

Outlook

Outlook on the Web

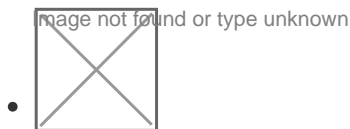
- [Change filter settings in Outlook on the Web](#)
- [Send as a Group in Outlook](#)
- [Setup Microsoft 365 Account](#)

Change filter settings in Outlook on the Web

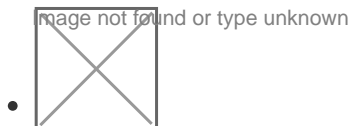
Change filter settings in Office365 Outlook on the Web

Login to your account at <https://outlook.office.com>

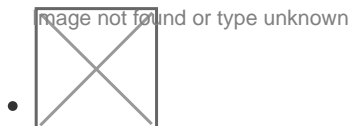
1. Click the gear icon on the top right of the page.



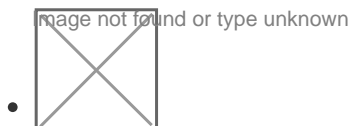
2. Click **Mail** in the right column toward the bottom.



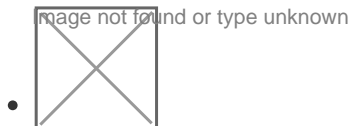
3. In the left column of the Mail settings, click **Block or Allow**.



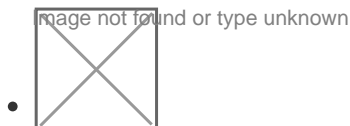
4. Add acceptable email addresses to the **Safe Senders** list.



5. Add unacceptable email address to the **Blocked** list.



6. Once you are done with your changes, click **Save** at the top of the page.



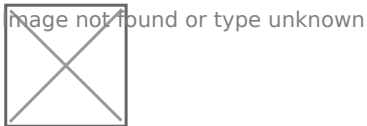
Alternatively, you could allow all senders to be delivered to the inbox by selecting **Don't move email to my Junk Email folder** and click **Save**.

Send as a Group in Outlook

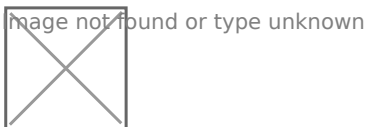
To send a message as a group or shared mailbox from your own account, first the admin has to grant **Send-As** permissions for your account on the target group.

In Outlook, start a new message. By default, the **From** address is not shown. First, you need to **Show From**.

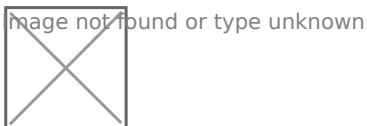
On the **Options** tab, select the **three dots** on the right side. Under **Show Fields**, choose **From**.



Your account email address will show in the from box. Drop-down the From menu and select **Other Email Address**.



Type the group or shared mailbox email address to send from. Then click **OK**. If you don't know the email address, you can click the **From button** and find the address in the directory.



Once you have sent from a group or shared mailbox, when you drop-down the from list, the recently used email addresses will be in the list.

Setup Microsoft 365 Account

The first time you sign-in to your account on Microsoft 365, there are some account setup tasks to be done.

office.com

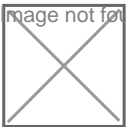
To get started, first go to office.com and click **Sign in**.

image not found or type unknown



Enter your **username** (your username is in the form of an email address). Click **Next** and then enter your **Password**.

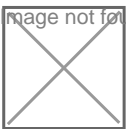
image not found or type unknown



Change Password

After successful login, you will be prompted to change your password. Enter your temporary password first, then choose a password that is complex.

image not found or type unknown



Multi-Factor Authentication

After updating your password, you will need to setup **Multi-Factor Authentication (MFA)**. Click **Next**.

image not found or type unknown



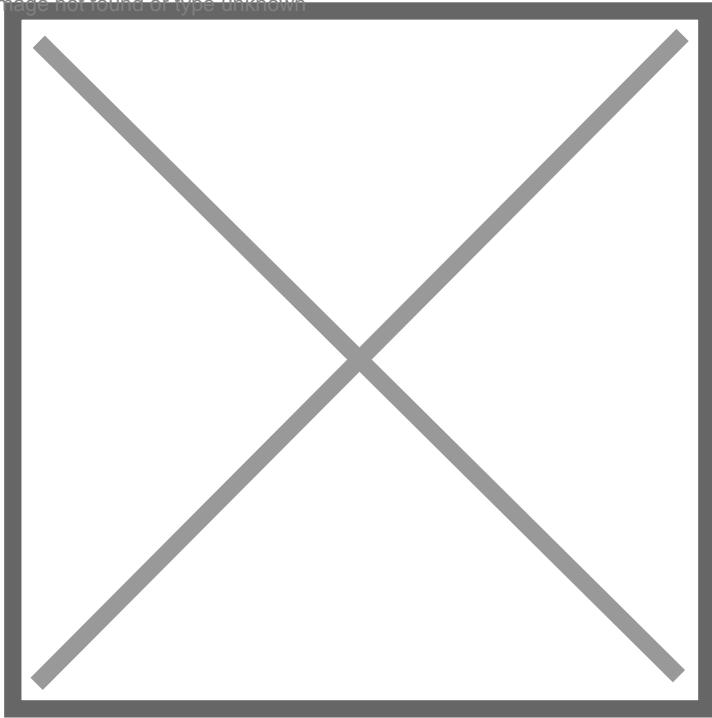
Mobile App

You will need to download the **Microsoft Authenticator** app.

