Outlook End User Manual

Prepared for:

Mindray

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Change Record

Date	Version	Change Reference
4/20/2020	1.3	Add chapter 2.2.4
6/5/2020	1.4	Small spelling corrections
6/5/2020	1.5	Added Section 5 – Adding Launguage to Office 365
7/5/2020	1.6	Proof read

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1 Overview

This article describes how to configure Outlook to use Office 365 mail system.

2 Configuration Steps

2.1 Step 1: Check Office version

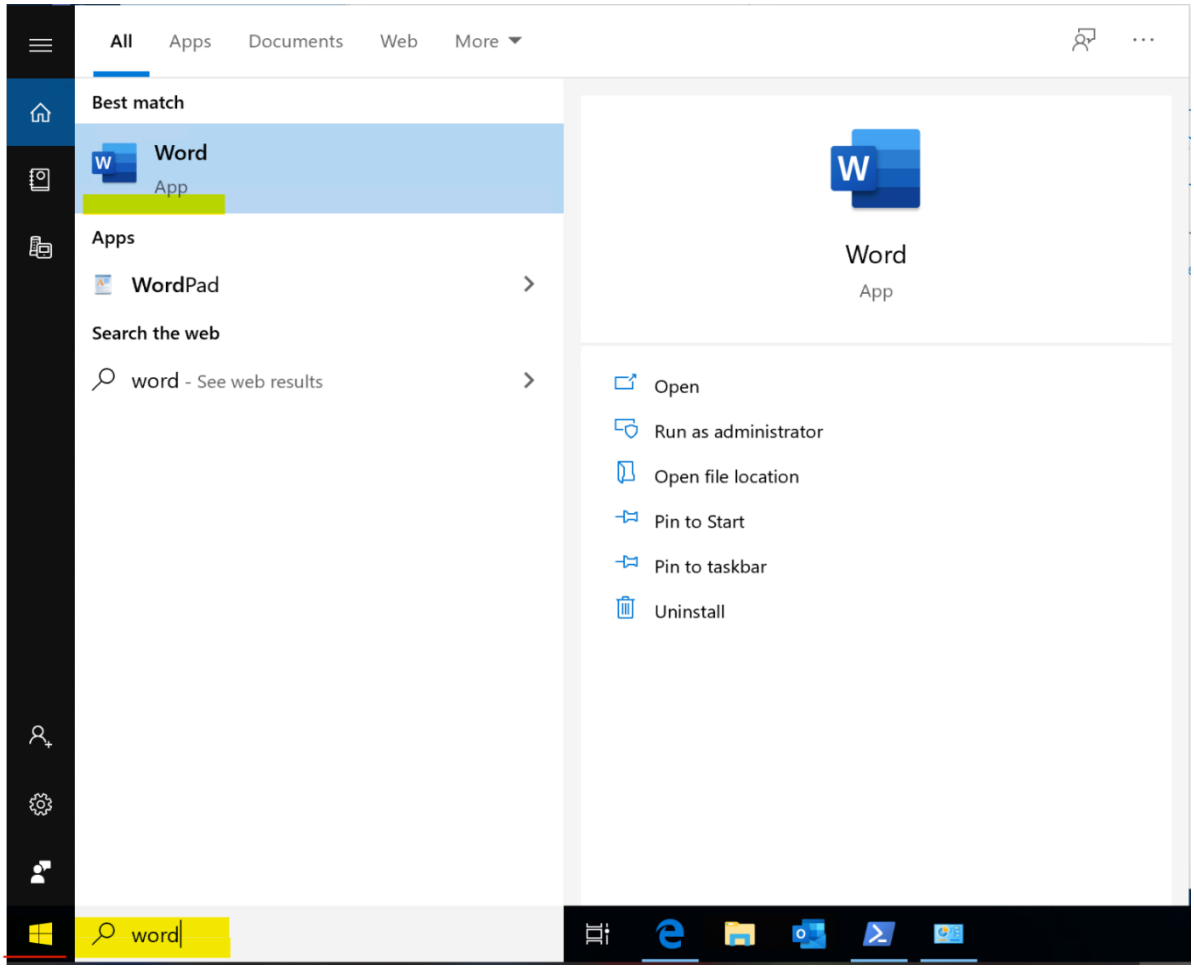
Before setup outlook on your PC, make sure the office version is one of below:

- Office 365 Pro plus
- Office 2016
- Office 2013 SP1+

Notes: We recommend using ***Office 365*** for best experience.

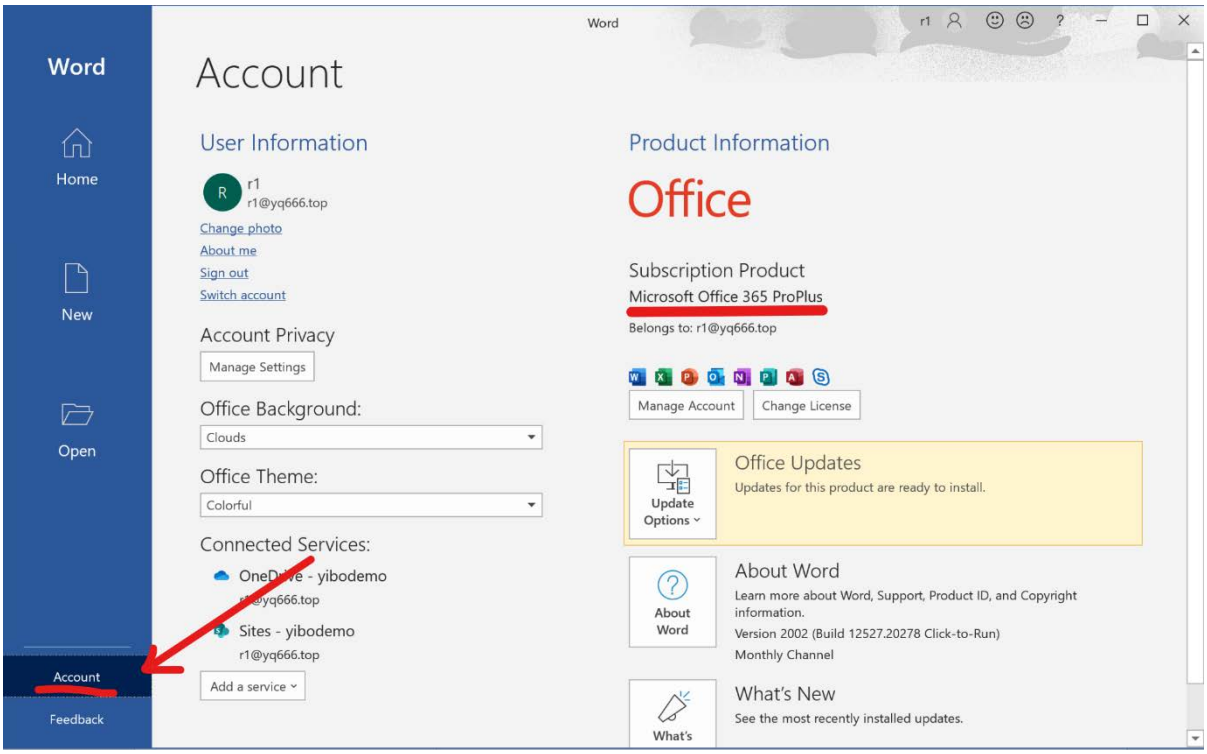
2.1.1 How to check Office version

1. Type “word” on search window in the task bar, then click the word icon in the search result.



Notes: if the search result is blank or nothing, it means you haven't installed Microsoft Office, please contact IT support to install office.

2. Once Word is open, click "account" on the left side, then you will see the Office version on the right that installed.

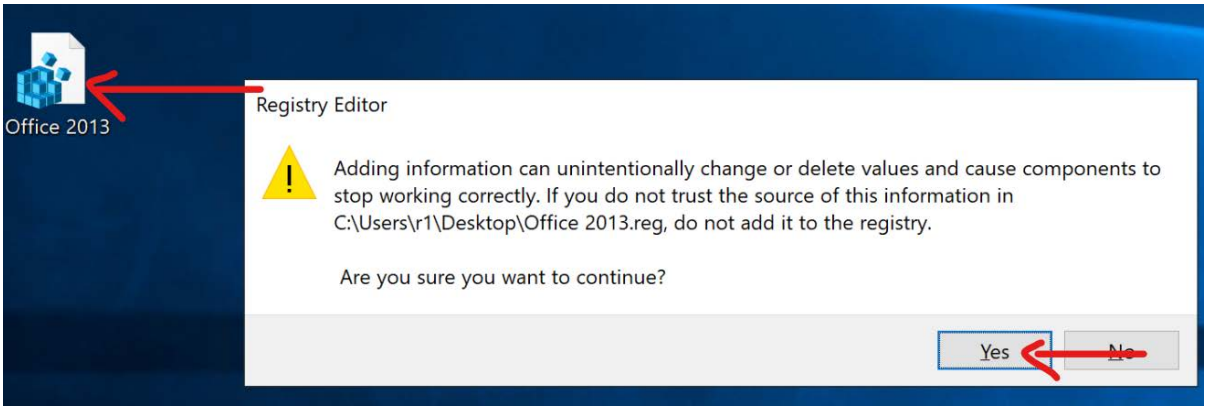


3. If the Office installed on your PC is Office 365 ProPlus or Office 2016 version, please go ahead to chapter 2.2.

4. If the Office installed on your pc is Office 2013 version, you need to add register item into your computer for Outlook 2013 working correctly with O365 email service.

office2013register.zip

Notes: After unzip the Office2013register.zip, you need change the file extension from .txt to .reg, and then double click the reg file.

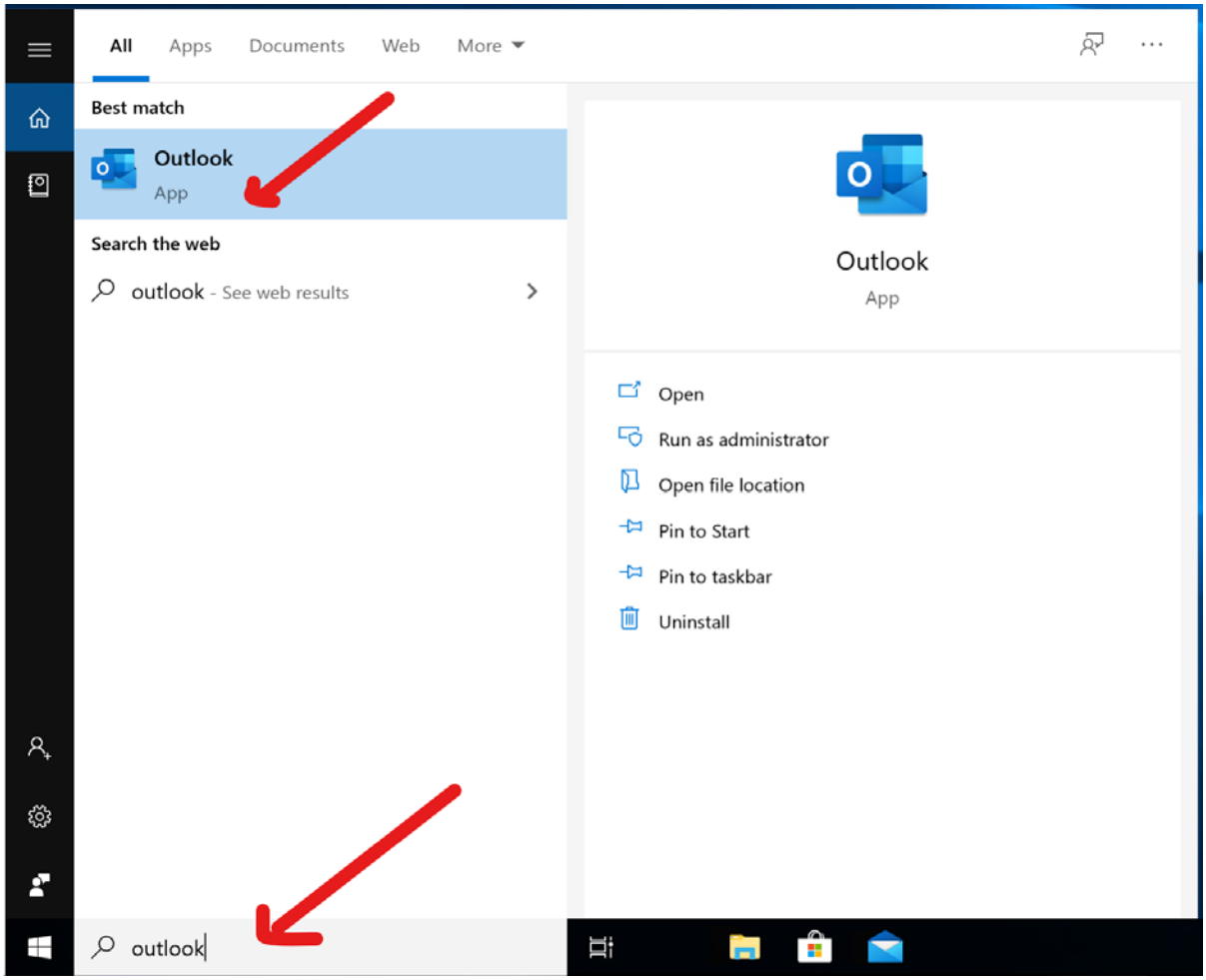


2.2 Step 2: Set your Outlook

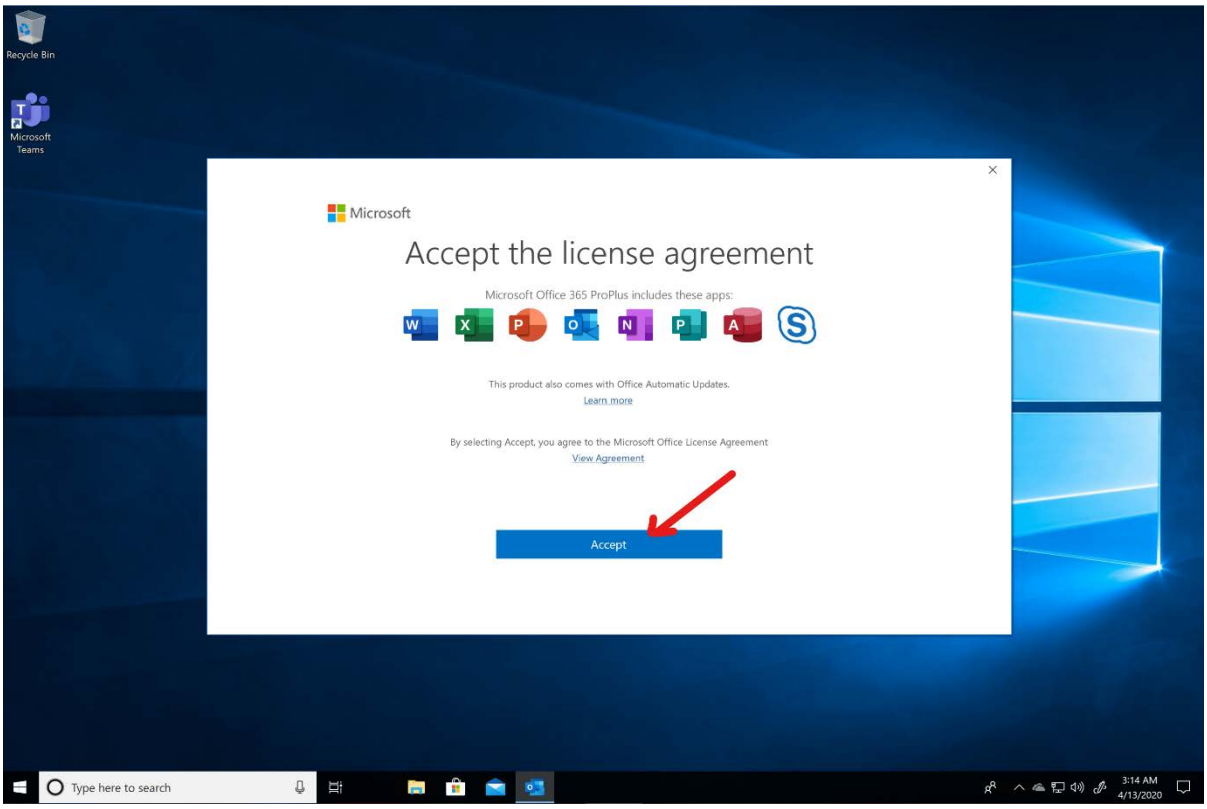
- If you have started using Outlook and the email account has been added is not your Mindray email account (For example , you add your personal google email account to your outlook), please go to chapter 2.2.3 to set your Outlook.
- If you have started using Outlook and the email account has been added is your Mindray email account, please go to chapter 2.2.4 to set your Outlook.
- If this is the first time you are using Outlook in Mindray Office, follow the steps in the chapter 2.2.1 to set your Outlook.
- If this is the first time you use Outlook at home, follow the steps in the chapter 2.2.2 to set your Outlook.

