This guide contains information on how to configure your **Outlook email client**. For any issue, please submit a ticket to the LMS helpdesk.

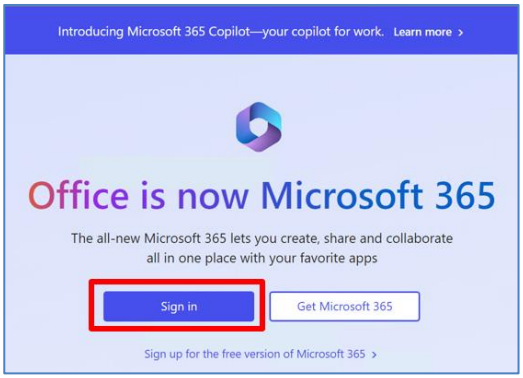
A. Change the default password 1

B. Configure the email account on Outlook Client 3

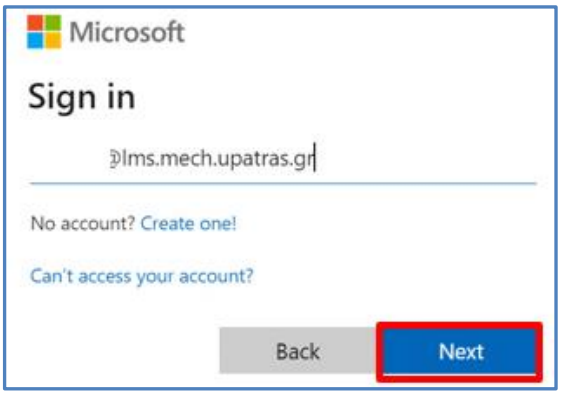
A. Change the default password

Before you proceed with the configuration of the email client you have to follow the instructions below to change the **default password** that you already received in your personal email.

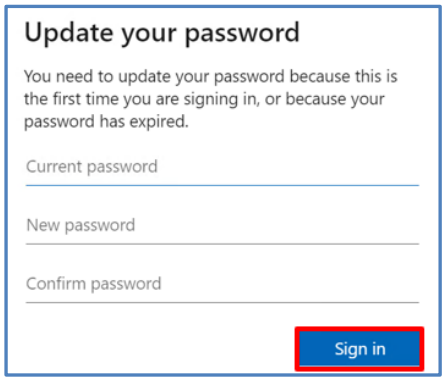
1. Open a browser, go to office.com and click the “Sign in” button

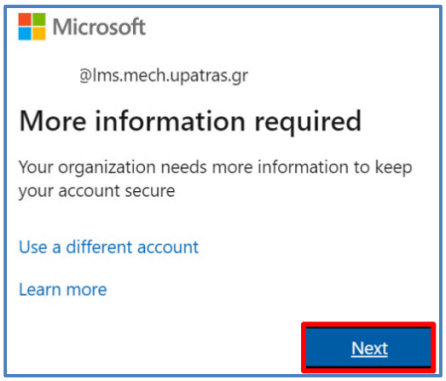


2. Type your email and click “Next”



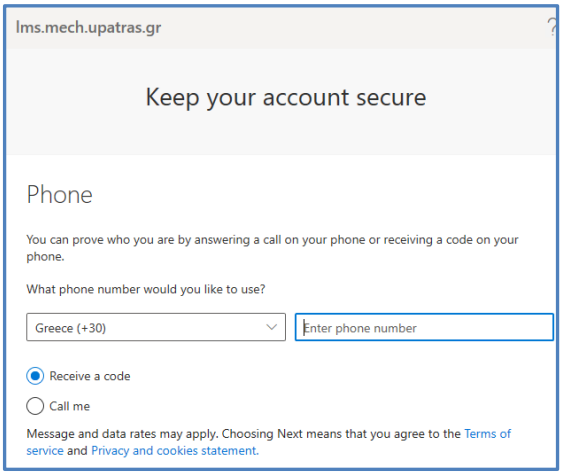
3. Enter the default password and click “Sign in”
4. In the next dialog box type the default password and then your preferred password. Click “Sign in” and “Next” on the resulting screen.





