

Outlook

Outlook on the Web

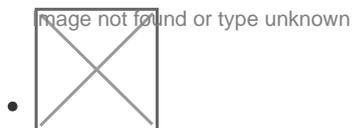
- [Change filter settings in Outlook on the Web](#)
- [Send as a Group in Outlook](#)
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Change filter settings in Outlook on the Web

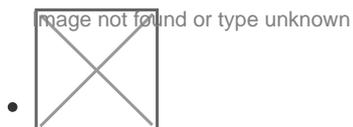
Change filter settings in Office365 Outlook on the Web

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.



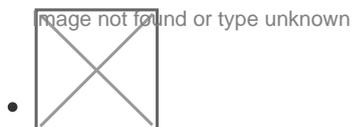
3. In the left column of the Mail settings, click **Block or Allow**.



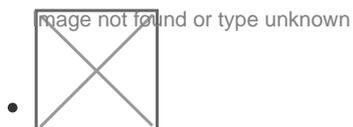
4. Add acceptable email addresses to the **Safe Senders** list.



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.



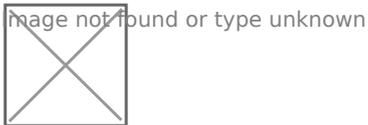
Alternatively, you could allow all senders to be delivered to the inbox by selecting **Don't move email to my Junk Email folder** and click **Save**.

Send as a Group in Outlook

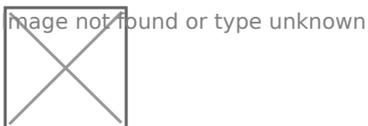
To send a message as a group or shared mailbox from your own account, first the admin has to grant **Send-As** permissions for your account on the target group.

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

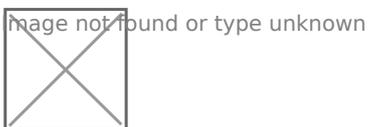
On the **Options** tab, select the **three dots** on the right side. Under **Show Fields**, choose **From**.



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.



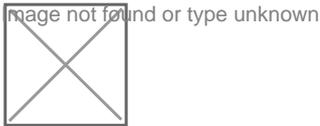
Once you have sent from a group or shared mailbox, when you drop-down the from list, the recently used email addresses will be in the list.

Setup Microsoft 365 Account

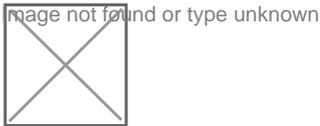
The first time you sign-in to your account on Microsoft 365, there are some account setup tasks to be done.

office.com

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

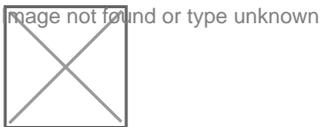


Enter your **username** (your username is in the form of an email address). Click **Next** and then enter your **Password**.



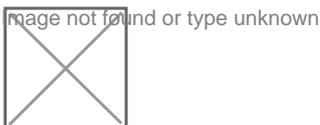
Change Password

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



Multi-Factor Authentication

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



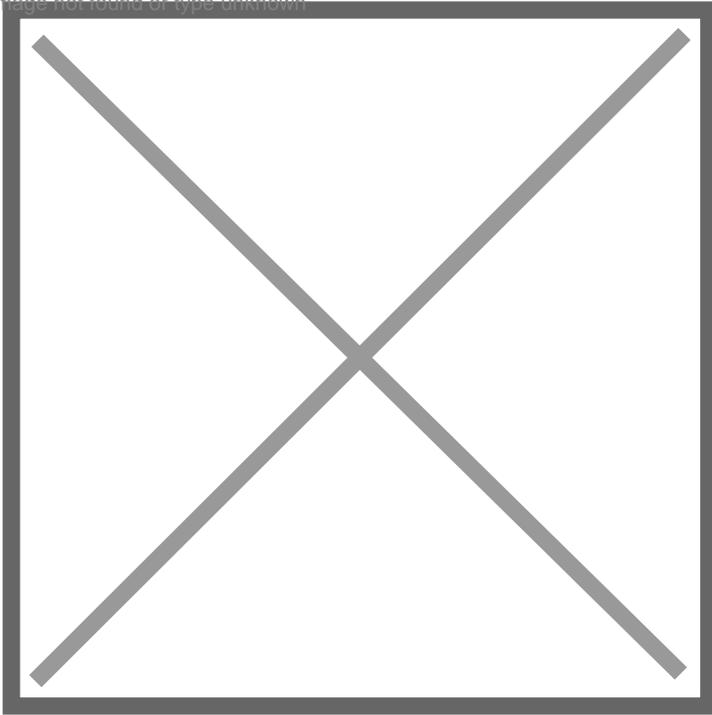
Mobile App

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>

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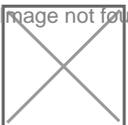
Back to your account setup, click **Next** to start the authenticator enrollment.

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Click **Next**.

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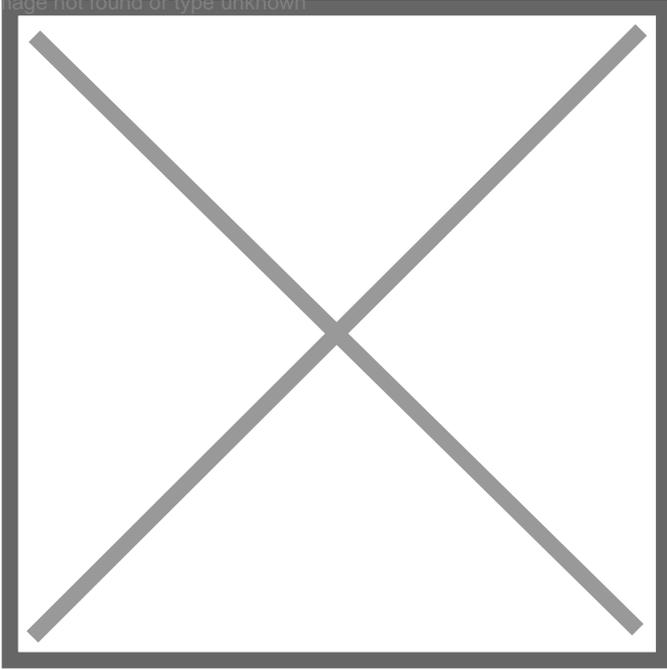
You should see a QR code that looks like a pixelated square.