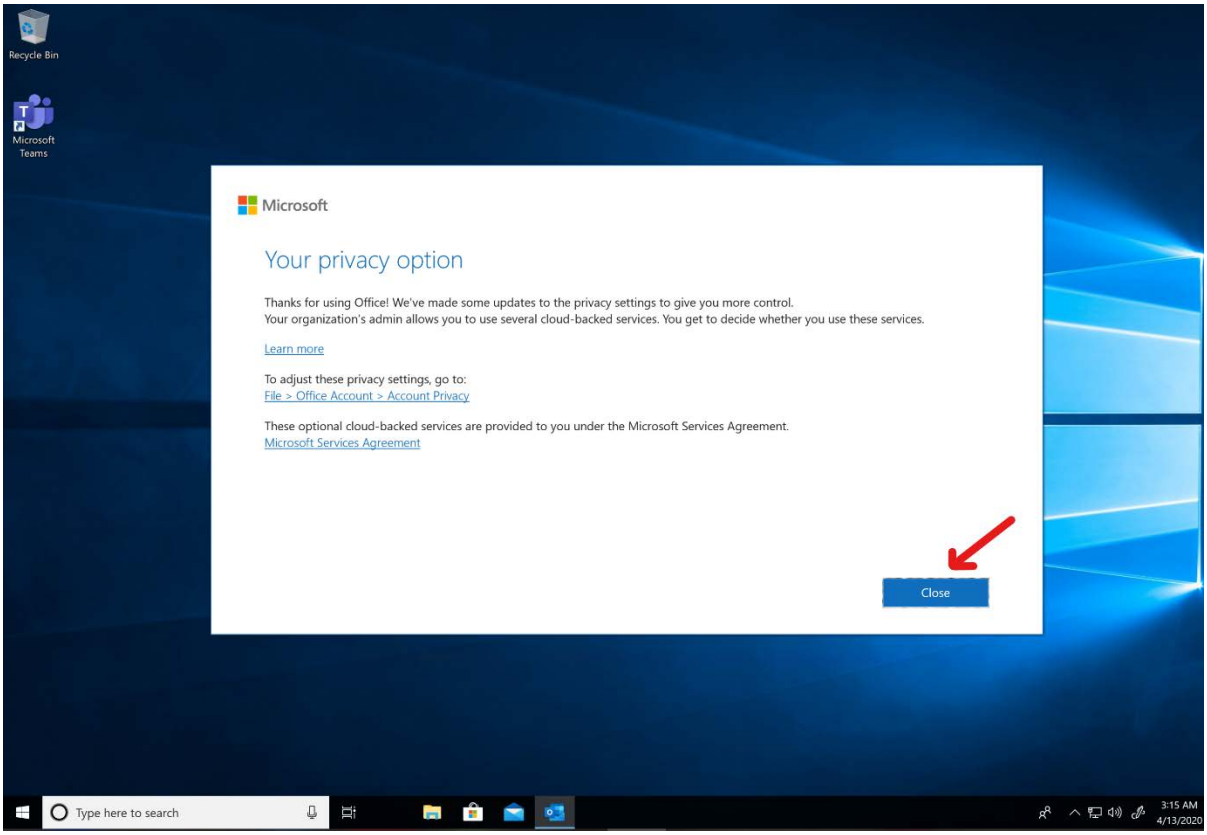
2.2.1 Setup Outlook first time in Mindray Office

1. Search Outlook in the windows task bar and open it.

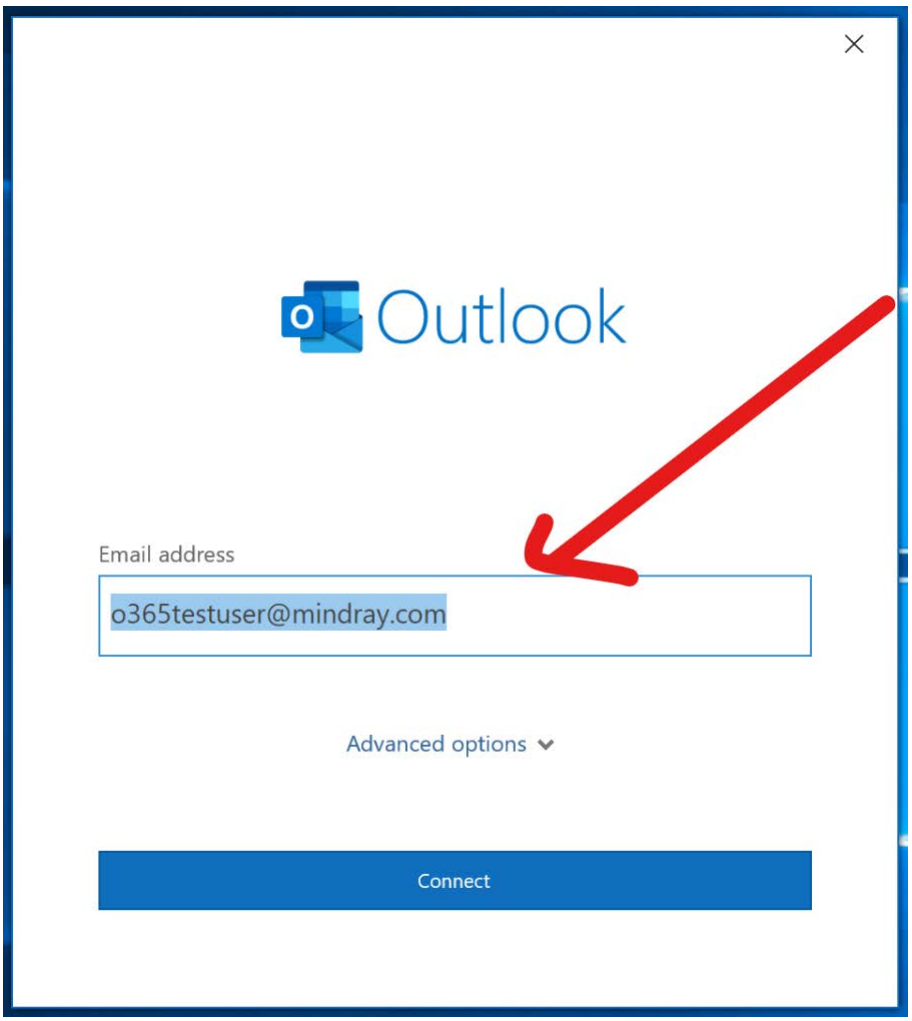


2. If you see below picture, just click accept and close.

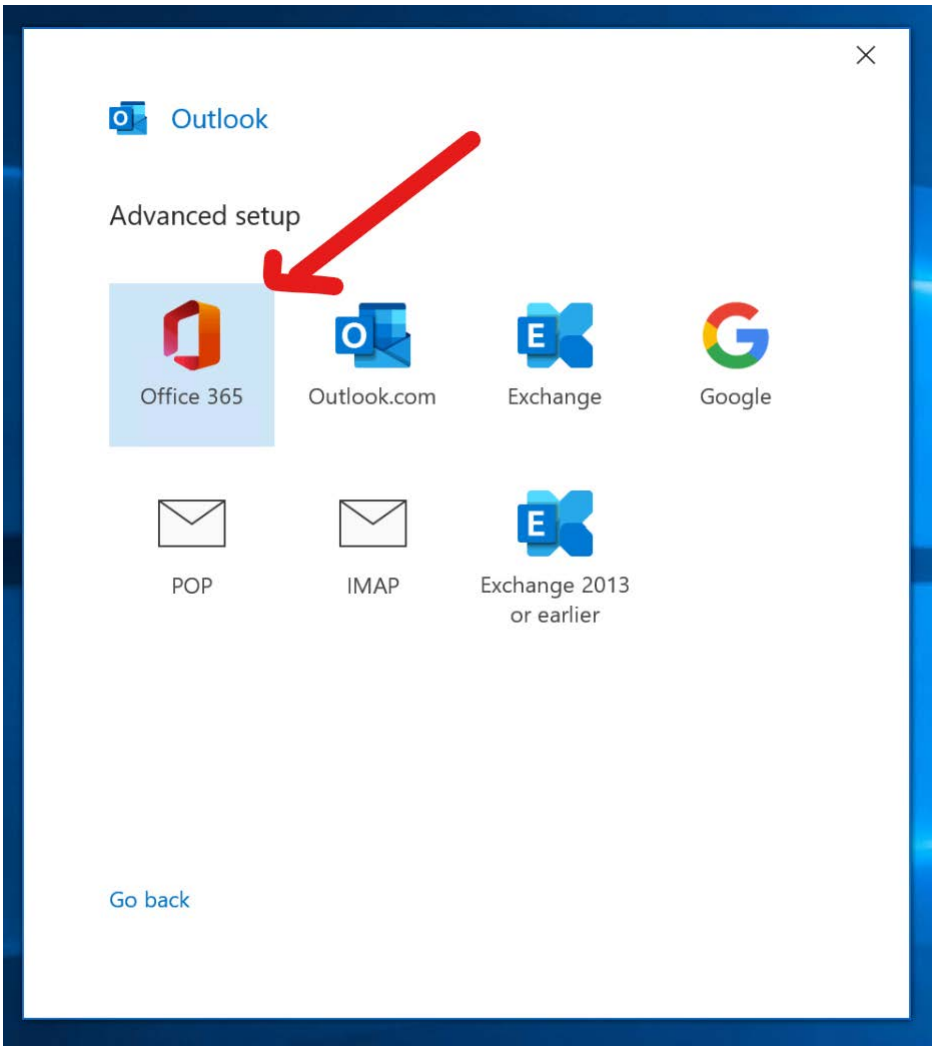




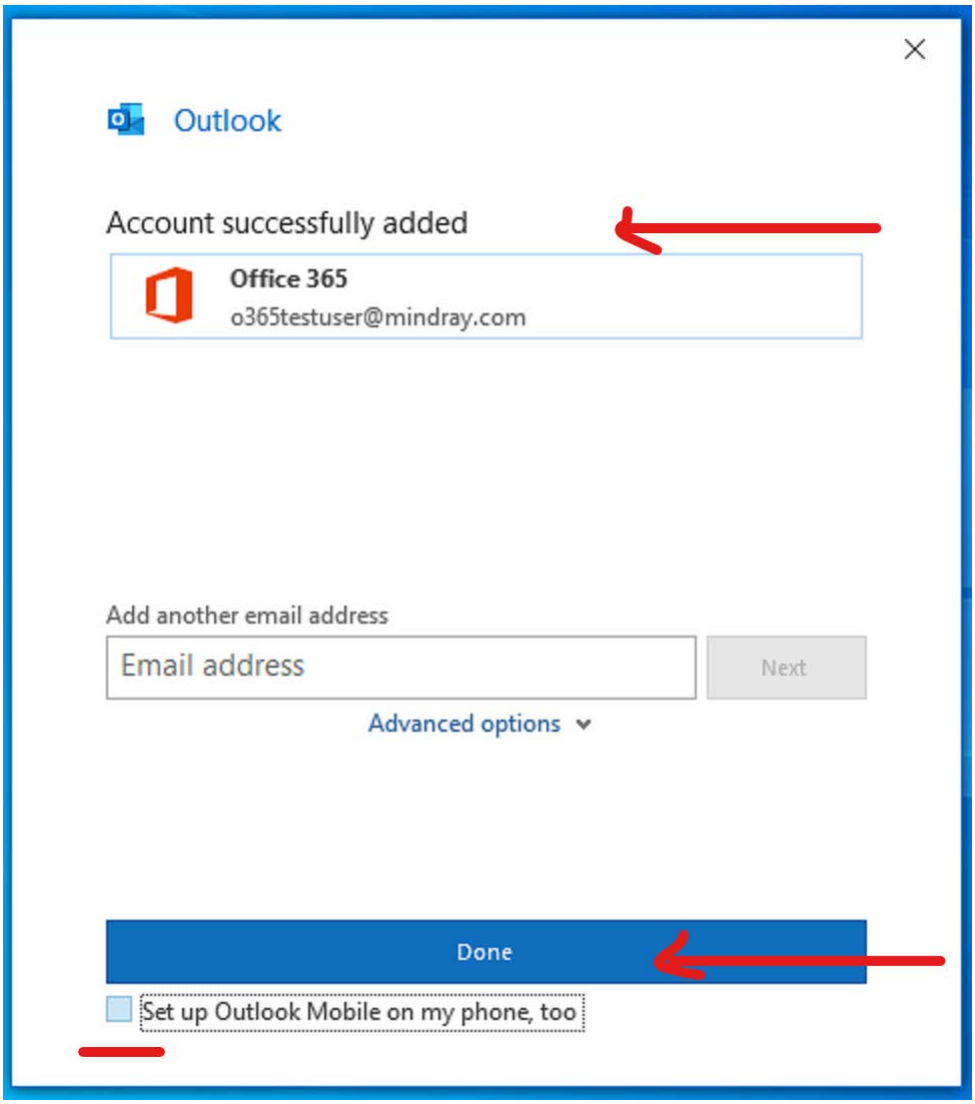
3. Outlook will auto check and fill your email address automatically, then just click connect and wait a few seconds.



4. Click Office 365



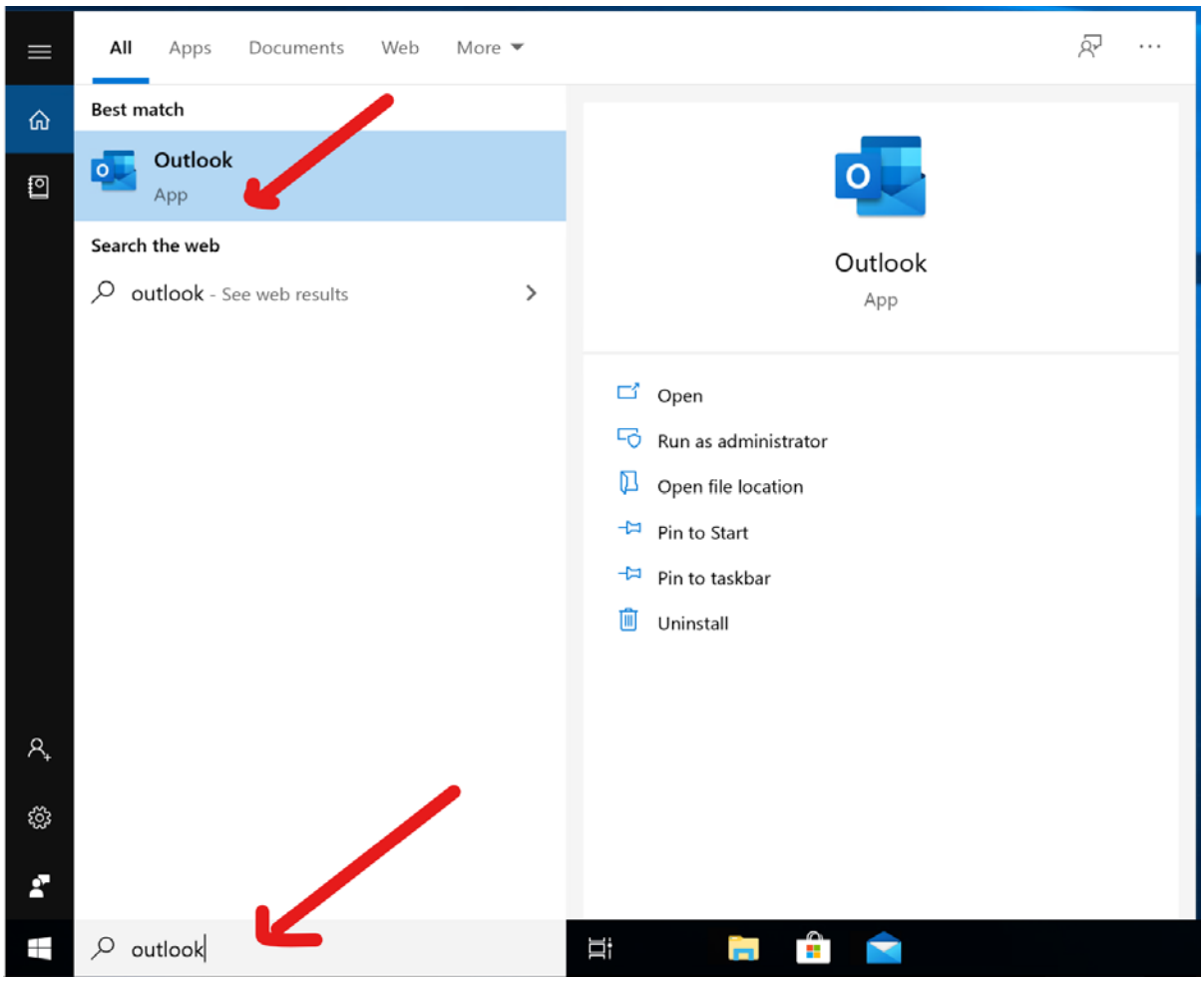
5. Just wait for a moment, you will see the “Account successfully added” like below picture. And then CANCEL “Set up outlook Mobile on my phone, too” option, and then click “Done”



