

## Teams Initial Setup

1. You will receive an email to join to their personal email



### A user account has been created or modified

User name: [redacted]

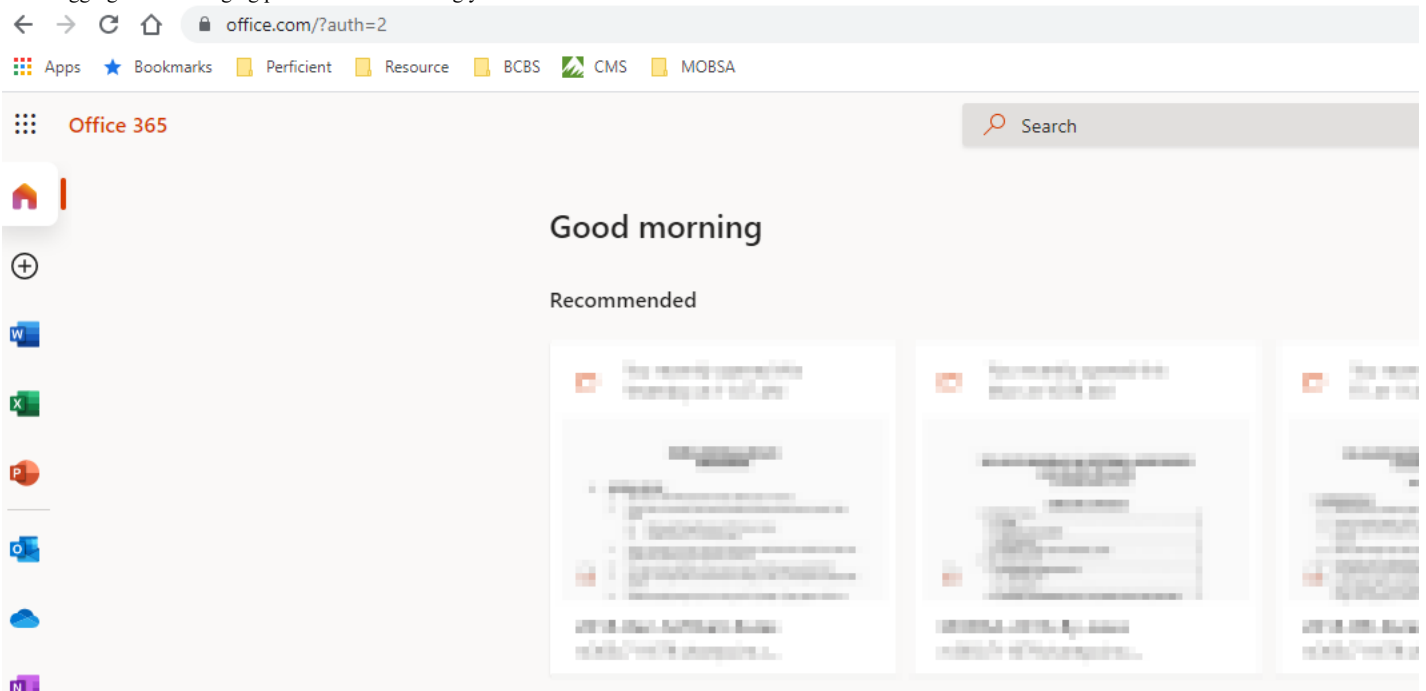
Temporary password: [redacted]

Here's what to do next:

- Share this information with your users.
- Once they've signed in with their temporary password, they can create their own by following the instructions on the sign in page.

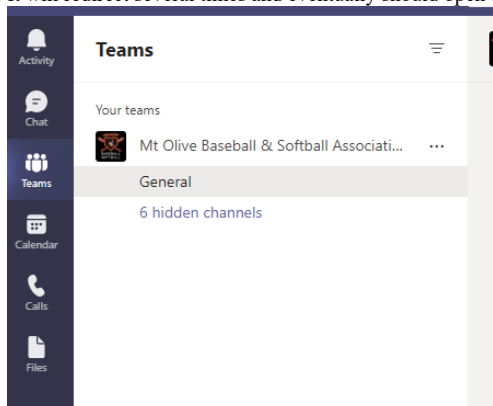
[Sign in to Office 365](#)

2. After logging in and changing password - it will bring you to Office 365 Dashboard

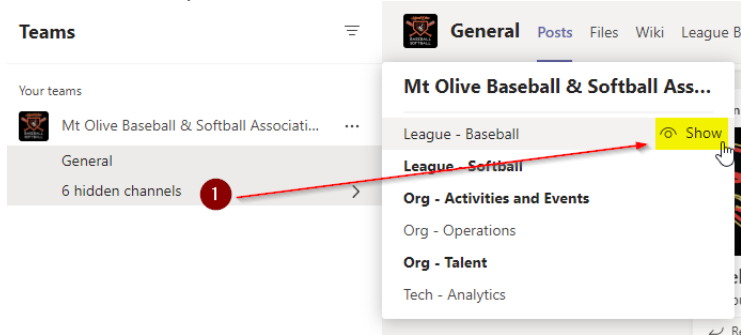


3. Now go to <https://teams.microsoft.com>

4. It will redirect several times and eventually should open the Teams site, click the **Teams** button from the side navigation and you should see this:



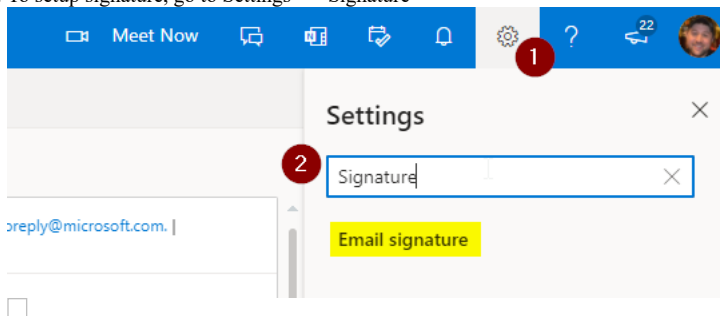
5. **IF YOU DON'T SEE A TEAM LISTED** - Contact Dean.Taylor@mtolivebsa.com or join the team by clicking this link: <https://teams.microsoft.com/j/team/19%3a03AfcSYKQXAIYiX5uA2ymETecbgNhCWbCqzuurNAzs1%40thread.tacv2/conversations?groupId=1bdd14c3-1af7-4ea0-bc22-7b6f851b3a46&tenantId=4f742e75-28c1-4078-b998-1c60a55de8ef>
6. Unhide the channels you find relevant, hover over the channel and click **Show**



7. Most content is under the **General** channel - Files, Wiki, League By-Laws, both LeagueLineup and SportsSignupPlay site links

## Outlook E-Mail Setup

1. For access to **E-Mail** - go to <https://outlook.office.com/mail/>
2. To setup signature, go to Settings --> Signature

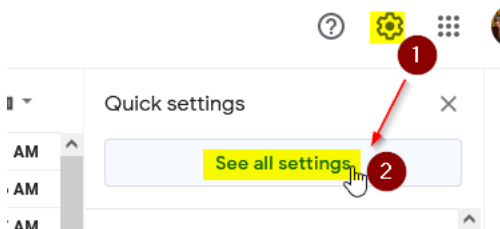


3. Open the following link, copy the contents and paste them into the Email Signature editor
  - o <https://www.dropbox.com/s/vonm4pyu9e02ha/E-Mail%20Signature%20Sample.html?dl=0>

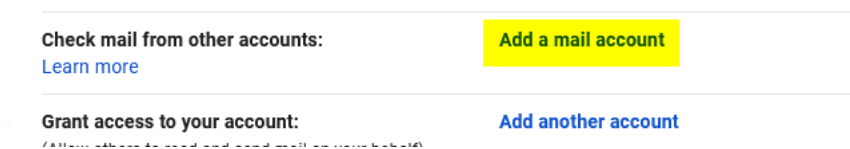
## E-Mail Setup with GMail

If you would to access/receive your emails through GMail in addition to Outlook - perform the following steps...

1. In GMail - go Settings --> See all settings



2. Under **Accounts and Import**, find the section **Check mail from other accounts** and click **Add a mail account...**



3. Enter your MOBSA email address and click **Next**

**Add a mail account**

Enter the email address you would like to add.

Email address:

4. Select **Import emails from my other account (POP3)** and click **Next**

**Add a mail account**

You can either import emails from dean.taylor@mtolivebsa.com to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

☐ Link accounts with Gmailify  
Gmailify is not available for this provider.

☒ Import emails from my other account (POP3)

5. Enter the following information in the configuration window

**Edit mail account**

Enter the mail settings for [redacted]@mtolivebsa.com. [Learn more](#)

Email address: [redacted]@mtolivebsa.com

Username: [redacted]@mtolivebsa.com

Password:

POP Server: outlook.office365.com Port: 995

☒ Leave a copy of retrieved message on the server. [Learn more](#)

☒ Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

☒ Label incoming messages: MOBSA

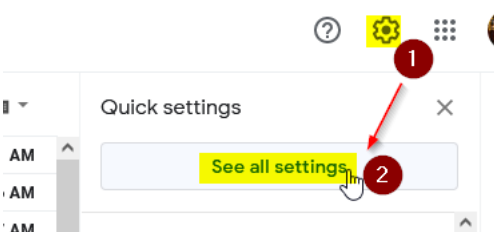
☐ Archive incoming messages (Skip the Inbox)

- o **Username:** Your MOBSA email address
- o **Password:** For you MOBSA account
- o **Pop Server:** outlook.office365.com
- o **Port:** 995
- o Make sure **Always use a secure connection (SSL)** is checked
- o **Optional:** check the **Label incoming messages** option for easy sorting

6. Click Save Changes

## If you would to send emails through GMail in addition to Outlook - perform the following steps...

1. In Gmail - go Settings --> See all settings



2. Under **Accounts and Import** find the section **Send mail as** and click **Add another email address**

**Send mail as:**  
(Use Gmail to send from your other email addresses)  
[Learn more](#)

**Add another email address**

**When replying to a message:**

☒ Reply from the same address the message was sent to

☐ Always reply from default address (currently kimberly.jaworski@gmail.com)  
(Note: You can change the address at the time of your reply. [Learn more](#))

3. In the pop-up window, enter your Name and **MOBSA Email Address**

**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

☒ Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)

4. Enter the following information in the configuration window and click Add Account

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through mtolivebsa.com SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

☒ Secured connection using [TLS](#) (recommended)  
☐ Secured connection using [SSL](#)

- **SMTP Server:** outlook.office365.com
- **Port:** 587
- **Username:** Your MOBSA email address
- **Password:** Your MOBSA password
- Make sure **Secured connection using TLS** is selected

5. Gmail may now send a verification email to your MOBSA email account to authenticate ownership. Enter the verification code in the configuration window to complete the setup. Otherwise you're all set!