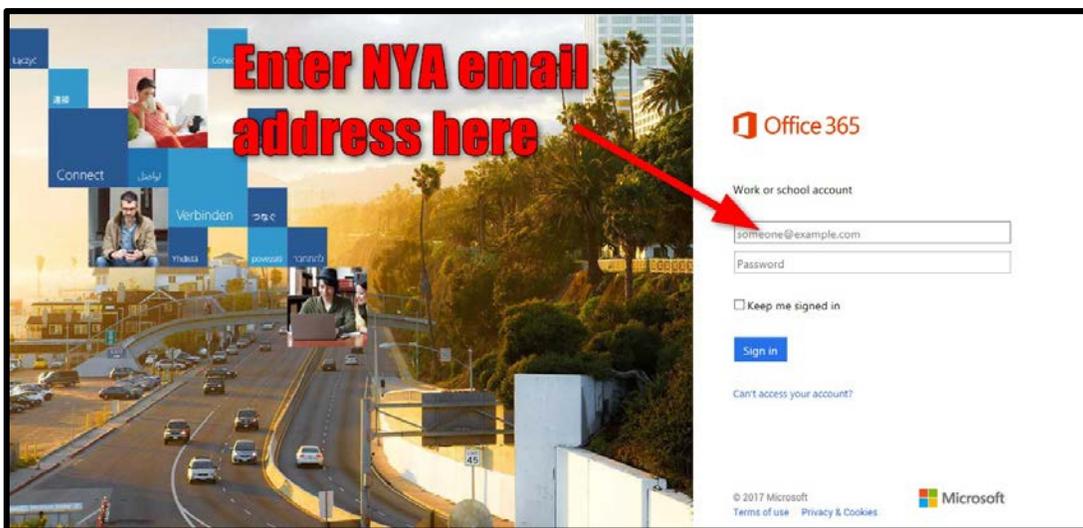


Email Access from Off-Campus Help Sheet – Summer 2017

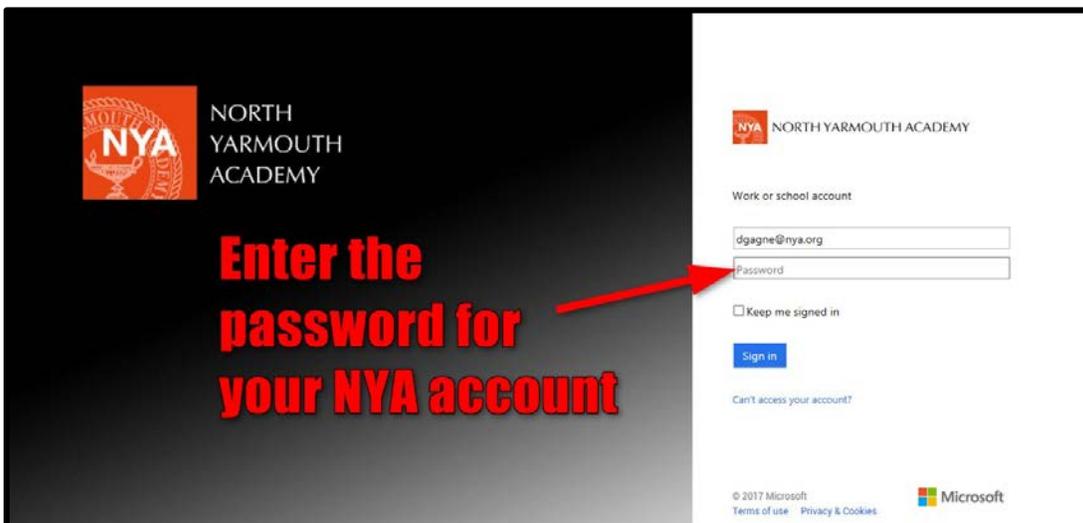
This help sheet is for both Students and Faculty.

Among the big IT changes for the 2017/2018 school year is a migration to the many applications in Microsoft Office 2016 and Office 365. Because of the changes, the method for accessing your email from off-campus has changed. For faculty, the Outlook application installed on your laptop will not work, even if on campus. An update will be coming when newly-imaged laptops are later this summer. Until then, email may only be accessed in the Outlook app in Office 365 (the web-based versions of the Office suite that is now available). Follow the directions below to get to your email.