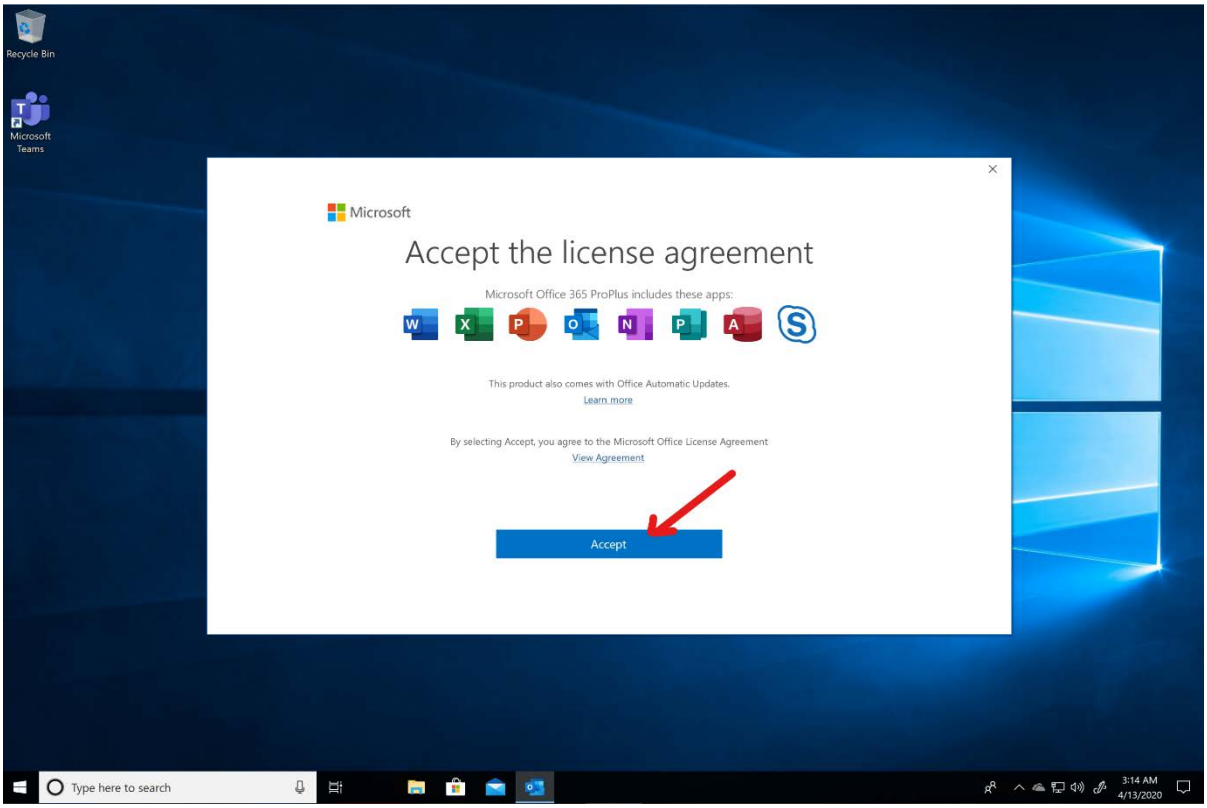
6. Once Outlook has loaded the profile; you will be in Outlook window and your Outlook is configured successfully.

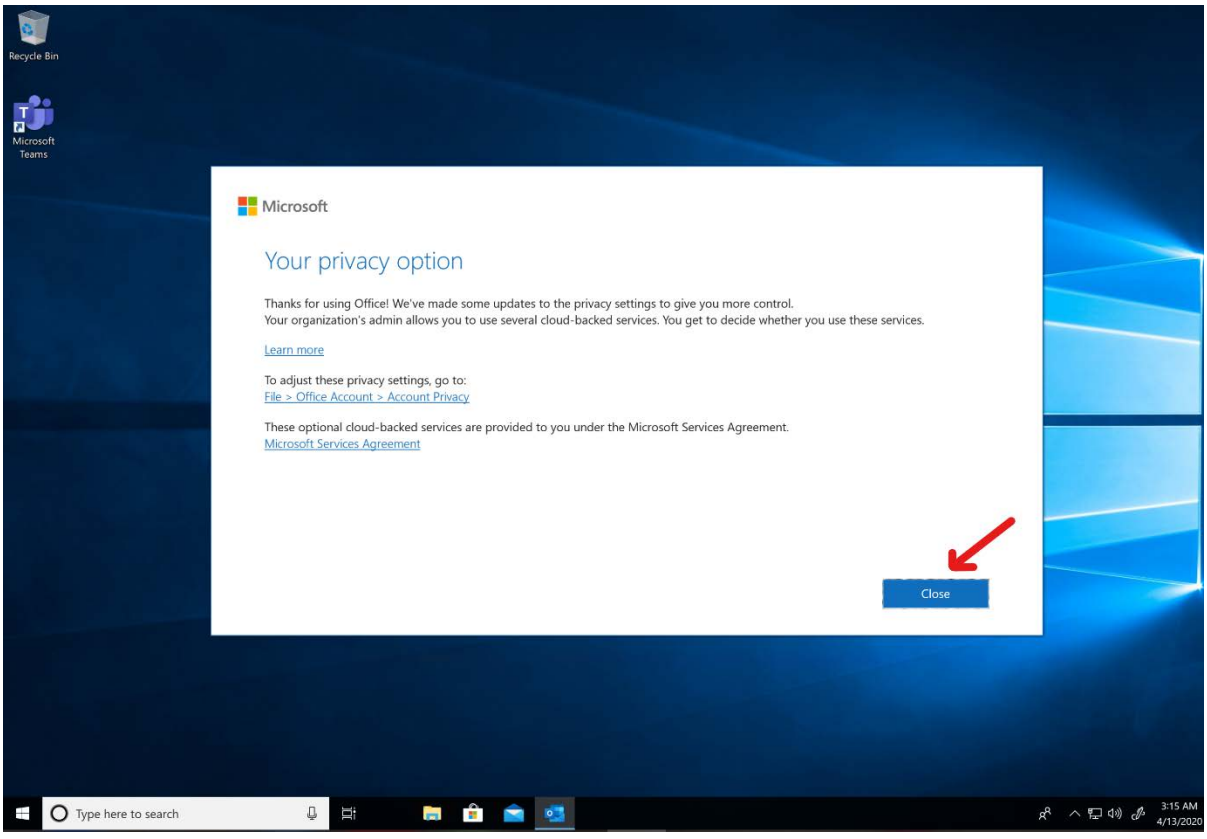
2.2.2 Set Outlook at home first time

1. Search Outlook in the windows task bar and open it.

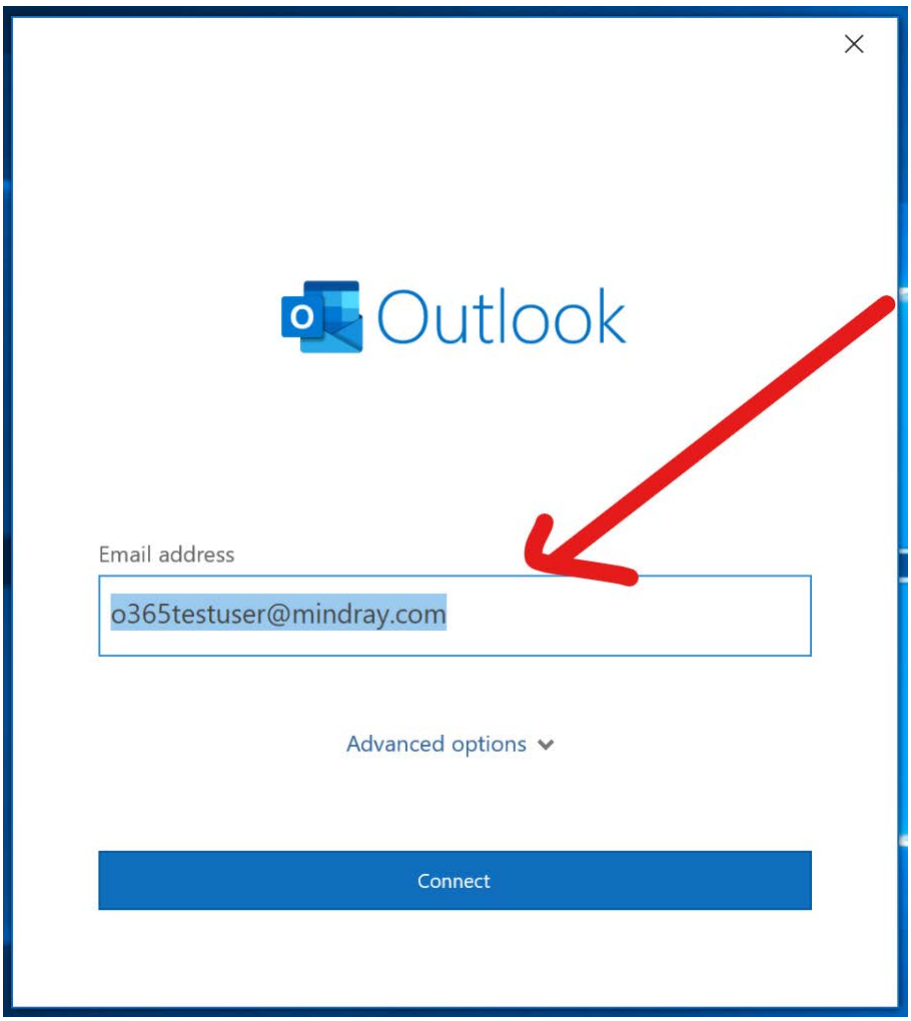


2. If you see below picture, just click accept and close.

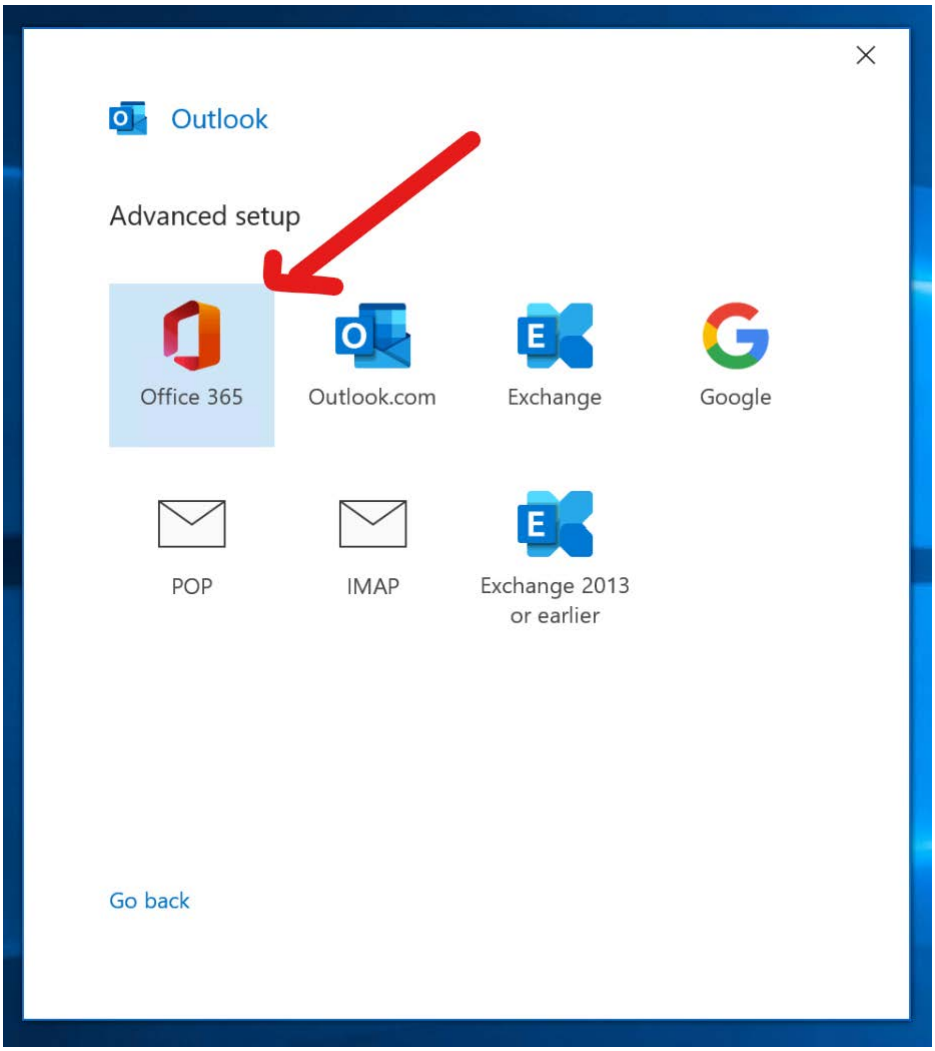




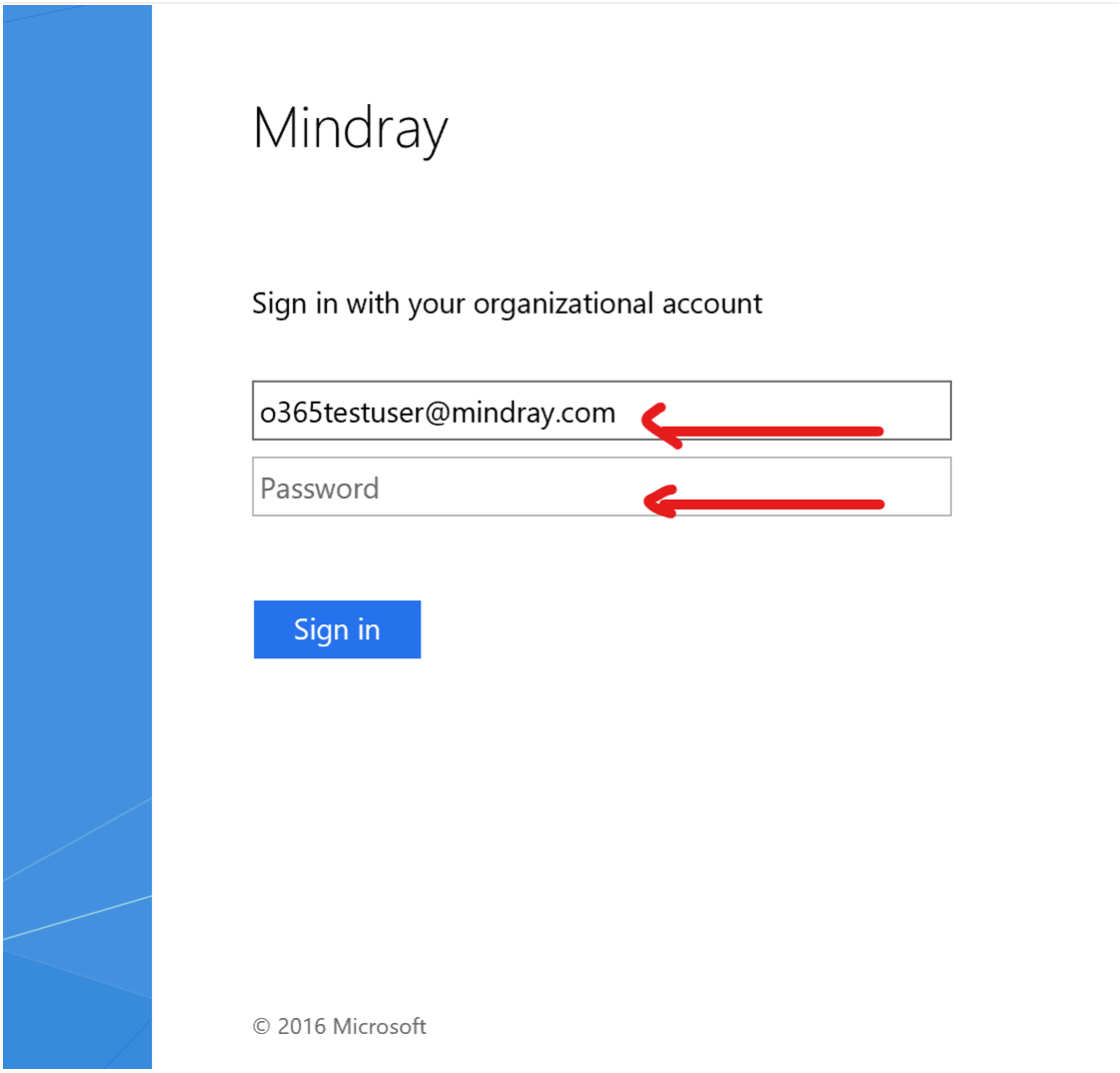
3. If your Outlook doesn’t fill the Email address field, you should fill the email address with your Mindray email address, then click connect.