Apple: <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>

Android: <https://play.google.com/store/apps/details?id=com.azure.authenticator&pli=1>

Image not found or type unknown



Back to your account setup, click **Next** to start the authenticator enrollment.

Image not found or type unknown



Click **Next**.

Image not found or type unknown



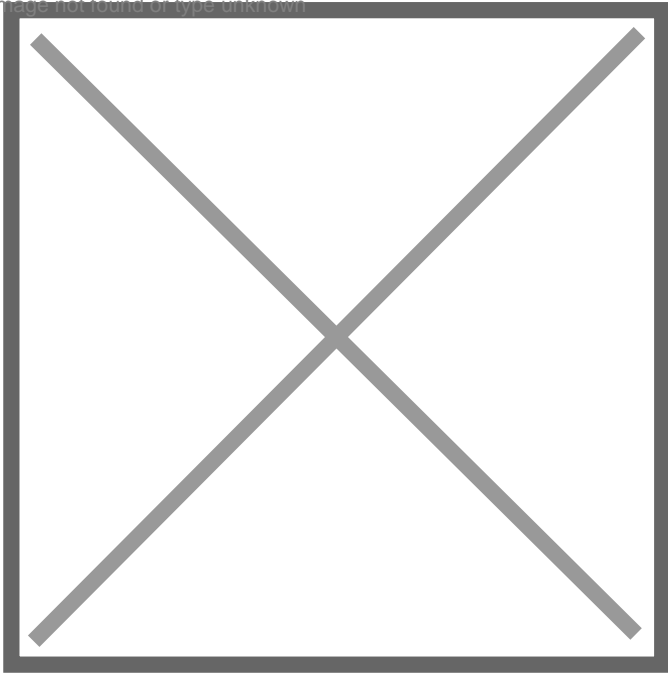
You should see a QR code that looks like a pixelated square.

Image not found or type unknown



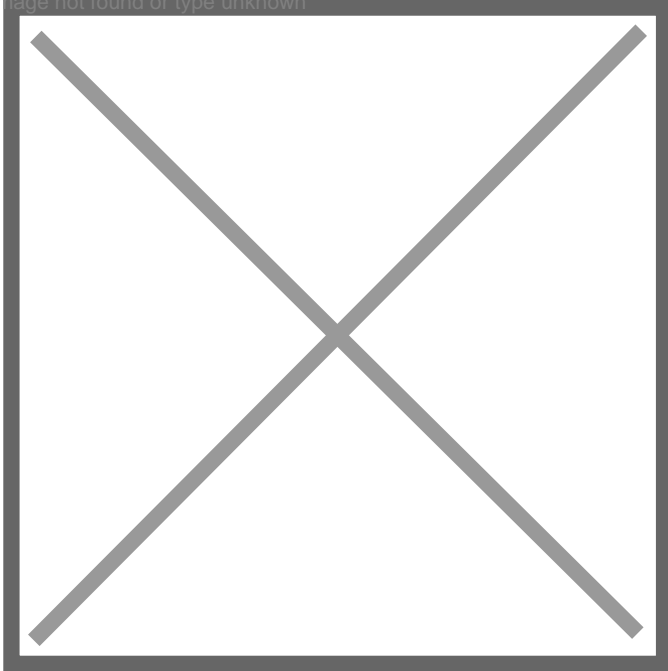
On the Authenticator app, click the plus +, or click **Sign-In** or **Add Account**.

