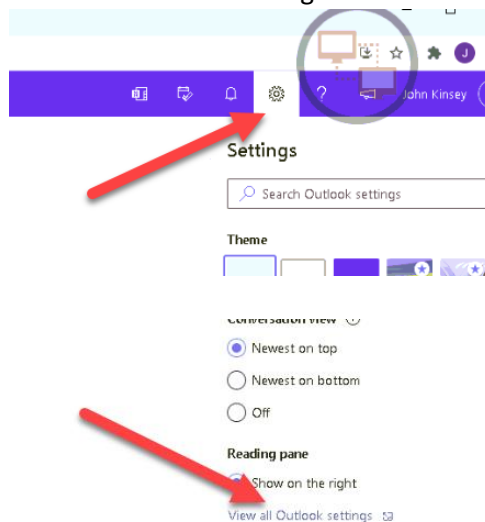


TCTWS O365 Email Setup for Web Access

Using Outlook Web App (in your browser)

1. Login to <https://outlook.office.com> using the credentials provided to you. In general our email format is firstname.lastname@tctws.org. You will be prompted to change the password.
2. Follow the on screen instructions to set up Multi Factor authentication for the account. I suggest using an authenticator app and a phone number as your two methods of authentication. If you already have an authenticator app installed you can use it and don't have to install the Microsoft authenticator app.
3. After successful login and verification, you will be able to see your email inbox and your group email box(s). Officers have been joined to the TCTWS Committee Chairs group and the TCTWS Officers group. If you need to send an email to all TCTWS leadership (committee chairs and officers), just email committees@tctws.org. If you need to email only officers, email officers@tctws.org. Messages sent to the group (individual committee/officer emails also) will automatically forward a copy to your inbox.
4. Next, you need to change some settings to allow you to send messages as your officer/committee title (rather than your named tctws.org address). Click the Settings gear in the top right corner and Click View all Outlook settings at the bottom of the panel.



TCTWS O365 Email Setup for Web Access

- Click the Compose and reply menu and check the box next to **Always show From**. Save your changes. (You can also set up an Email signature if you would like). Click the "X" in the top right to close the window.

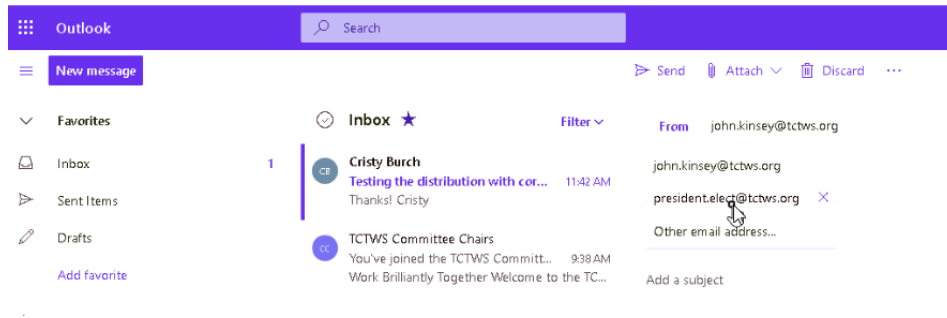
The screenshot shows the Outlook settings interface. On the left, the 'Settings' pane is open to 'Compose and reply'. A red arrow points to the 'Compose and reply' option in the left-hand menu. The main pane shows the 'Email signature' section with a signature template for 'President-elect Texas Chapter of The Wildlife Society' and the URL 'www.tctws.org'. Below this, two checkboxes are checked: 'Automatically include my signature on new messages that I compose' and 'Automatically include my signature on messages I forward or reply to'. In the 'Message format' section, the 'Always show From' checkbox is checked, and a red arrow points to it. The 'Compose messages in' dropdown is set to 'HTML'. At the bottom right, a red arrow points to the 'Save' button.

- Click new message to compose a test message. Click on the word **From** in the new message. Select **Other email address**.

The screenshot shows the Outlook 'New message' window. A red arrow points to the 'New message' button in the top left. The window title is 'Outlook' and it has a search bar. The 'From' field is set to 'president.elect@tctws.org'. A red arrow points to the 'From' field. Below the 'From' field, there is a dropdown menu with 'Other email address...' selected. A red arrow points to this option. The 'To' field contains 'john.kinsey@tctws.org'. The 'Subject' field is empty. The background shows the Outlook inbox with several messages from 'Cristy Burch' and 'TCTWS Committee Chairs'.

TCTWS O365 Email Setup for Web Access

7. You will enter the officer/committee email address. Send the test message. On subsequent emails, when you send, the option to send as the officer/committee email will be in the list when you click *From* - **you will need to remember to make the swap.**



You can click on the Committee Group name to see mail, group files and calendar. Click the star icon to add the committee group to your favorites.