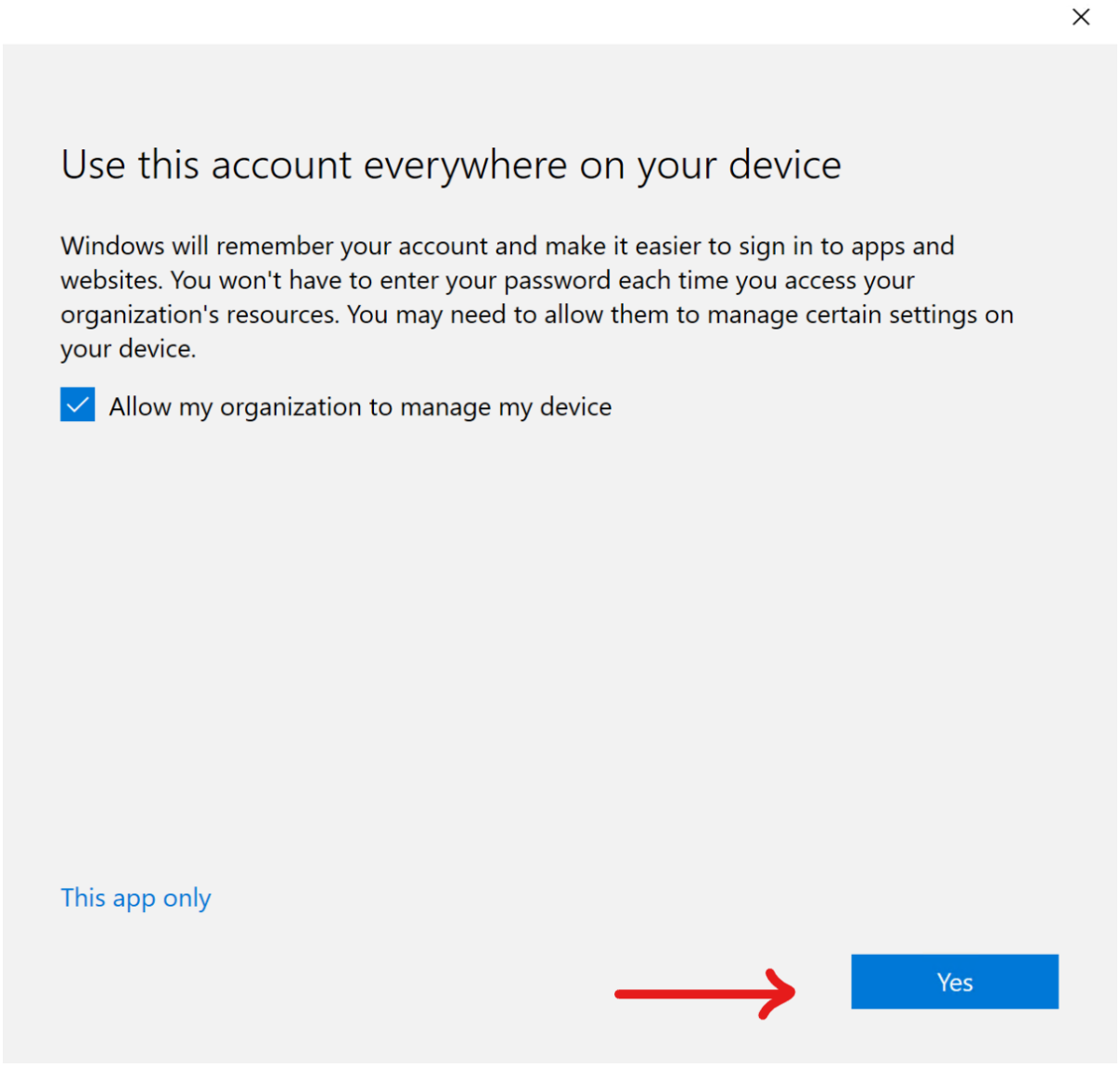
4. Click Office 365 and wait few seconds



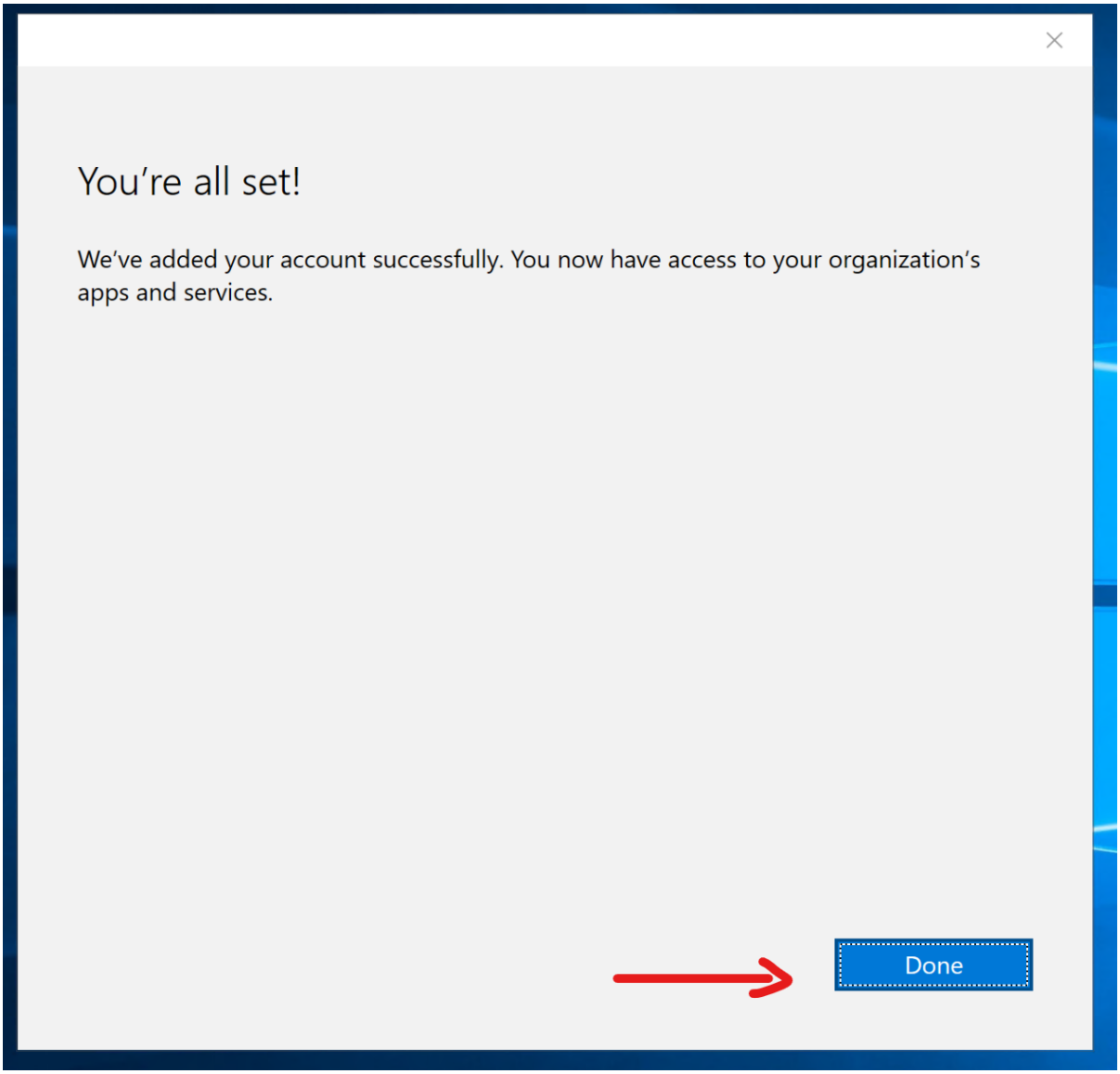
5. In the prompt windows, input your password. This is your normal network password.



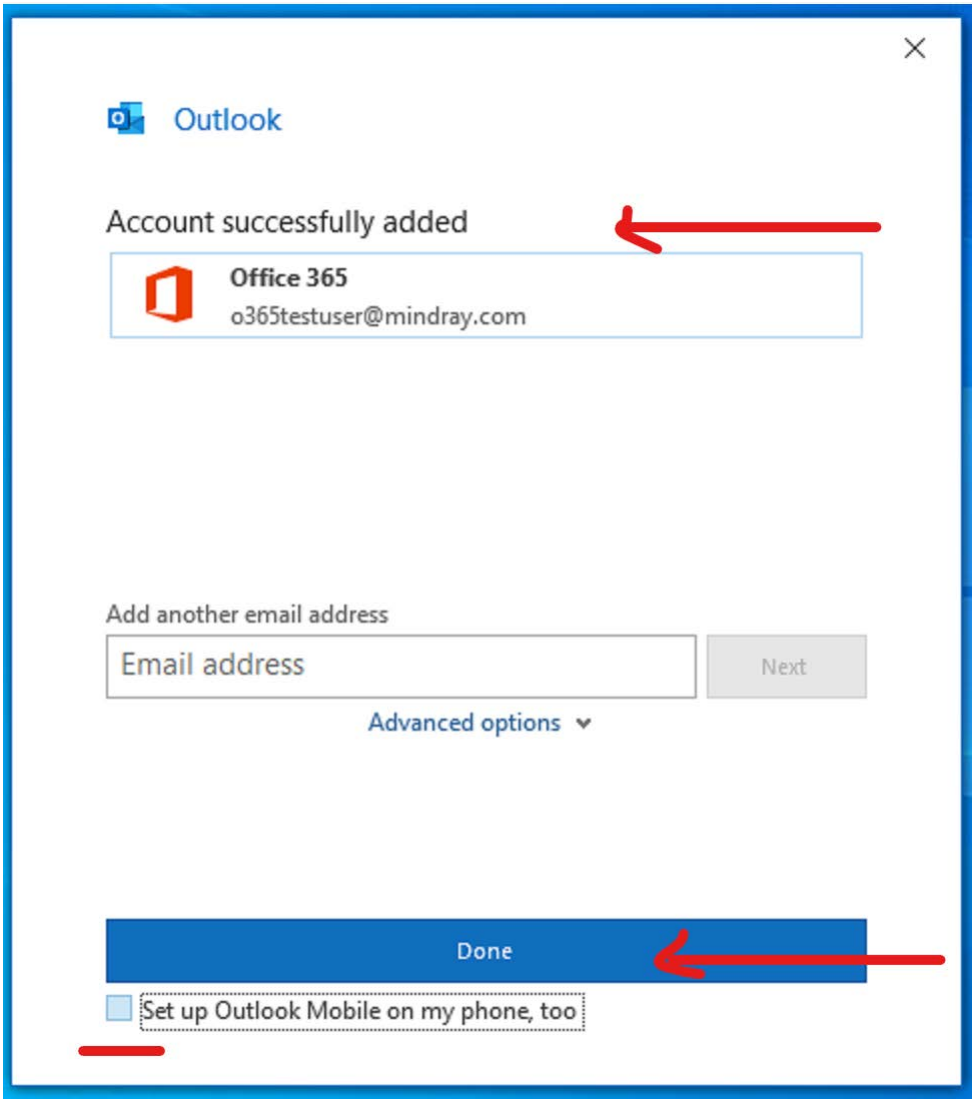
6. On the “use this account everywhere on your device” page, click yes.



7. Click done to finish.

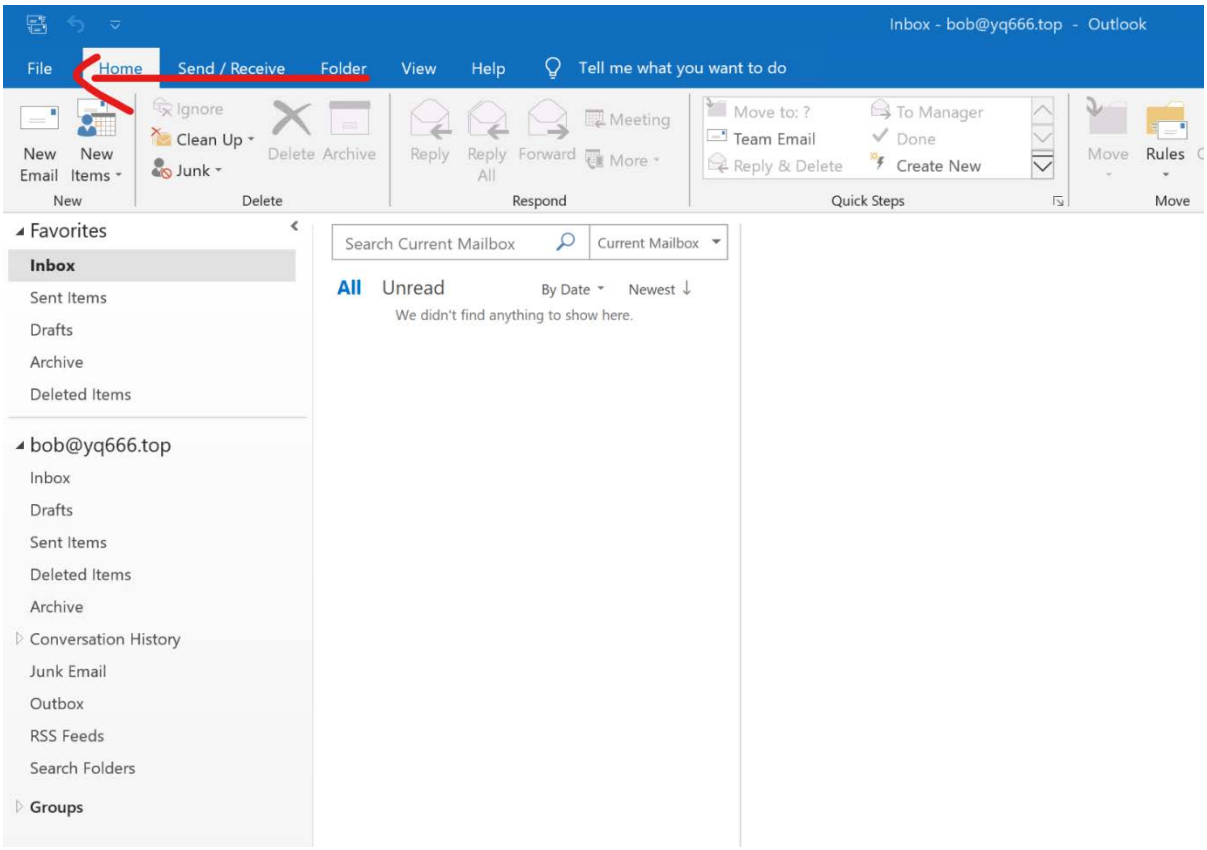


8. Finally, Outlook will show that it has successfully added your account. then CANCEL “Set up Outlook Mobile on my phone, too” option, and then click “Done”.

