



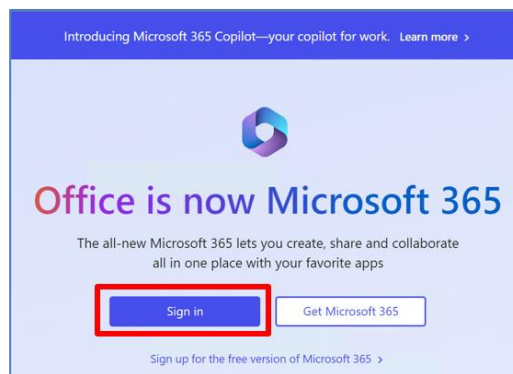
This guide contains information on how to configure your **Outlook email client**. For any issue, please submit a ticket to the [LMS helpdesk](#).

- A. Change the default password 1
- B. Configure the email account on Outlook Client 3

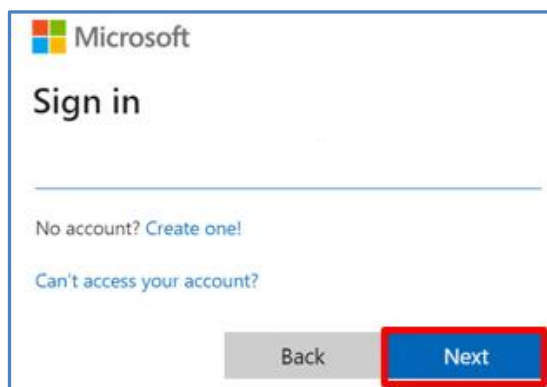
A. Change the default password

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.

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in



More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

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.

lms.mech.upatras.gr

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

Greece (+30)

Enter phone number

☒ Receive a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

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”.

Install and more 1

 **Install Microsoft 365 apps** 2

Install Word, Excel, PowerPoint, and more.

 **Explore your Apps**

Access your favorite apps and do more on the web.

 **Install the Microsoft 365 Copilot mobile app**

Take your productivity on the go with our free iOS and Android app.

Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

Install Office 3

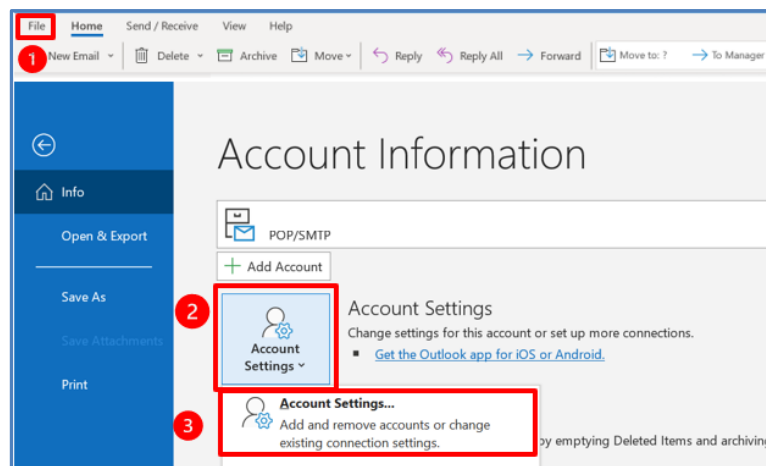
[View apps & devices](#)

B. Configure the email account on Outlook Client

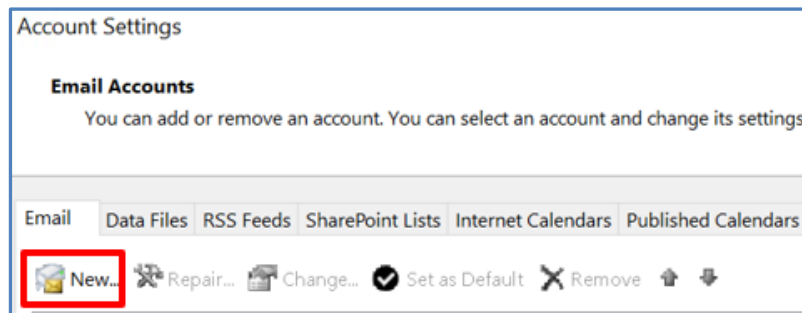
NOTE: Due to the deprecation of Basic Authentication in exchange online, **POP3 is not available in an Outlook client**. To be able to use the POP3 protocol you must configure your account on email clients that supports the OAuth2.0 authentication (e.g. Thunderbird).

