

# EMAIL SETUP INSTRUCTIONS

An employee email account has been set up for you! This document contains important details on how to set up and use your BDS email account on the web and on mobile devices.

## ACCOUNT LOGIN INFO

Your BDSmktg account login information was sent to your personal email address with instructions on how to log in and change your password. You will also be prompted for additional security information such as your phone number in order to enable you to reset your password.

## OFFICE365 ACCOUNT

### OFFICE365 ON THE WEB

You can use a web browser to access your email and other Office365 apps like Word, Excel, OneDrive and Sharepoint. However, be sure not to save the password and login information if you are using a public computer and log off when finished.

**Outlook Web Access link:** <https://outlook.bdsmktg.com>

Sign in using your account information to use Outlook on the web.

## OFFICE 365 APPS ON MOBILE DEVICES

Office Mobile apps are available for Android, iPhone and iPad. First you'll need to install the [Company Portal app](#) (Android) or [Microsoft Authenticator app](#) (iPhone). After that you can install and setup your Office apps such as Outlook for email, Teams for communication, or OneDrive for cloud document storage. You will be required to sign in using your account information. If prompted, the type of account is "Office 365".

For detailed instructions on how to set up the necessary apps, please see the [Mobile Device Guide](#).

## CHANGING YOUR BDS EMAIL PASSWORD

You can change your BDS password at <http://passwordreset.bdsmktg.com>

Please note that if you have a BDS-issued laptop, this will not change the password for the laptop itself, only for your BDS email account (this includes Dayforce, Skype, and SharePoint).

For detailed instructions on how to change your BDS password, please see the [Password Reset instructions](#).

## TECHNICAL SUPPORT

Should a hardware/software or account issue arise, please contact your manager for direction or reference the FAQ on our technical support homepage.

## MOBILE DEVICE GUIDE

You will need to download and install the following apps from either the **Google Play store** (Android) or the **Apple App store** (iPhone) to access Outlook on your mobile device.

**NOTE:** You **do not need** to open the Company Portal app or the Microsoft Authenticator app before continuing the Account Setup process.

### ANDROID

[InTune Company Portal](#)

[Microsoft Outlook](#)

[Microsoft Teams \(optional\)](#)

### IPHONE

[Microsoft Authenticator App](#)

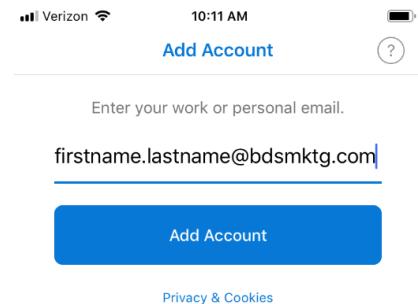
[Microsoft Outlook](#)

[Microsoft Teams \(optional\)](#)