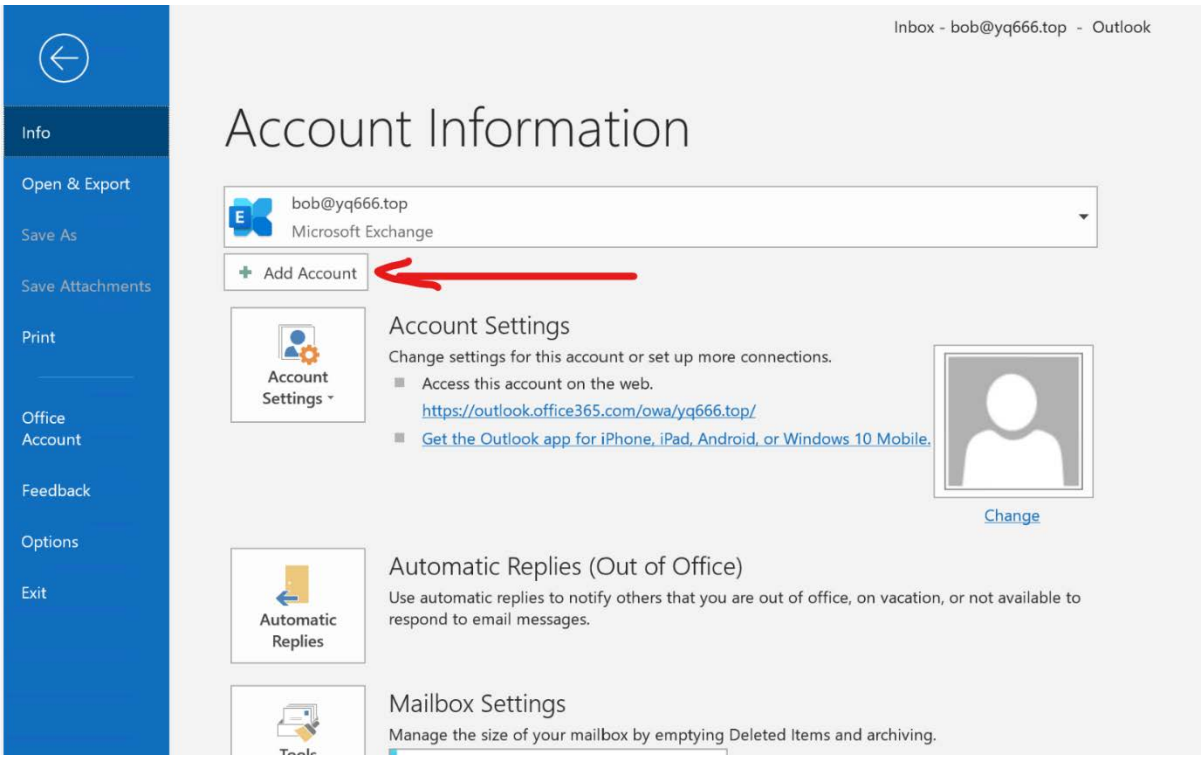


2.2.3 Set Outlook If you have started using outlook and the email account has been added is not your Mindray email account

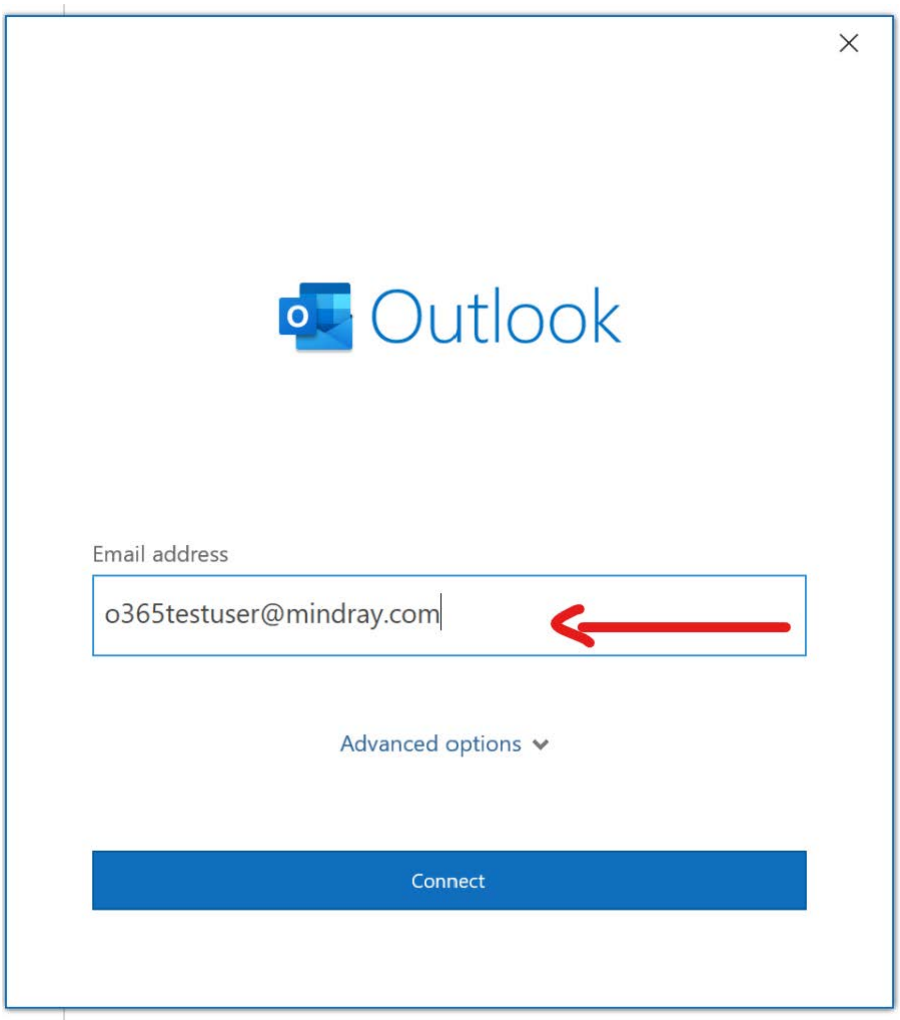
1. Click “file” on the top of left



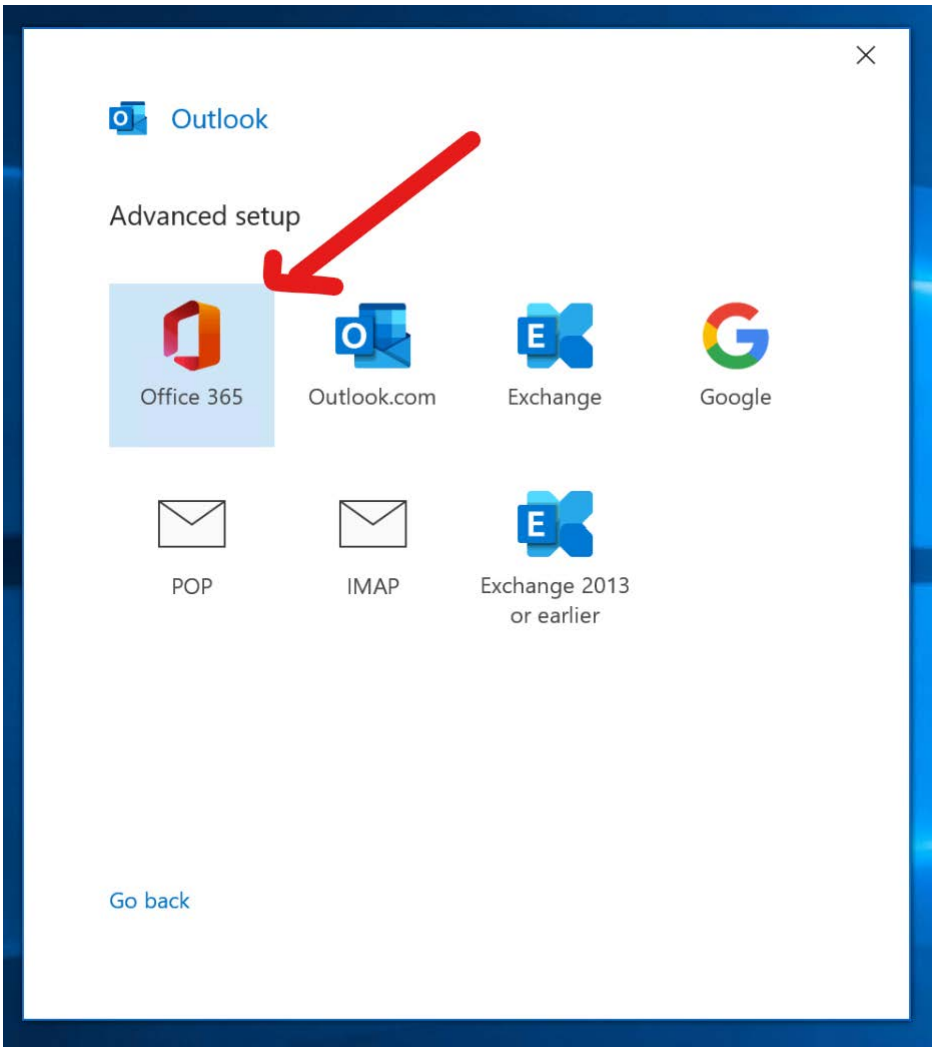
2. Click “add account”



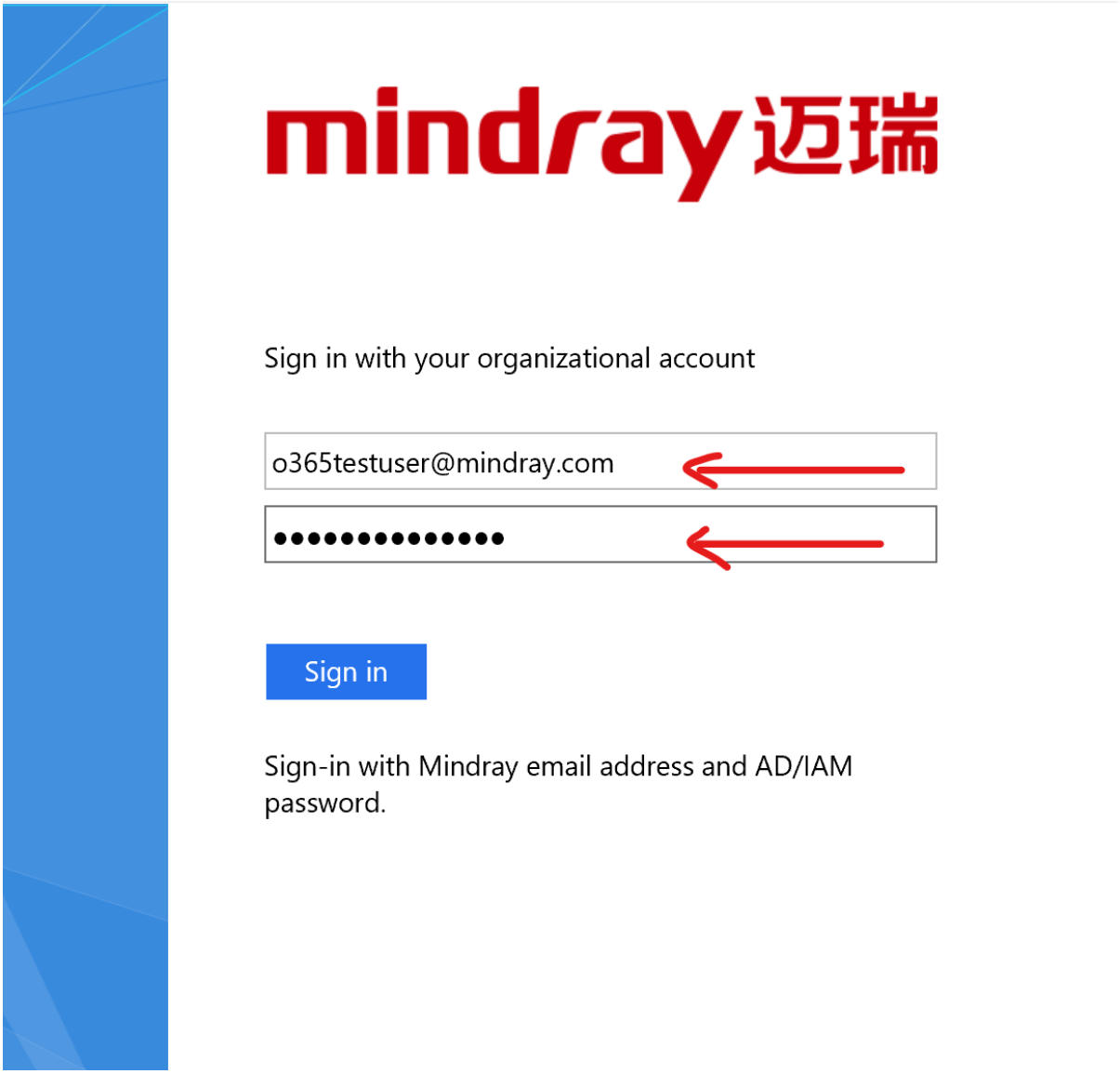
3. Input your Email address.



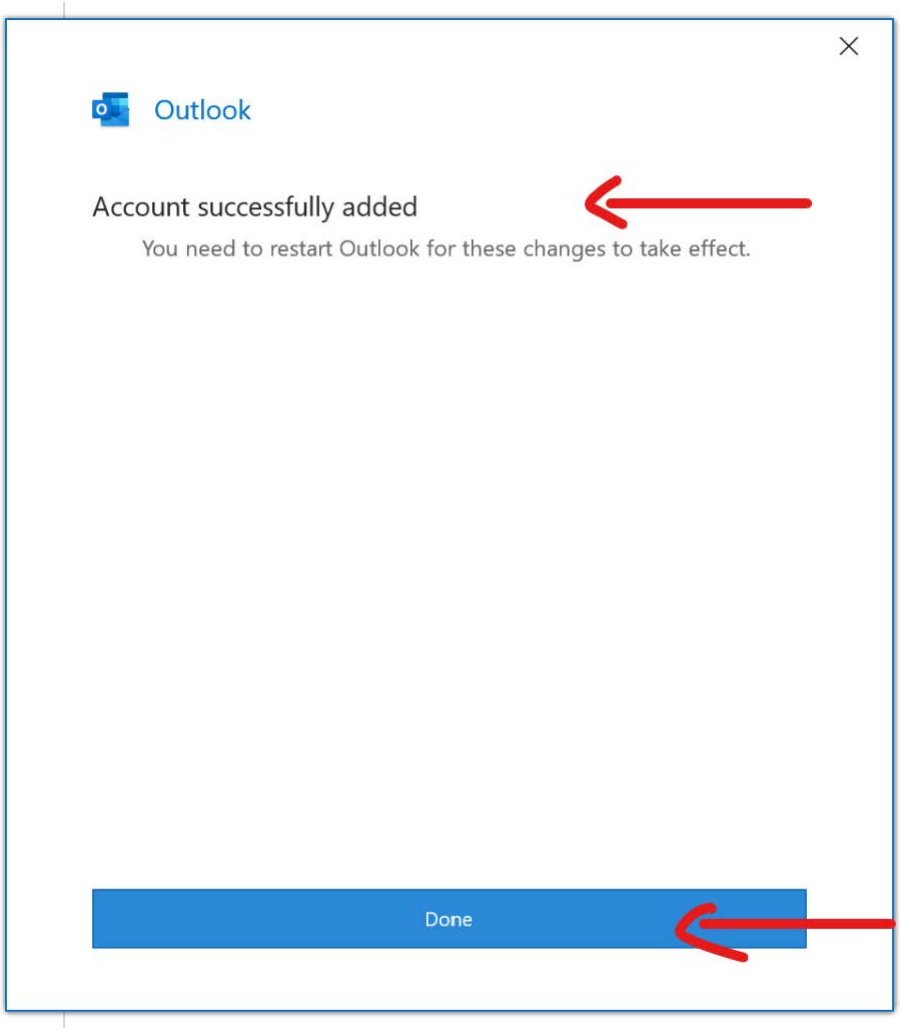
4. Click Office 365.