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

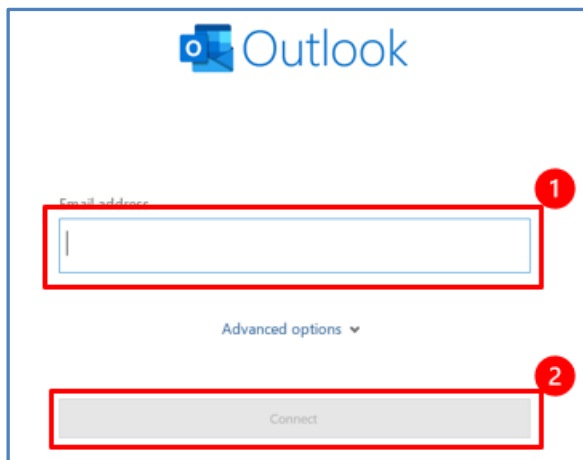
1. Open Microsoft Outlook. Go to File→"Account Settings"→ "Account Settings..."



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"



The Outlook sign-in screen features the Outlook logo at the top. Below it is a text input field for the email address, highlighted with a red box and a red circle with the number 1. Underneath the email field is a link for 'Advanced options' with a downward arrow. At the bottom is a 'Connect' button, highlighted with a red box and a red circle with the number 2.

Automatically sign in to all desktop apps and websites on this device?

Selecting **Yes, all apps** will:

- Allow us to use your work or school account to sign you in to other desktop apps and websites you use on this device.
- Register this device with your organization, allowing your organization to view device information like the device's name.

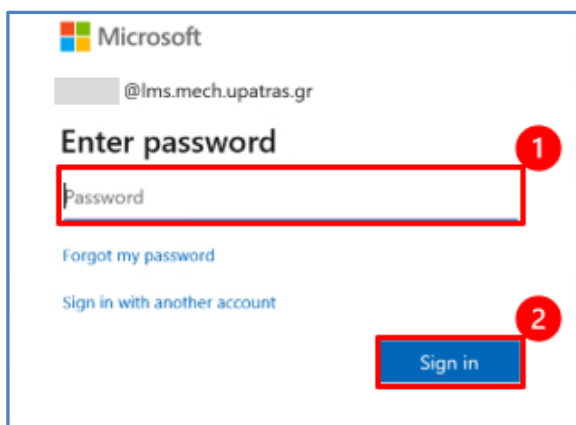
Is this a shared device? If so, consider signing in to this app only.

[Learn more](#)

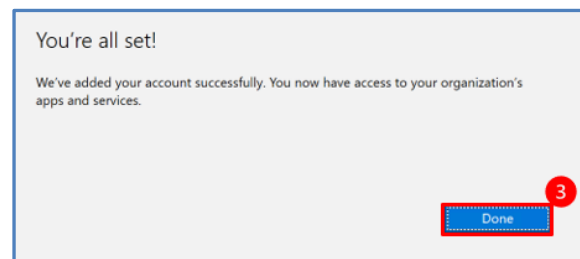
Yes, all apps

No, this app only

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



The Microsoft password entry screen shows the Microsoft logo at the top. Below it is a text input field for the password, highlighted with a red box and a red circle with the number 1. Underneath the password field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a 'Sign in' button, highlighted with a red box and a red circle with the number 2.



The 'You're all set!' screen displays a message: 'We've added your account successfully. You now have access to your organization's apps and services.' At the bottom right is a 'Done' button, highlighted with a red box and a red circle with the number 3.

✓ You may also access your new mailbox through the [web interface](https://outlook.office365.com/) → <https://outlook.office365.com/>

NOTE: *Be 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.