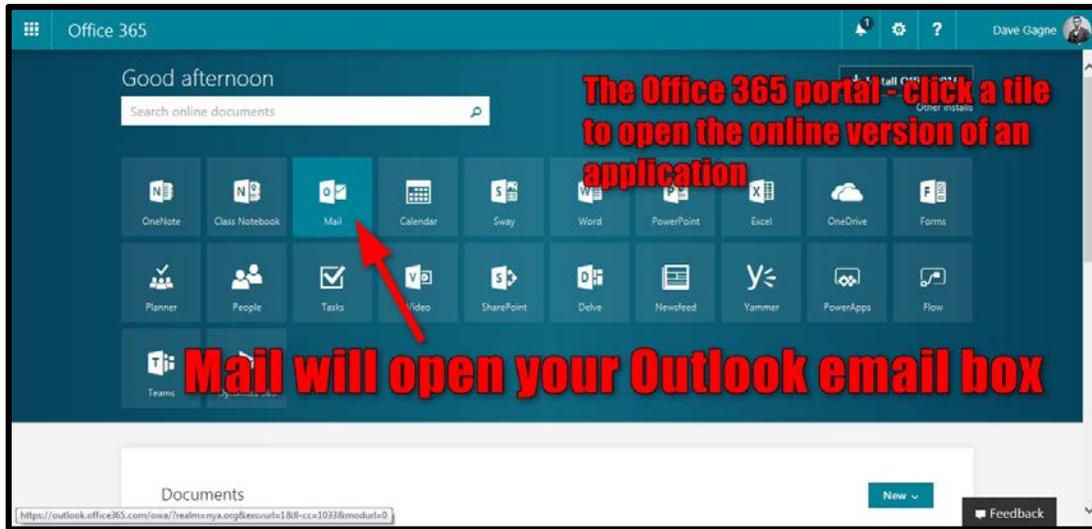
1. Open your web browser and type “portal.office.com” in your navigation bar. If this is your first time visiting this site, it should look like the image below.



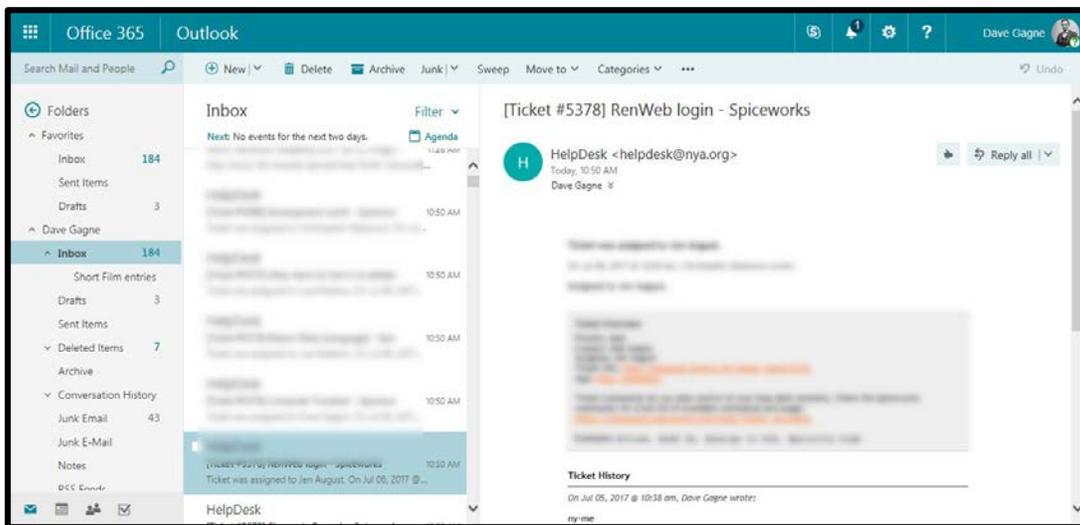
2. At the right, type your full NYA email address. As soon as you enter your email, the login screen should change to an NYA-specific page. Currently in July, it appears as below, but it could have an NYA photo on the left-hand screen.



3. In the password box, enter the password for your NYA account and click “Sign in”.
4. You will be taken to the Office 365 portal, where you can access many of the familiar applications, such as Word, Excel, and Powerpoint. For now, find the tile for “Mail” and click on it.



5. While there are some visual differences from the web version of Outlook or the desktop version of Outlook 2010 that we are all used to, this version is very similar and features the same functionality that you are used to.



In the Office 365 portal (Step 4), you also have access to all the applications listed. Information on these apps will be coming closer to the start of the school year, but feel free to experiment and look up tutorials on the web. In particular, OneNote is an app that teachers and students may find very useful for organizing information across multiple devices.