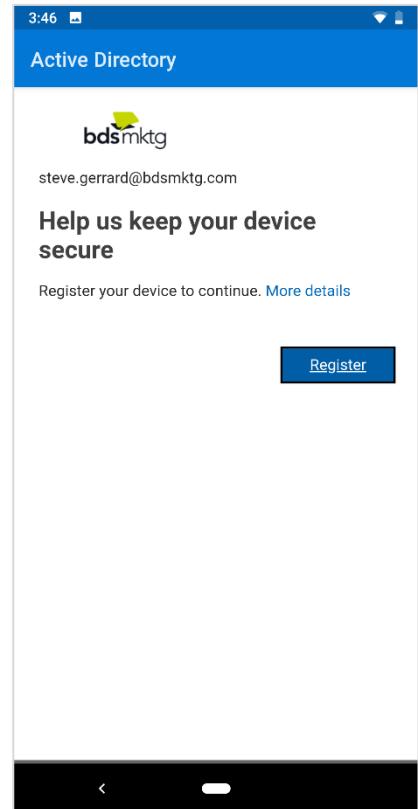
## ACCOUNT SETUP

### ANDROID DEVICES

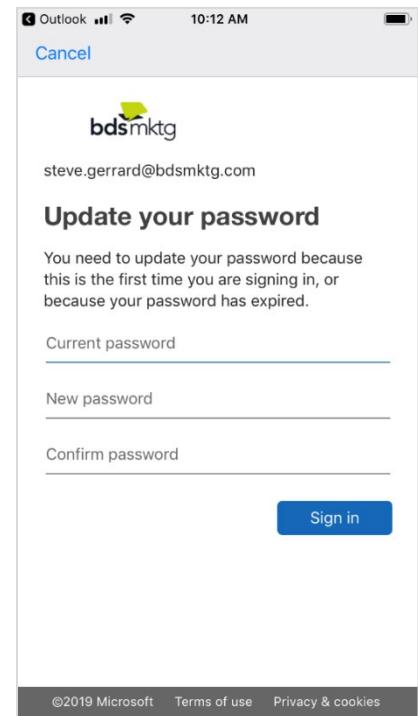
**Open Outlook and enter your BDS email address.**



**Enter your password.** When asked, **Register** your device.



If this is your first login, you will need to **change your password**.



## Additional Security Information

If this is your first login, the app will also ask you to provide additional information to help keep your account secure. This allows you to reset your password in the future without needing to contact support.

**IMPORTANT:** This process is currently bugged on Android devices, so hit **Skip for now** to complete the mail setup process.

If you wish to provide this information later, login to <http://outlook.bdsmktg.com> on a web browser and you will be prompted for the information again.

The screenshot shows the Microsoft Outlook mobile application interface. At the top, there's a status bar with icons for battery, signal, and time (10:13 AM). Below it is a "Cancel" button. The main area displays the "bds mktg" logo and the email address "steve.gerrard@bdsmktg.com". A section titled "More information required" states: "Your organization needs more information to keep your account secure". It includes two buttons: "Skip for now (13 days until this is required)" and "Use a different account". At the bottom right is a blue "Next" button. The footer contains links for "©2019 Microsoft", "Terms of use", and "Privacy & cookies".

If prompted, **choose a 4-digit PIN number** to complete the account setup process.

## IPHONE DEVICES

Open Outlook and enter your BDS email address.



Enter your work or personal email.

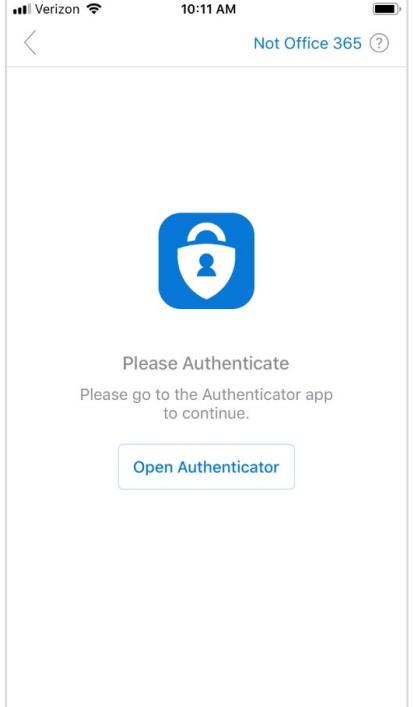
firstname.lastname@bdsmktg.com

Add Account

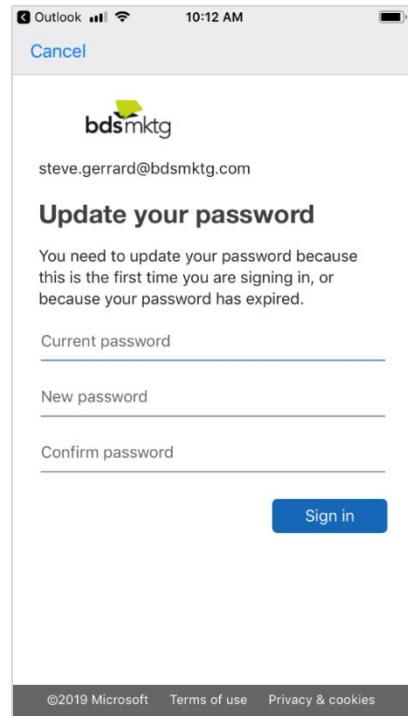
Privacy & Cookies



When prompted, hit **Open Authenticator** to continue.