5. In the next section you are requested to fill in your mobile phone or you can click “Skip Setup”.

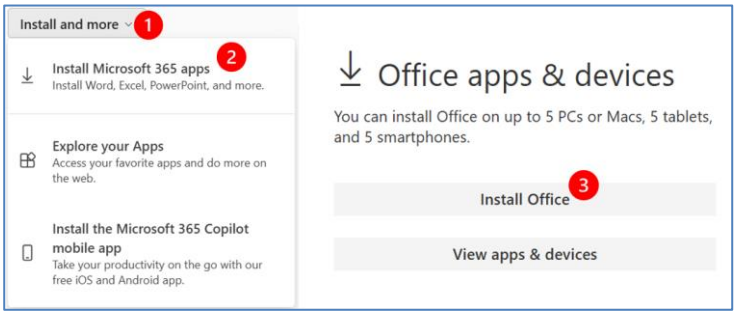
***NOTE**: It is highly recommended to perform this step to secure extra the account. You also may click on “I want to set up a different method” and include an alternate email account.*



6. Click “Next”, enter the verification that has been sent to your mobile phone/email and click “DONE”

7. The password on the account is now changed and you will be able to continue with configuring the email client or accessing your email through the web client.

8. **OPTIONAL** For downloading the Office 365 platform which includes Office Applications (e.g. Outlook, Word, PowerPoint etc.) you may click on “Install and more>Install Microsoft 365 apps> Install Office”.

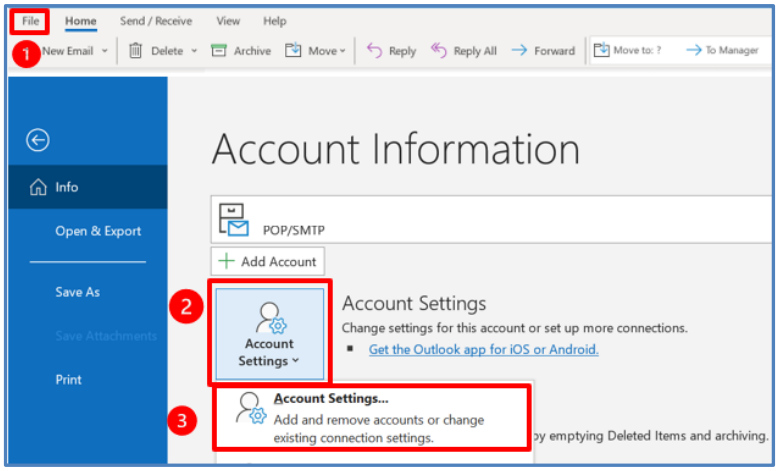


B. Configure the email account on Outlook Client

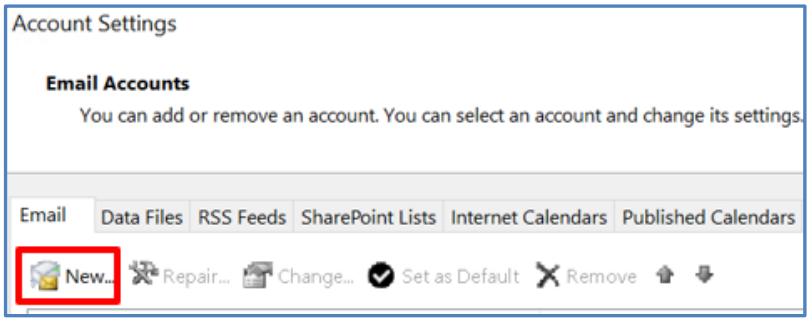
NOTE: *Due to the deprecation of Basic Authentication in exchange online,* ***POP3 is not available in an Outlook client****. To be able to use the POP3 protocol you must configure your account on email clients that supports the OAuth2.0 authentication (e.g. Thunderbird).*

The section below contains information on how to add the exchange account of your LMS email account.