5. In the prompt window, input your password. This is your normal network password.

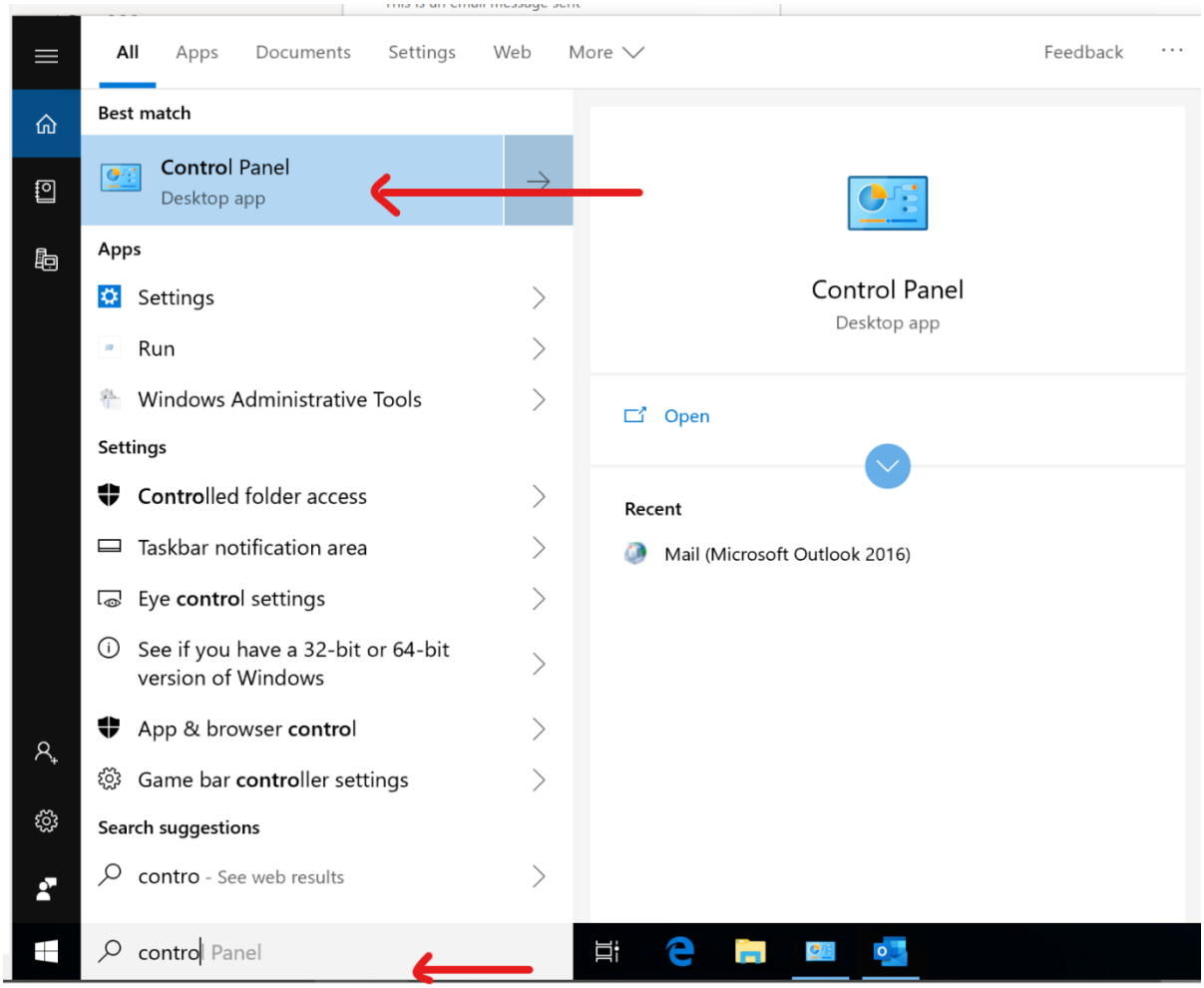


6. Wait a few seconds and click ‘DONE’.

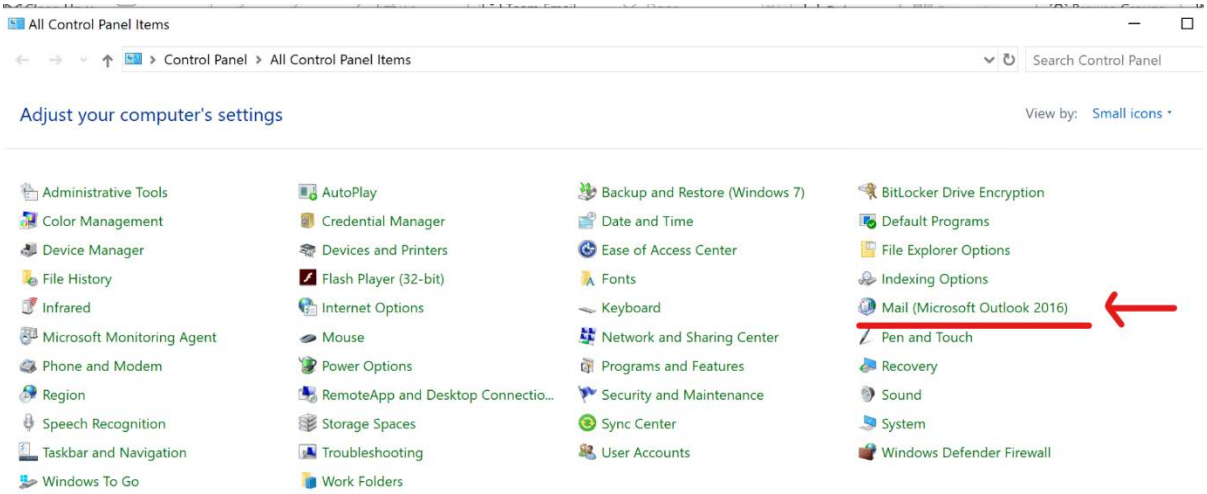


2.2.4 Set Outlook If you have started using Outlook and the email account has been added is your Mindray email account

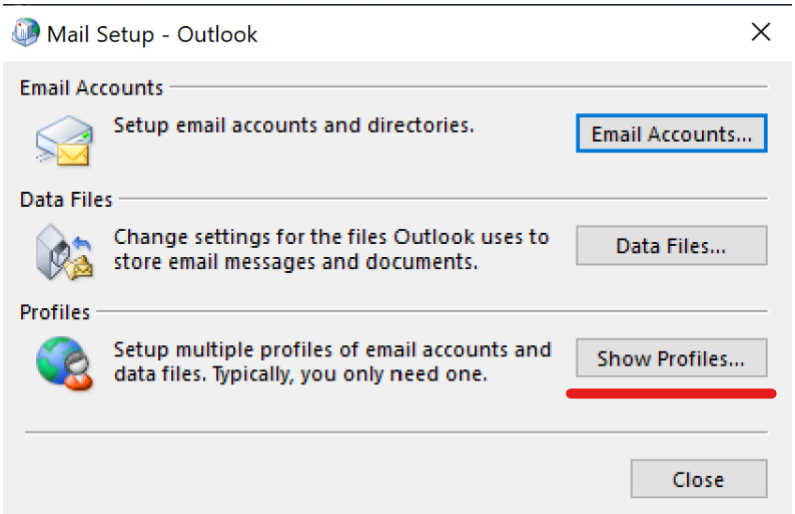
1. Open control panel from search box.



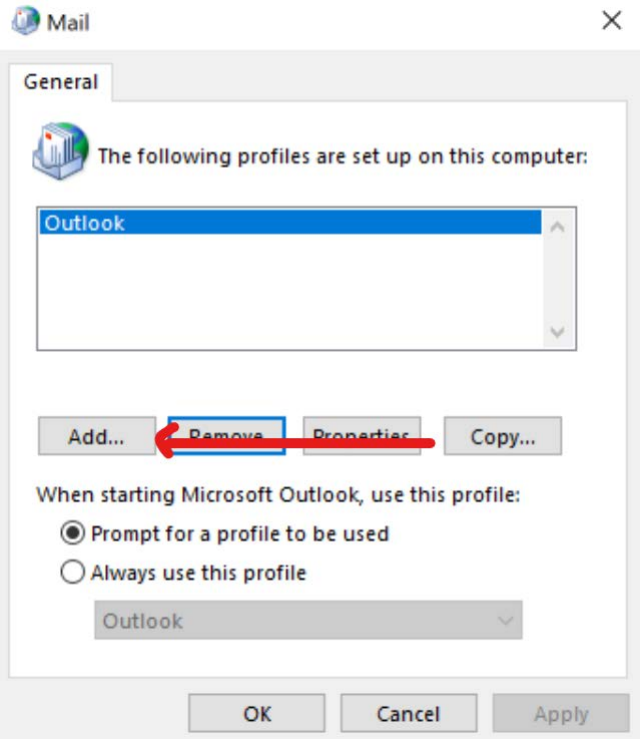
2. Open mail in control panel.

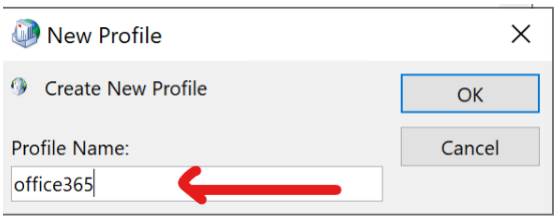


3. Click show profiles.

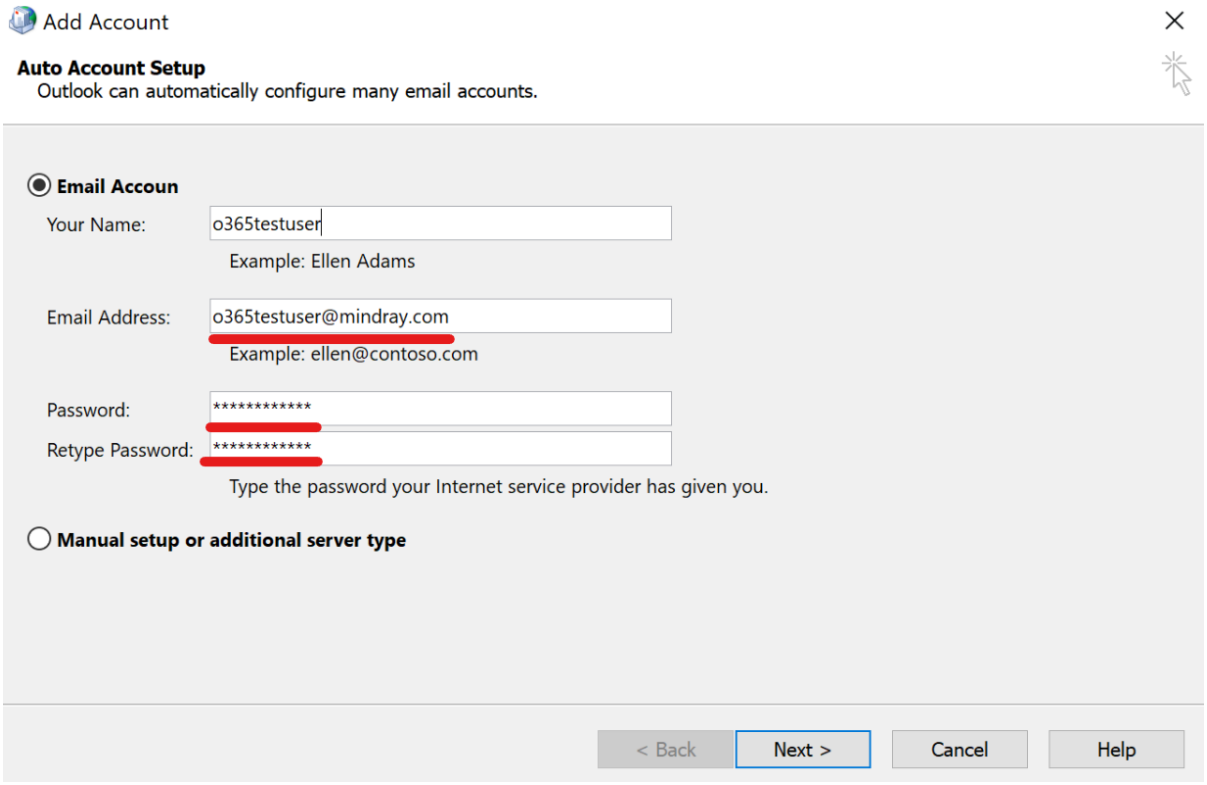


4. Click “Add” and then input profile name with “Office365”.

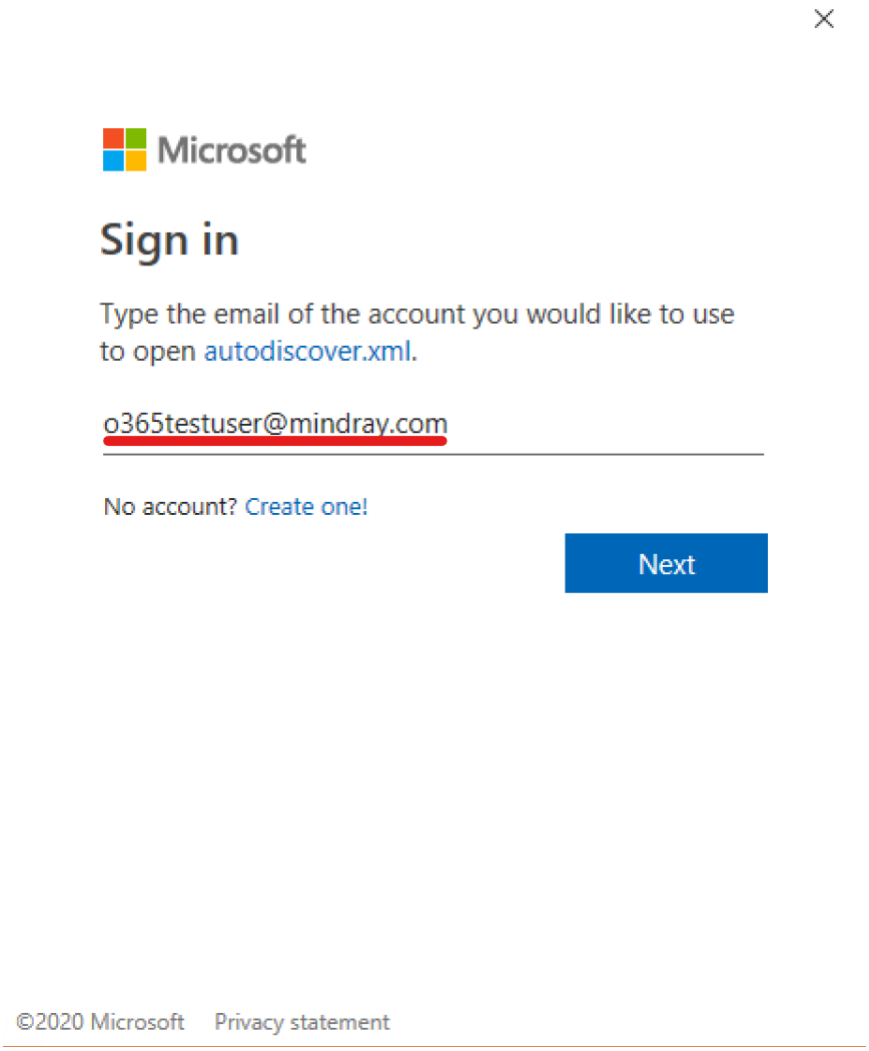




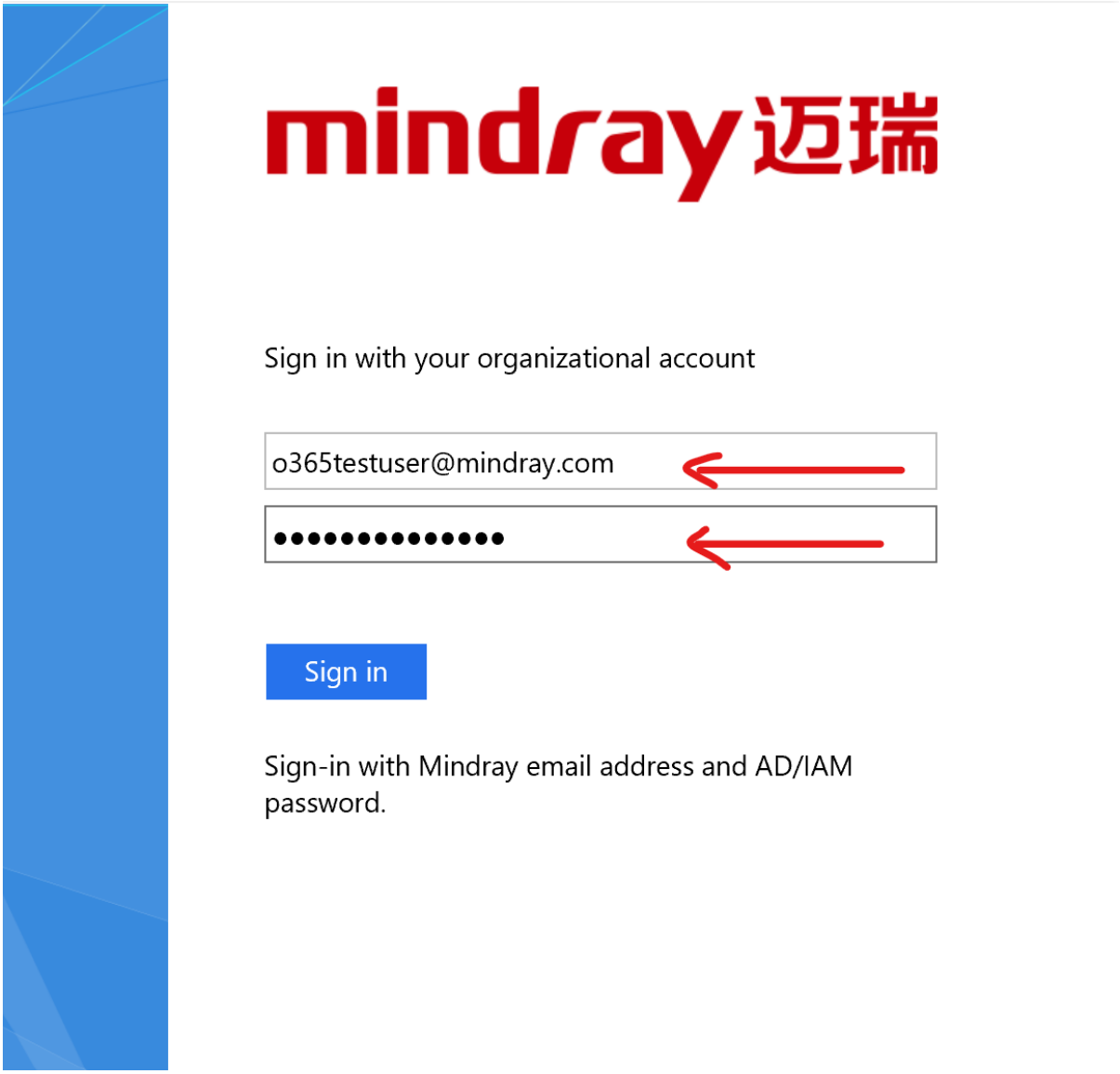
5. Input name, address, password, and then click next.