If this is your first login, you will need to **change your password**.

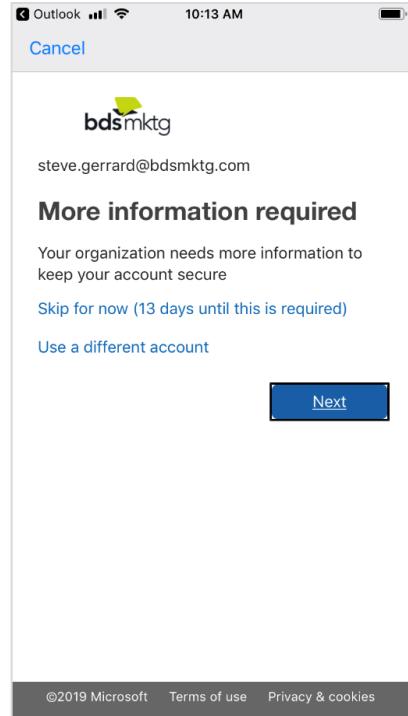


## Additional Security Information

If this is your first login, the app will also ask you to provide additional information such as a phone number to help keep your account secure. This allows you to reset your password in the future without needing to contact support.

Hit **Next** to continue.

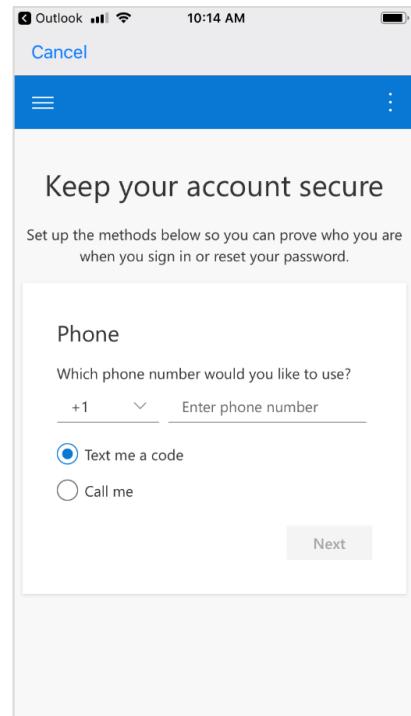
**Note:** You can hit **Skip for now** and continue the setup process if you wish to provide this information later. Login to <http://outlook.bdsmktg.com> on a web browser and you will be prompted for the information again.



