructions](#) – Access email using the O365 portal

**Please note: If you have not previously registered your O365 Account, you will need to do this prior to moving forward. Click [here for the instructions](#)**

#### 2. Configure Office 365

- [How to Configure Email Client](#)

[\(Outlook\)](#)

- [How to Configure Email Client](#)

[\(Android\)](#)

- [How to Configure Email Client](#)

[\(iOS\)](#)

#### 3. Training & Support

- Resources are available to assist

you by following this [link](#)

- Any questions, please direct to

[Office365@webster.edu](mailto:Office365@webster.edu)

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### Frequently Asked Questions

**Forwarding of Email** – Webster University recommends using Office 365 to access your new email and calendar to enjoy all its benefits. If you still desire to forward your email, it will be setup for you automatically during the transition.



**Access old Email** – You can continue to retrieve old email by going to [webmail](#), however you will no longer receive email in this mailbox.

**Authentication** - Your webster.edu email address will not change.

**Please direct any questions to [Office365@webster.edu](mailto:Office365@webster.edu)**