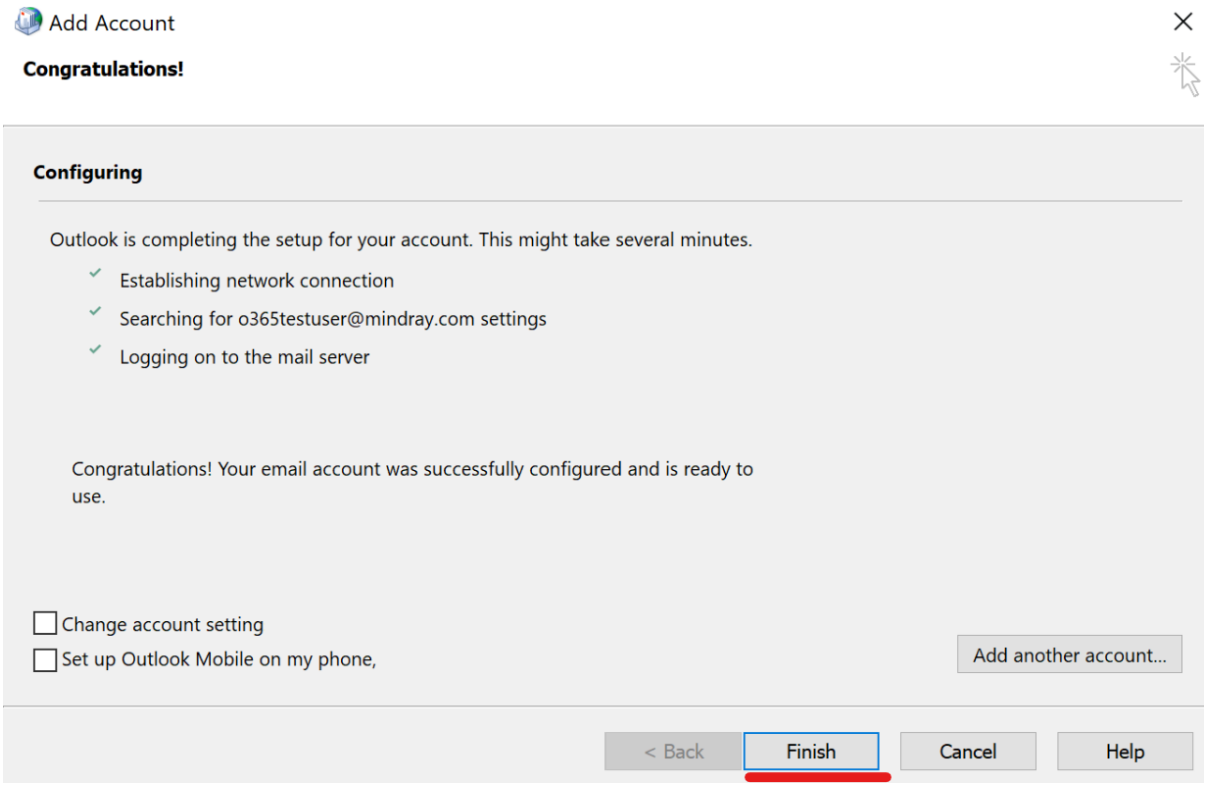
6. Input your email address and click next.



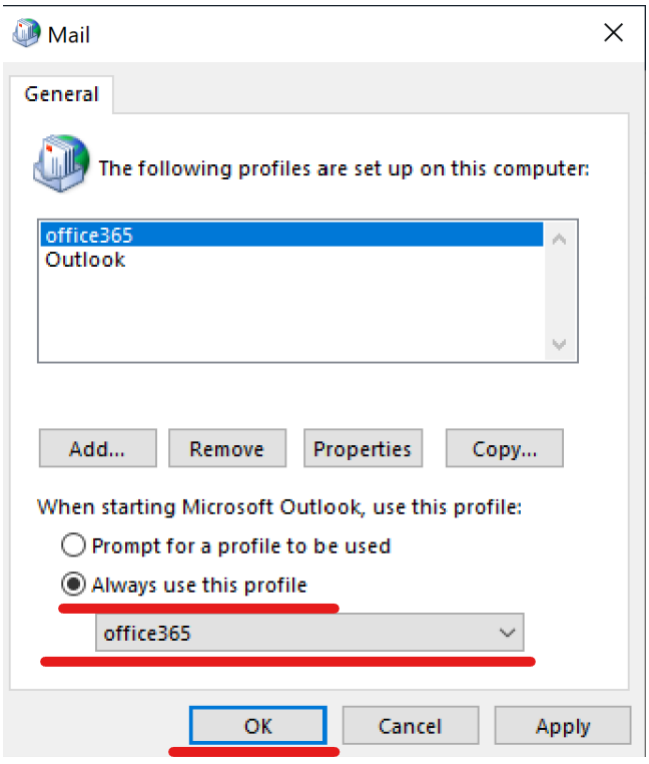
7. Input your password.



8. Waiting for successfully add your second account.



9. Set the profile “Office365” as prefer when open Outlook.



3 How to use Outlook on the Web

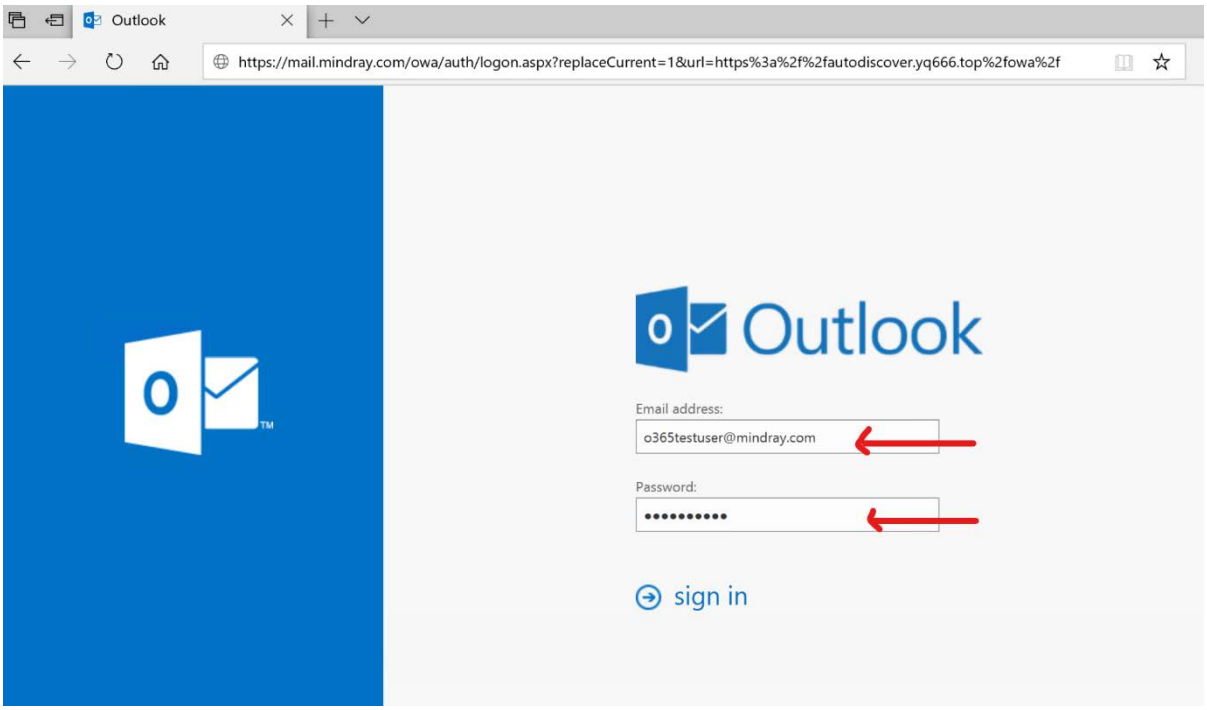
You can choose to use “Outlook on the web” to connect your Office 365 mailbox, if sometimes your Outlook does not work.

Just open browser on your computer, Edge, Firefox, Chrome; any one of these is enabled for use with connecting to Office 365.

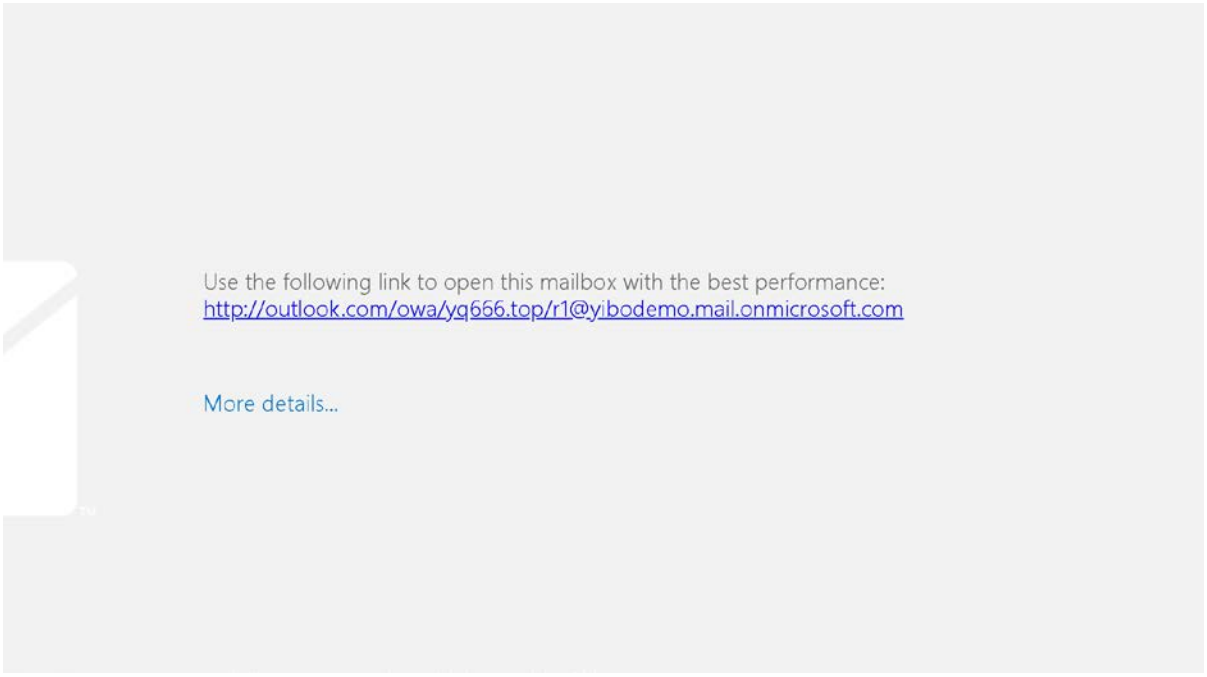
The URL for connect to Mindray Office 365 mail service is:

https://mail.mindray.com

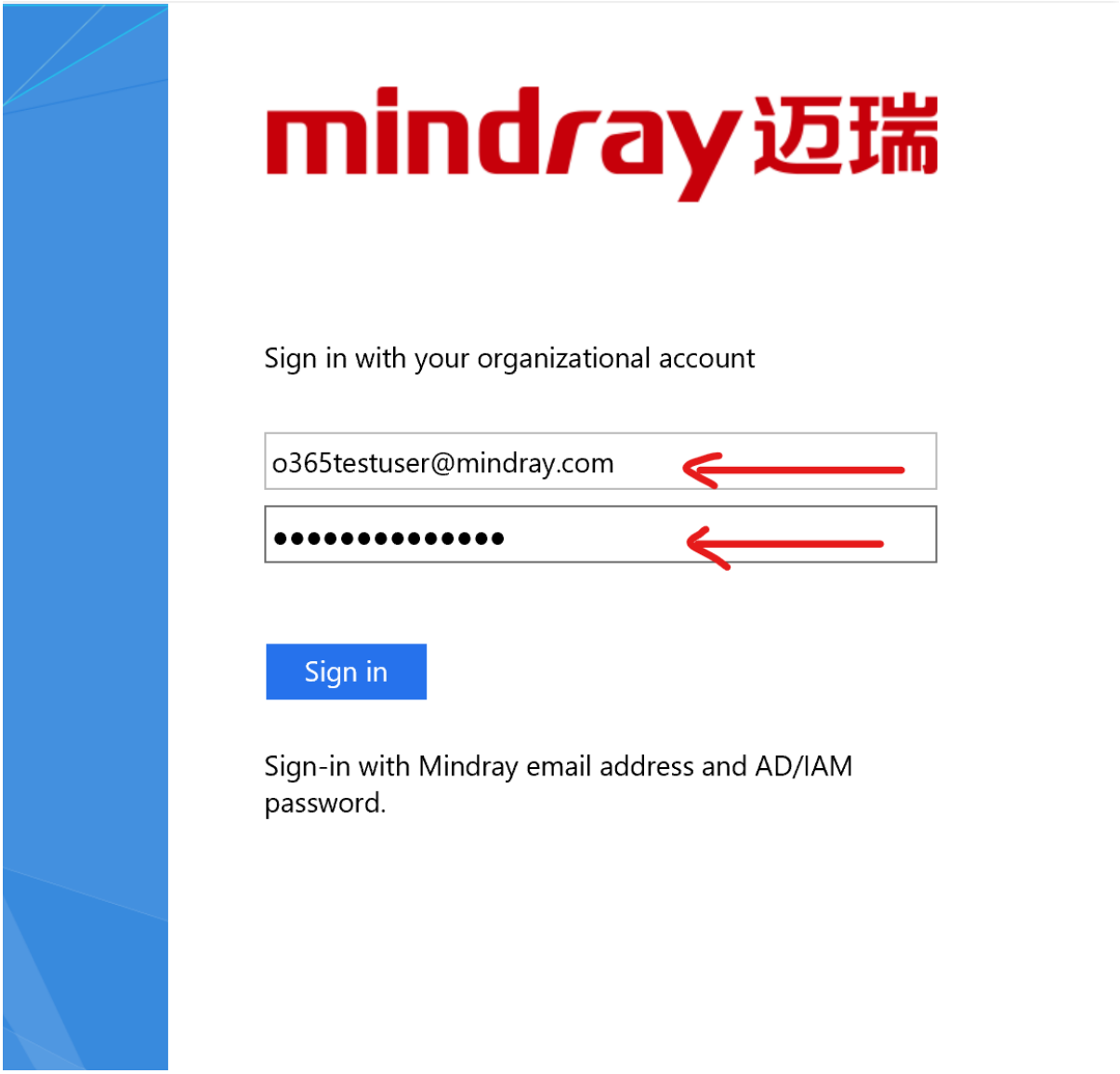
1. Input your email address and password.



2.The browser will redirect you to connect Office 365, just click the link on the browser, as shown below.



3. On the next page, input your email address and password, and then click ‘SIGN IN’.



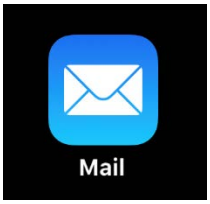
4 How to use your mobile device for connecting to Office 365 Email service

You can choose the built-in Mail APP or Outlook APP (which can be download from APP store) to receive/send emails on your smartphone.

4.1 Using Mail APP

4.1.1 Using mail app in IOS (iPhone)

1. Open mail app.



2. Follow the steps below:

Set up an Office 365, Exchange, or Outlook.com email in the iOS Mail app

1

Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** >**Add Account**.

2

Select **Exchange**.

3

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Tap **Sign In**.

Note: Tap **Configure manually** if you need to enter server settings.

4

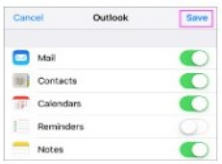
Enter the password associated with your email account. Tap **Sign in** or **Next**.

5

The Mail app may request certain permissions. Tap **Accept**.

