

# Office 365 email account configuration (Hisense Europe)

Please respect the environment. Do not print these instructions.

Your email account will be transferred to Microsoft 365 with the same address as your Hisense email account. You can add your new account to Outlook with Autodiscover feature.

Your new M365 credentials (username and password) will be sent to you by Hisense Gorenje IT. Before configuring your Outlook, please make sure to:

- Change your initial password
- Set up your MFA (described in a separate document)

Use these credentials instead of that of your legacy email account.

Important: Please make sure your network is INTERNET. An intranet will direct your configuration to the original email system and result in a configuration failure.

**Please note:**

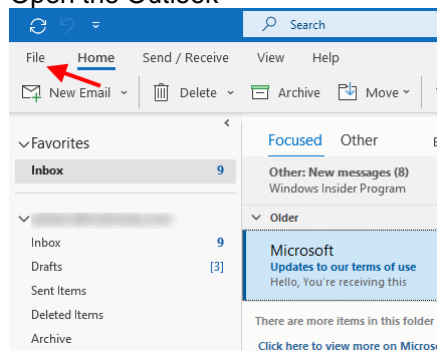
**These instructions are for Outlook for Microsoft 365, Outlook 2016, and Outlook 2019. Outlook 2010 and 2013 are no longer supported.**

If you still use an old version of Outlook, we recommend you download the current version of Office applications using your new O365 account: <https://office.com>

If you cannot install the latest version of applications, please use Outlook Web access: <https://outlook.office.com>

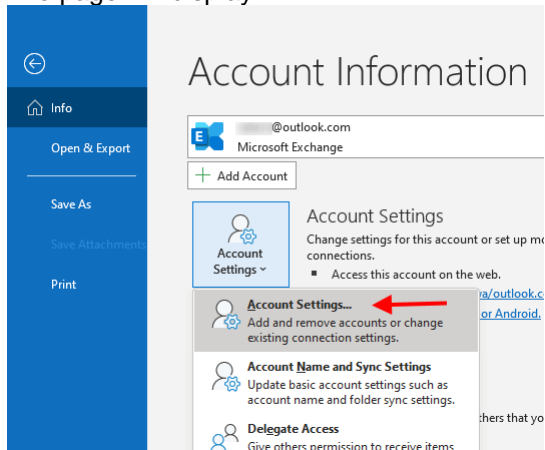
## To add the new mail account:

1. Open the Outlook



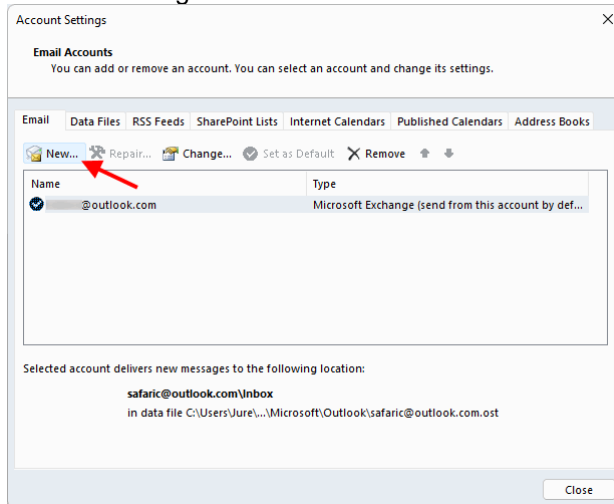
Select **File**

2. Info page will display



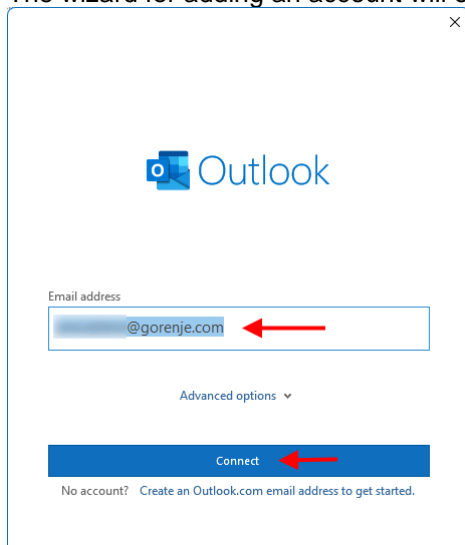
Click **Account settings / Account settings**