**Enter your phone number** and the app will send a verification code. **Enter the code** and hit **Next** to continue.

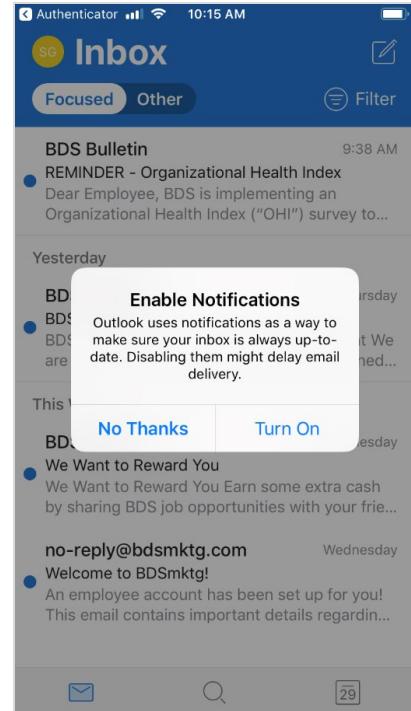
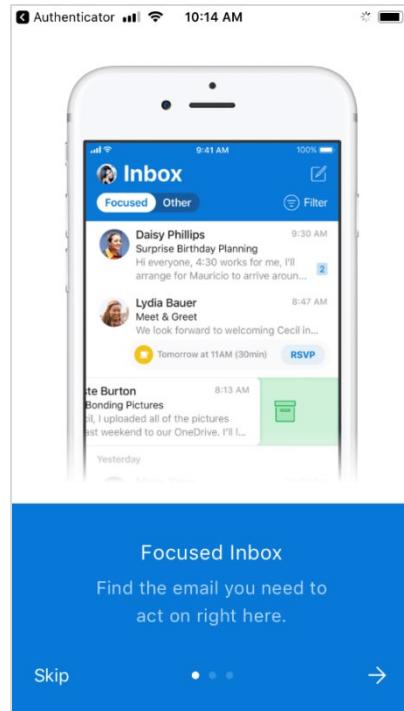
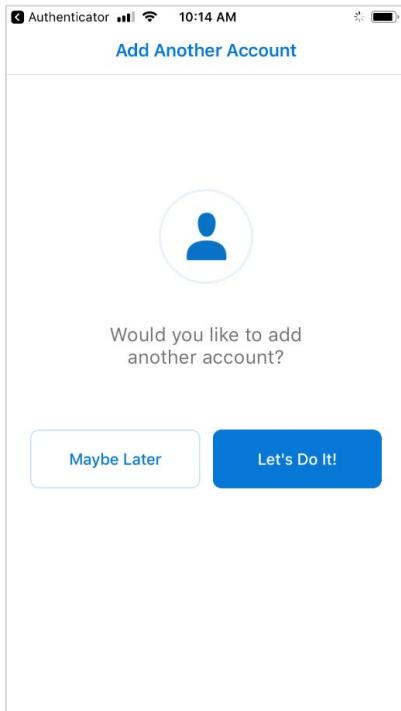
**Note:** Your device may require you to restart the app during the setup process.

If prompted, **choose a 4-digit pin** to complete the setup process.



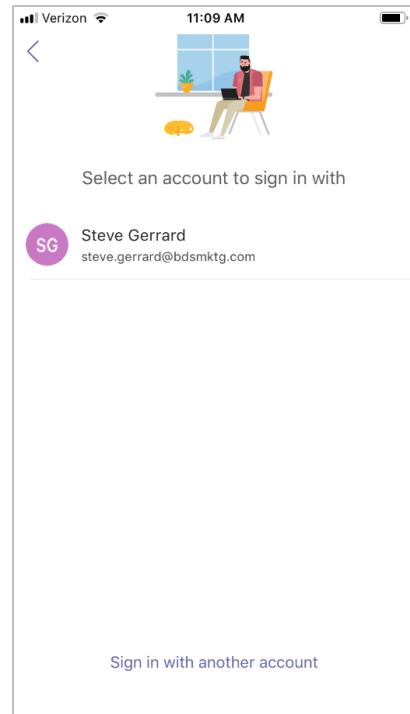
## ADDITIONAL SETUP OPTIONS

After successfully completing Account Setup, you will be presented with additional setup options. **Complete** or **skip** these to use Outlook on your mobile device.