6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



For more details you can refer to the follow link:

https://support.office.com/en-us/article/Set-up-email-using-the-iOS-Mail-app-7e5b180f-bc8f-45cc-8da1-5cefc1e633d1

4.1.2 Use mail app in android

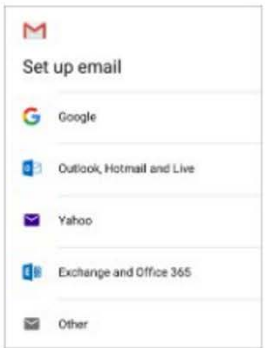
Android has lots of versions based on brand, generally the mail app is same. The basic set up process is same as on IOS. Just open mail app on your phone and add your email account.

1

Open the Gmail app.

Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Office 365**.

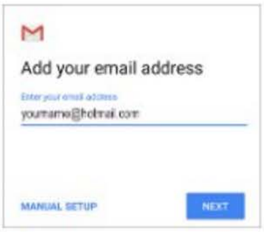
Important: Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.



2

Enter your full email address and tap **Next**.

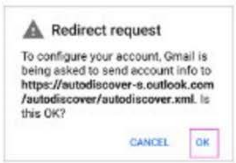
Enter your password and tap **Next**.



3

Follow steps for your account type:

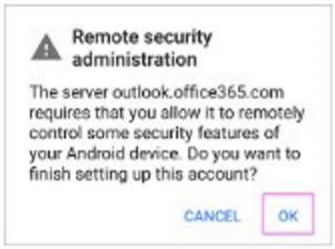
- Outlook.com users: skip this step
- Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and set up your account manually
- Office 365 work or school: you may see a **Redirect request** screen. Tap **OK**.



On the Incoming server settings screen, change your server to **outlook.office365.com**.

4

Follow any prompts you may get for security or device permissions, sync settings, and more.



If you have an Office 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.

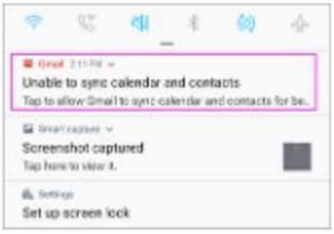
5

Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

If you don't see this message and emails are syncing, skip this step.

6

Pull down the Android notification bar by swiping down from the top of your screen.



If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access and you're done!

Note: If you don't see a sync error, verify your calendar and contacts are syncing.

For more details please click the link below:

https://support.office.com/en-us/article/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c

4.2 Using Outlook APP

Microsoft provide an Outlook app on IOS and Android, you need to download the app from the app store first, some newer Android devices have this preinstalled.

4.2.1 Using Outlook for IOS (iPhone)

1

Note: If you have a work account that requires the **Intune Company Portal** app, install it from the App Store before setting up Outlook for iOS. Your IT admin may or may not also require you to Enroll your iOS device in Intune.

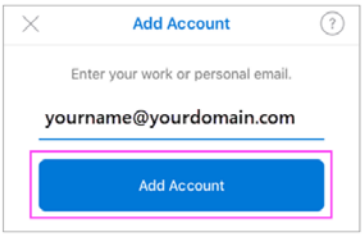
Download Outlook for iOS from the iOS App Store and then open it. The icon looks like this:

Note: See system requirements for your iOS devices here.

2

If it's your first time using Outlook for iOS, enter your full email address, then tap **Add Account**.

If not, open the **Menu** > tap **Settings** > **Add Account** > **Add Email Account**.



3

If you're asked to select your email provider, please contact your IT admin for support as there may be a misconfiguration.

You can also set up your email account manually or use IMAP/POP.

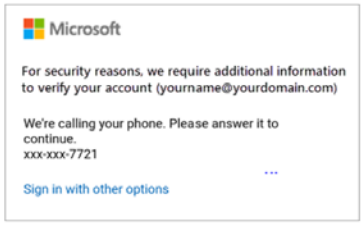
4

Enter your email account password and tap **Sign In**.

Note: The sign in screen may look different for you depending on your email provider.

5

If multi-factor authentication is enabled, verify your identity. For more information, see Security info overview.



6

Accept any prompts for permission you may receive.

Swipe through the features and you're now ready to use Outlook for iOS!

For more details click the link:

https://support.office.com/en-us/article/set-up-email-in-outlook-for-ios-mobile-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234

4.2.2 Using Outlook for Android

Set up Outlook for Android for the first time

1

Note: If you have a work account that requires the **Intune Company Portal** app, install it from the Google Play Store before setting up Outlook for Android. Your IT admin may or may not also require you to Enroll your Android device in Intune.

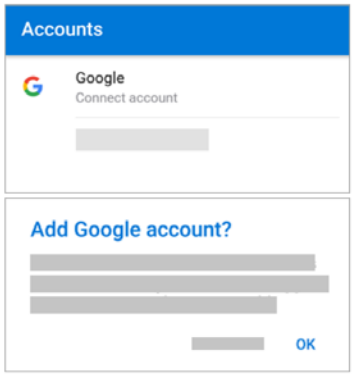
Install the **Outlook for Android** app from the Google Play Store and then open it.

Tap **Get Started** if this is your first time.

Otherwise, to add another email account, open the **Menu** ☰ > **Settings** ⚙ > **Add Account** > **Add Email Account**. Then skip to step 4 under Set up another email account below.

2

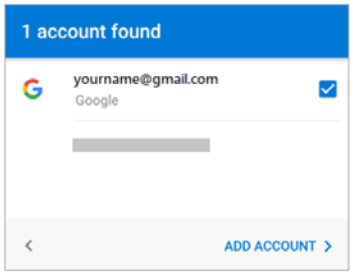
Outlook may detect your Google accounts. To add them to Outlook for Android, tap **Google Connect Account** and then tap **OK** to confirm. Tap **Allow** to give Outlook access to your Contacts.



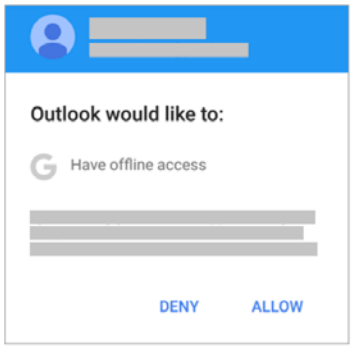
If you don't want to add these accounts, tap **Skip** and then go to step 4 under Set up another email account below..

3

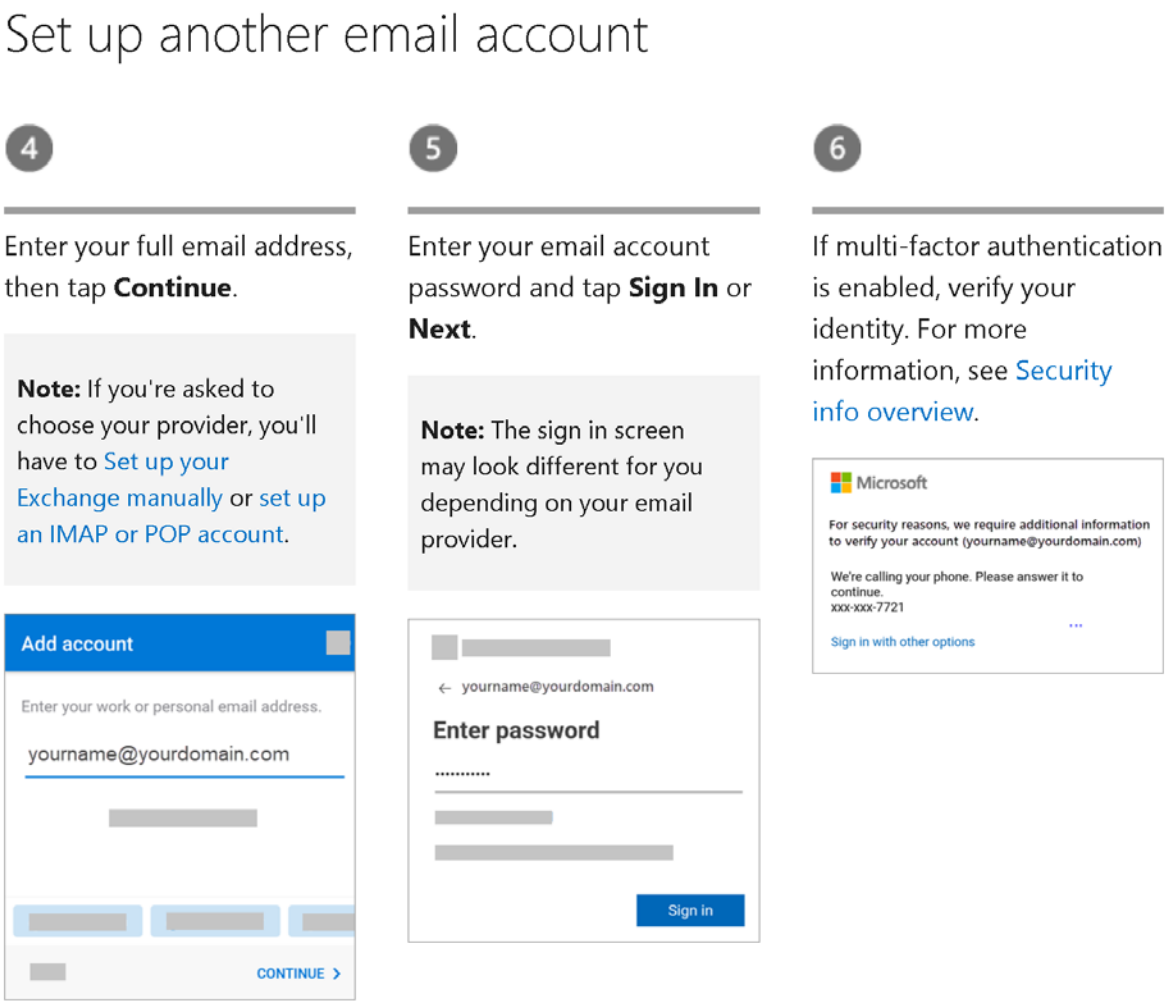
Select the accounts you'd like to add and tap **Add Account**. You may be asked to sign in.



Tap **Allow** to confirm offline access and any other prompts.



To add another email account, tap **Continue** and go to Step 4, otherwise tap **Skip**.



For more details click the link below

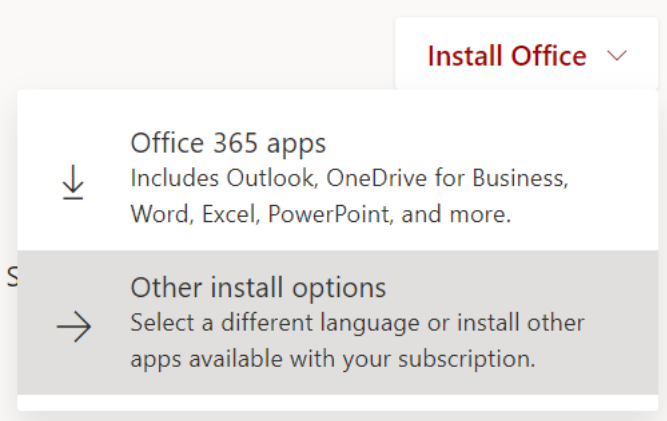
https://support.office.com/en-us/article/set-up-email-in-the-outlook-for-android-app-886db551-8dfa-4fd5-b835-f8e532091872

5 Changing the Outlook Language

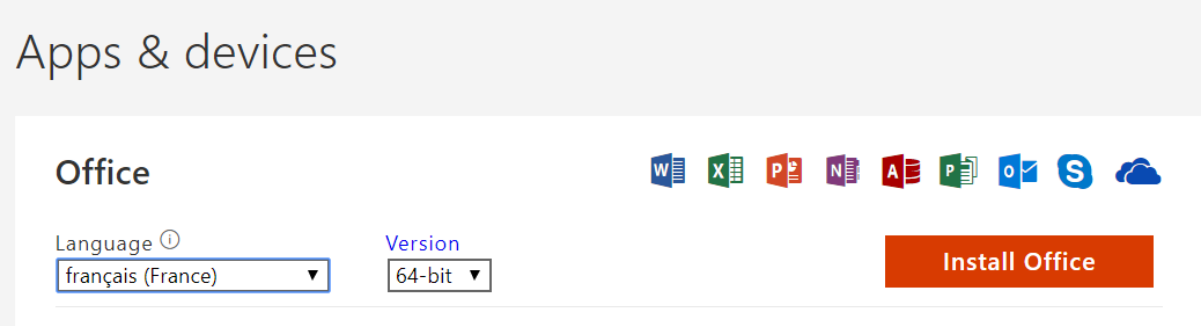
5.1.1

To change the language, you will first need to install the language pack. To do this, you first need to go to https://portal.office.com

Once logged in, you will see in the top right, an option to install Office. Click the drop-down list and then select “other install options”

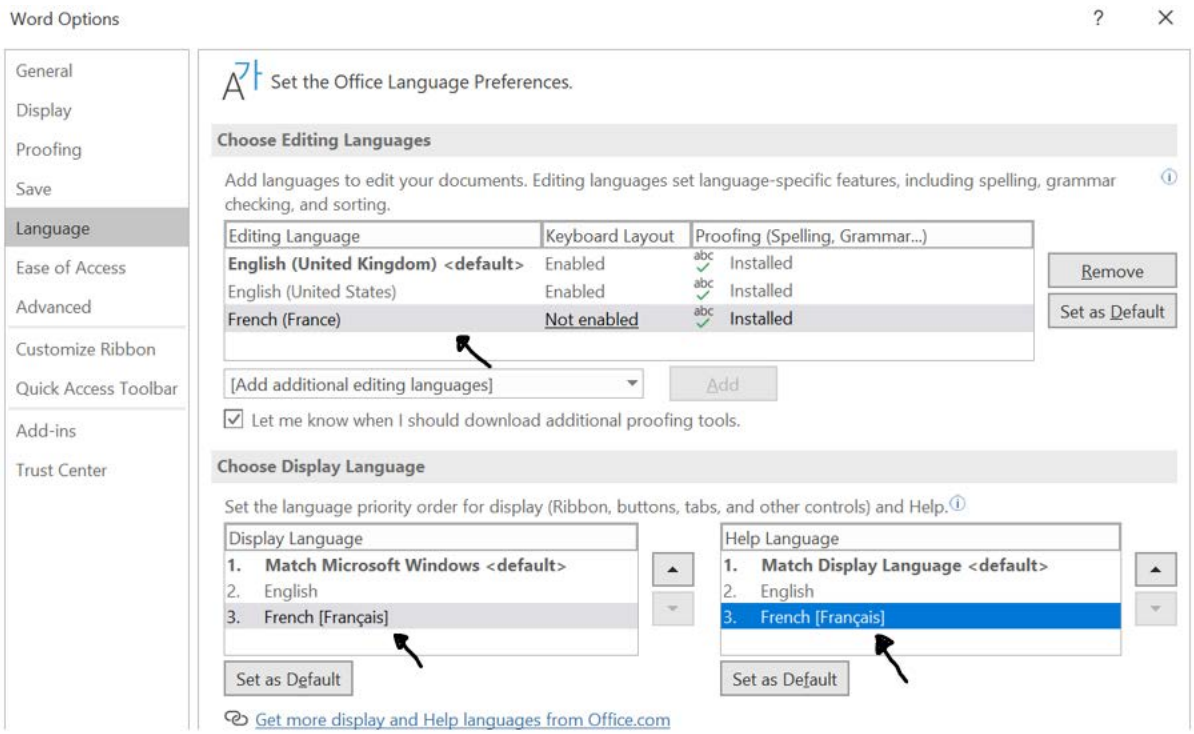


On the new page, select “apps and devices” in the left-hand pane, change the language to desired, and click “install office”



Follow the on-screen instructions to install. Once done, open any Office program and go to files > options.

In language, select the desired language in all 3 locations, and set to default, once you restart Office the language will be updated.


Word Options
General
Display
Proofing
Save
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center
Set the Office Language Preferences.
Choose Editing Languages
Add languages to edit your documents. Editing languages set language-specific features, including spelling, grammar checking, and sorting.
Editing Language
Keyboard Layout
Proofing (Spelling, Grammar...)
English (United Kingdom) <default>
Enabled
Installed
English (United States)
Enabled
Installed
French (France)
Not enabled
Installed
Remove
Set as Default
[Add additional editing languages]
Add
Let me know when I should download additional proofing tools.
Choose Display Language
Set the language priority order for display (Ribbon, buttons, tabs, and other controls) and Help.
Display Language
1. Match Microsoft Windows <default>
2. English
3. French [Français]
Help Language
1. Match Display Language <default>
2. English
3. French [Français]
Set as Default
Set as Default
Get more display and Help languages from Office.com