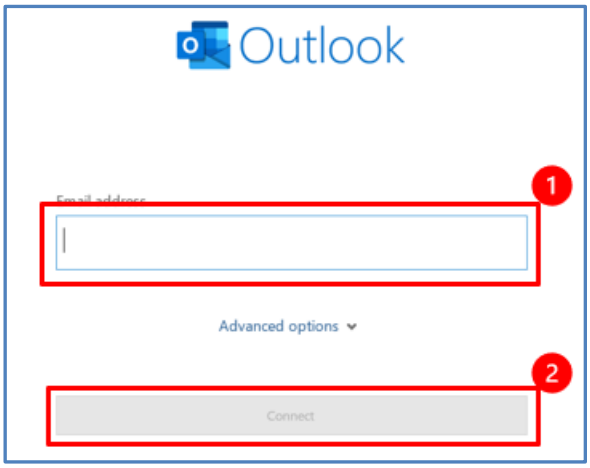
1. Open Microsoft Outlook. Go to File→"Account Settings"→ "Account Settings…"

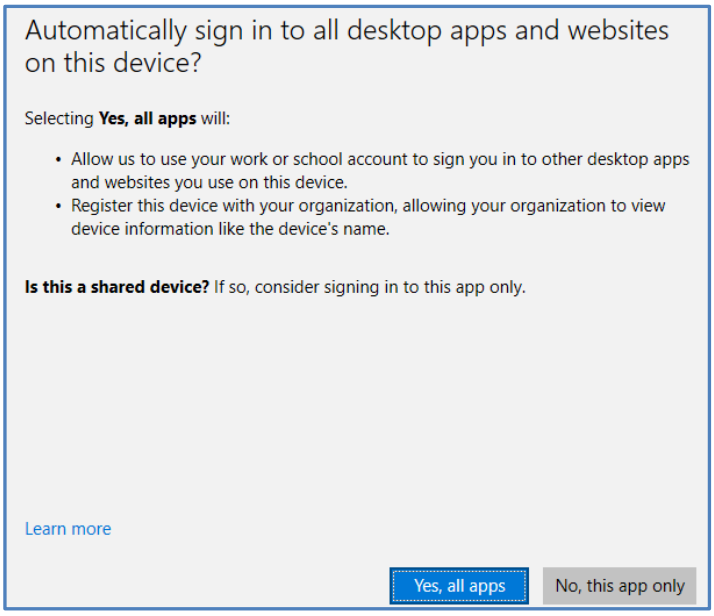


2. In the Account settings dialog box click on "New…"

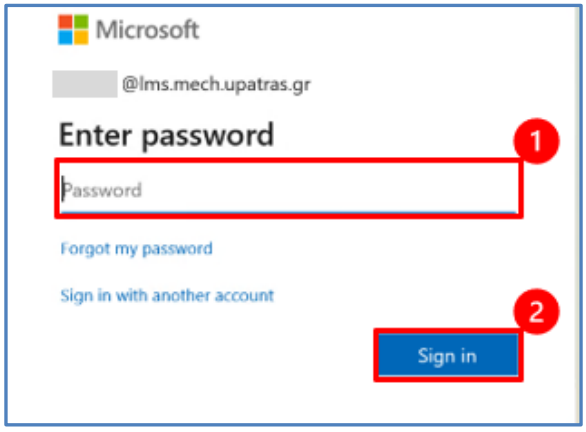


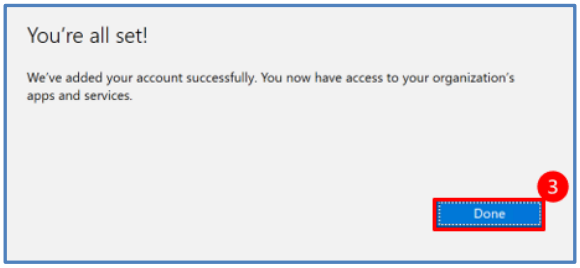
3. Type your email address on the related section and click "Connect". In the next screen, select if you want all Microsoft apps to be connected with this particular account by pressing "Yes, all apps" or just the outlook app by pressing "No, this app only"





4. Type your password and then “Sign in”. Your account has now been added to Microsoft Outlook, so press “Done”





✓ You may also access your new mailbox through the web interface → https://outlook.office365.com/

NOTE: *By aware that if the allocated storage capacity for the mailbox is reached (e.g. 50GB), you will not be possible to send or receive emails!!*

✓ You have successfully configured your new mailbox.