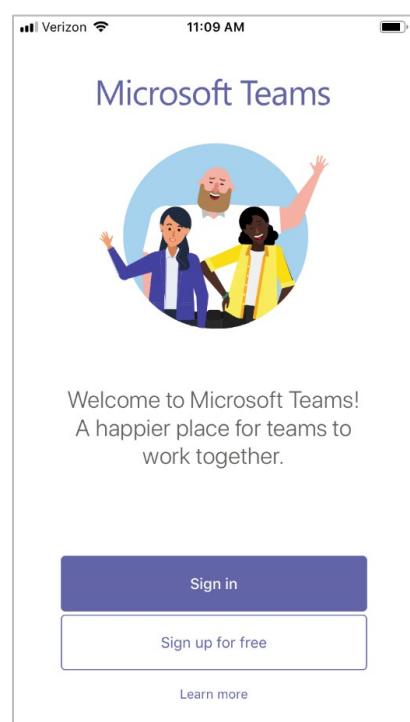


## MICROSOFT TEAMS

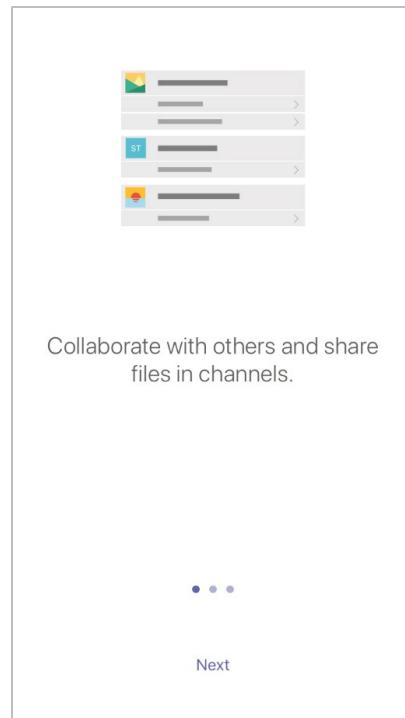
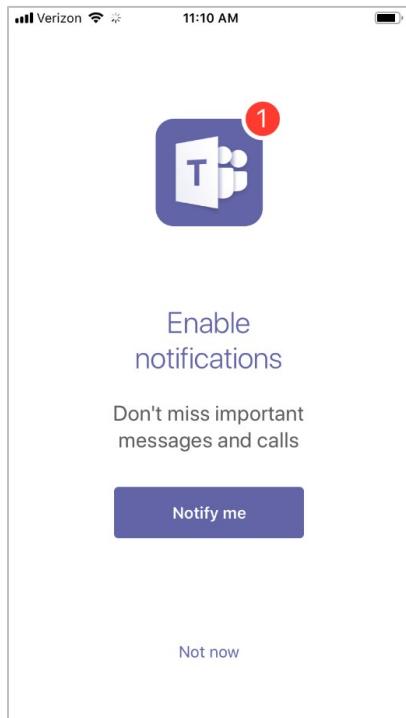
**Open the Microsoft Teams app.** If you have already setup Outlook on your device, **tap your account** to sign in to the app.



If you have not set up Outlook, **tap Sign in** and **enter your BDS email address and password** to continue.



After successfully signing in, you will be presented with additional setup options. **Complete** or **skip** these to use Teams on your mobile device.



## PASSWORD RESET INSTRUCTIONS

If you provided your phone number for verification purposes, you can **reset your password** without contacting Support.

**Go to <http://passwordreset.bdsmktg.com>. Enter your User ID (BDS email address) and respond to the captcha.**

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.


**Next** **Cancel**

**IMPORTANT:** If you did not provide your phone number previously, you will get an error and will need to **contact your manager** to reset your password.



Get back into your account

We're sorry

You can't reset your own password because you haven't registered for password reset.

If you can't sign in, you must [contact your administrator](#) to reset your password for you.  
After you can sign in again, [register for self-service password reset](#), to make sure that you're able to reset your own password in the future.

[Show additional details](#)

**Enter the phone number** you provided for verification.

**bds mktg**

## Get back into your account

**verification step 1 > choose a new password**

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*31) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

[Cancel](#)

**Enter the code** you received and hit **Next**.

**bds mktg**

## Get back into your account

**verification step 1 > choose a new password**

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

[Cancel](#)

**Change your password** and hit **Finish**.



Get back into your account

verification step 1 ✓ > **choose a new password**

\* Enter new password:

\* Confirm new password:

**Finish**   **Cancel**

**IMPORTANT:** If you didn't provide a verification phone number and wish to do so now, **go to** <https://myprofile.microsoft.com> and **click the Update Info link** so you can use password reset in the future.

BDS Marketing   **My Profile**

- Overview
- Security info
- Organizations
- Devices
- Privacy



Steven Gerrard

✉ Steven.Gerrard@bdsmktg.com

Why can't I edit? ⓘ

**Security info**



Keep your verification methods and security info up to date.

**UPDATE INFO >**