3. Account settings window



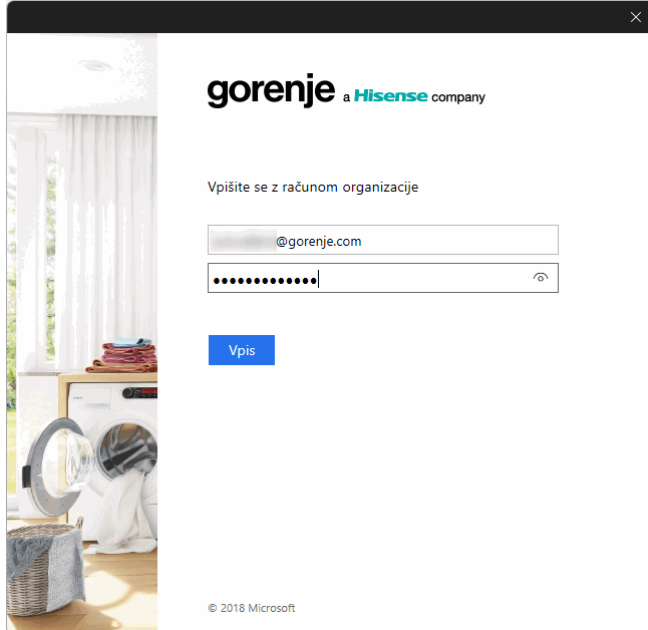
Click **New...**

4. The wizard for adding an account will open



Enter you **gorenje.com** username and click **Connect**

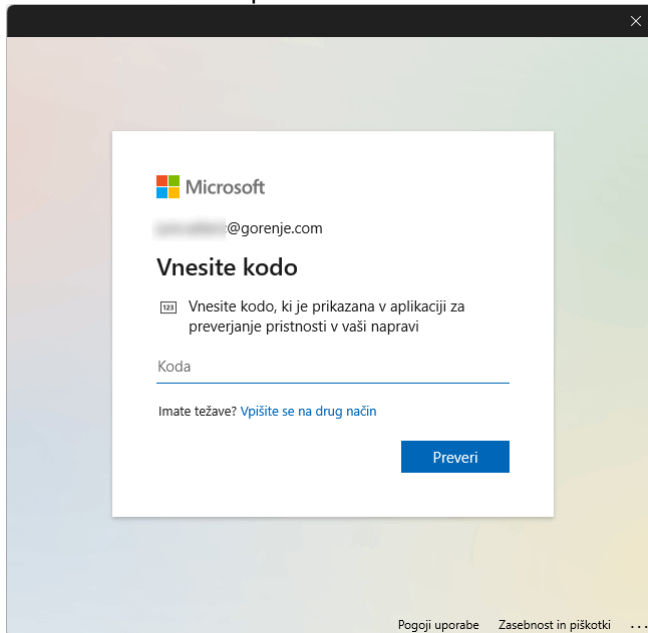
5. You will be redirected to the ADFS page to enter the password:



Enter the password and click **Sign in**

(the language on this page depends on your computer's language settings)

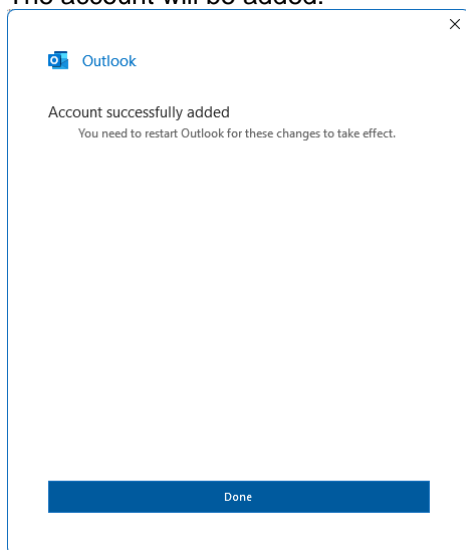
6. You will be asked to perform the Multifactor Authentication:



In this example we're using the verification code; other forms of MFA are also available. Please refer to the document about MFA for detailed description and instructions.

(the language on this page depends on your computer's language settings)

7. The account will be added:



Click **Done**

8. Close and re-open the Outlook.  
Your new Microsoft 365 & legacy Hisense mailboxes will show up accordingly in the left sidebar of Outlook.

## Final remarks

Your M365 mail address is will still be xxxxx@hisense.com. If you already have your legacy hisense.com email account in Outlook, please go to File -> Account Settings, set the one with **"Microsoft Exchange"** Type as your default to prevent confusion from your old email.

Then from now on, your email will be sent and received by your M365 email account.

For more detail of how to add an email account to Outlook (All platforms included), Please refer to the following Microsoft official guidance:

[https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b#PickTab=Outlook\\_for\\_PC](https://support.microsoft.com/en-us/office/add-an-email-account-to-outlook-6e27792a-9267-4aa4-8bb6-c84ef146101b#PickTab=Outlook_for_PC)

Please note your legacy emails in CoreMail system will not be transferred to Microsoft 365, you could still access to your old emails at <https://mailgb.hisense.com>, or your legacy email account in Outlook. To sign in to the CoreMail system please use your Hisense LDAP username and password:

**Hisense**

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“在质量工作上，没有一个人能置身事外”、“质量工作取决于工作的质量，而工作的质量最核心的就是人”。11月27日上午，家电集团召开质量月启动会，进一步强化家电集团广大干部员工质量意识，持续严抓过程管理，确保向市场输出高质量好产品。代慧忠高级副总裁在启动会上强调，坚决杜绝轻视质量工作的人和事。

In order to get the best operation experience, it is recommended that you use IE browser which is not less than IE9 version.

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User Login Language: English

Hisense Portal System(Email)

@ hisense.com

☒ Remember Me [Forget Password](#)

Login

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33 新版内测

点击体验