APU Email Starter Manual

August 2018

Contents

1. Initial Setup of Outlook on the web	. 2
Sign-in to Outlook on the web	. 2
2 . Contact Us	. 5

1 . Initial Setup of Outlook on the web

Sign-in to Outlook on the web

♦ The APU email system uses "Office365" by Microsoft.

(1) Launch Internet Explorer and access to the Office 365 website.

①Access to <u>https://portal.office.com/</u>, enter **your email address** and then press the Enter key.

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②Wait while [リダイレクト中] is displayed.

(2) The Sign-in screen for APU appears. Enter your password and click [Sign-in].



(3) Choose your language and timezone, and click [Save].

* This screen only appears for the initial sign-in. You will not see it once you have chosen them.



①Language	Choose [English (United States)].
②Timezone	Choose [(UTC +9:00) Osaka, Sapporo, Tokyo].

* The following screen may appear before or after the initial setting screen above. In this case, click [Outlook] to continue.



(4) Sign-in is complete if the Inbox is displayed.

 \ast This screen is the basic place for Outlook on the web operation.

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Groups give teams a shared space for email, documents, and scheduling events.			
→ Discover			

2. Contact Us

We accept inquiries about email data migration and operation of the system by phone or via email.

■ Information Systems Administrativ Office

 3^{rd} floor Building D

Monday - Friday 10:00-16:30

■Via email

system@apu.ac.jp

%Please understand that it may take time to reply to inquiries received via email.

■ FAQs

Announcement of Office 365 http://www.apu.ac.jp/home/ct/office365/