Image not found or type unknown



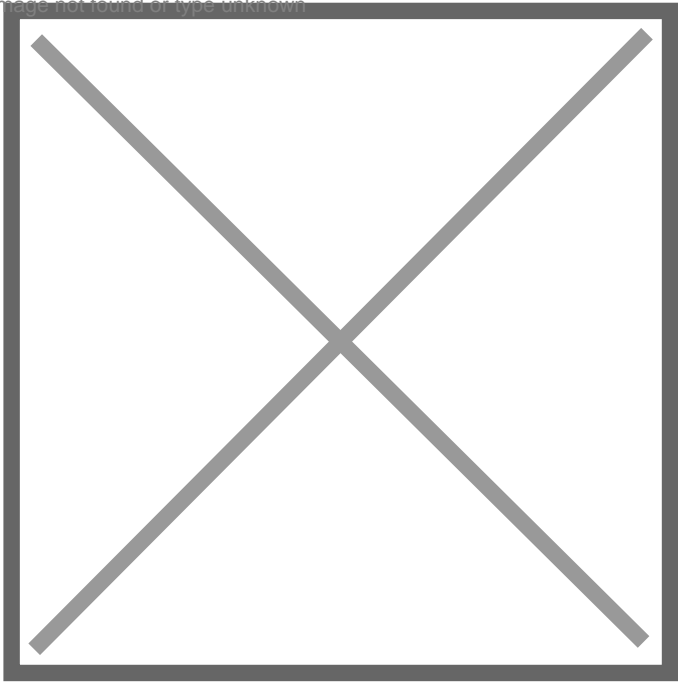
Choose the **Work or school account** option.

Image not found or type unknown



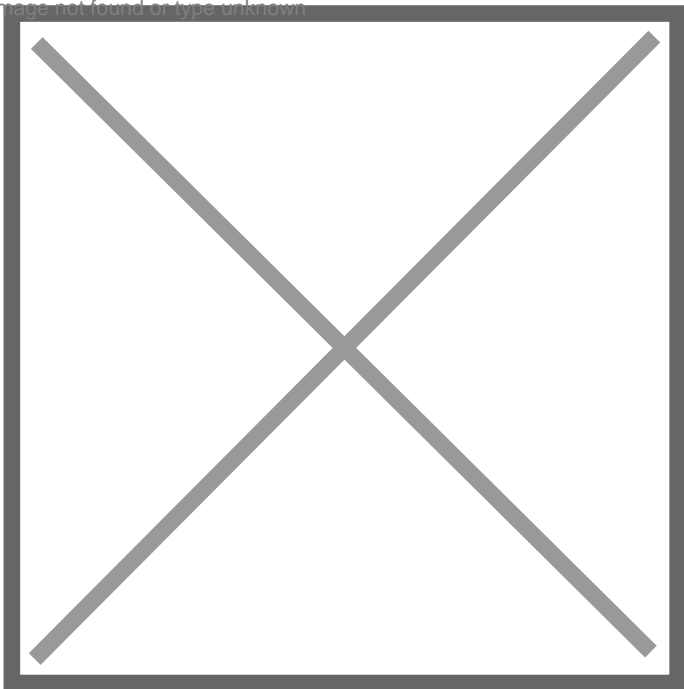
Choose **Scan QR code**. You will be asked to grant the app permission to use the camera. Click **Yes** or **Allow**. You can disable camera access after the enrollment process.

Image not found or type unknown



Scan the QR code with your smartphone's camera.

Image not found or type unknown



Once the code has been scanned, the account is added. Click **Next**. Your authenticator app on your smartphone will receive a notification to allow the sign-in. Click **Allow** and then enter the number shown on your screen and press **Yes**.

Image not found or type unknown

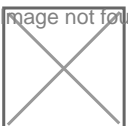
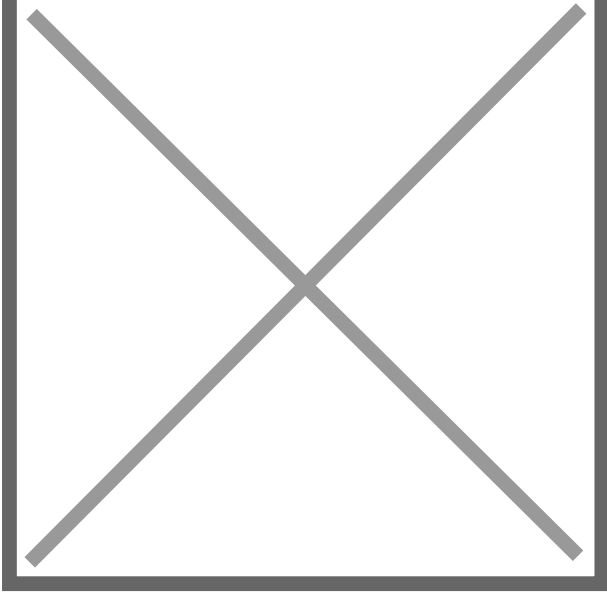


Image not found or type unknown



After you have approved the sign-in, a confirmation will be displayed on the screen. Click **Next**.

Image not found or type unknown



Your authenticator app has been enrolled. Click **Done**.

Image not found or type unknown



Signed-In

Your sign-in and MFA enrollment has been completed. Click **Yes** to stay signed-in on this device. If you are using a public computer, choose **No**.

Image not found or type unknown



Finally, a **welcome - get started** message will be displayed. Click the right arrow on the screen to click through the tutorial and then click the check mark to close it.

image not found or type unknown



You are now signed-in. At this point you can choose an application to open from the left hand shortcut menu or the waffle application launcher at the top left corner.

image not found or type unknown