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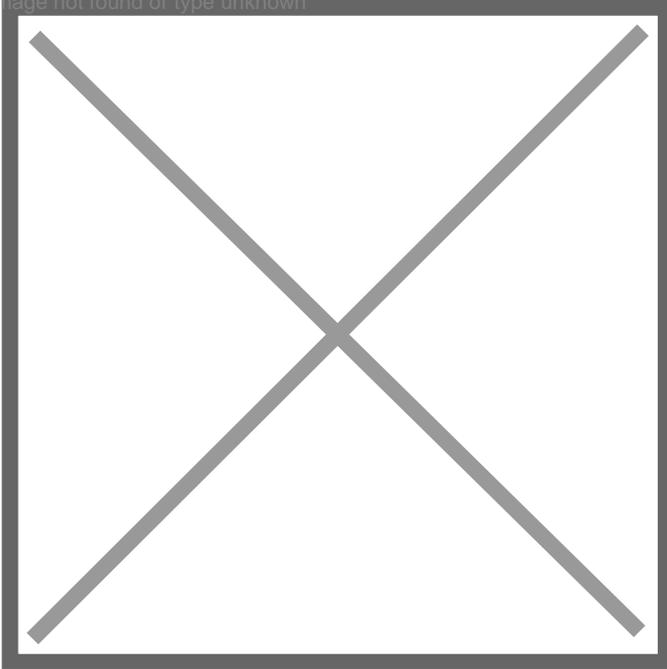
On the Authenticator app, click the plus +, or click **Sign-In** or **Add Account**.

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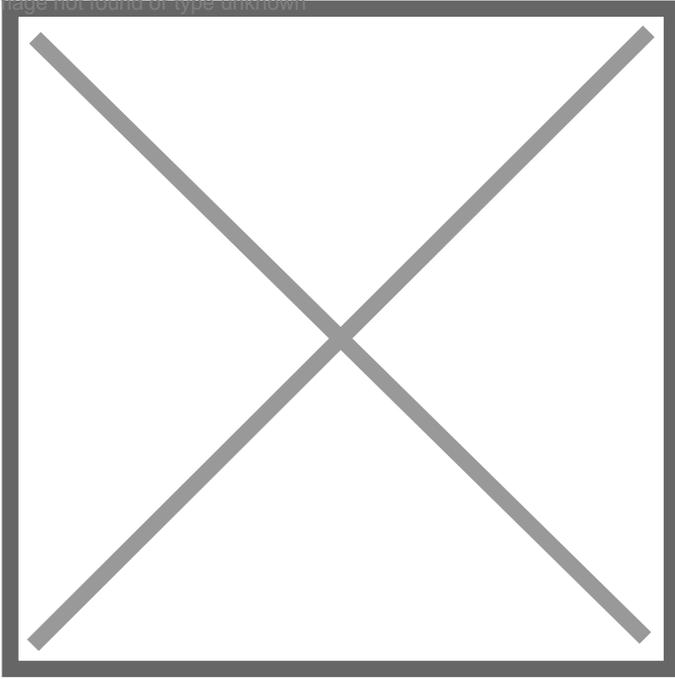
Choose the **Work or school account** option.

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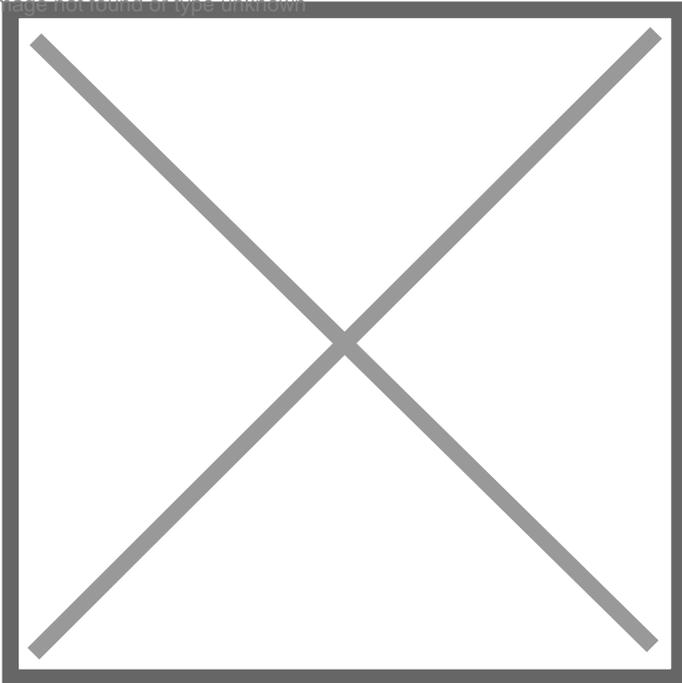
Choose **Scan QR code**. You will be asked to grant the app permission to use the camera. Click **Yes** or **Allow**. You can disable camera access after the enrollment process.

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Scan the QR code with your smartphone's camera.

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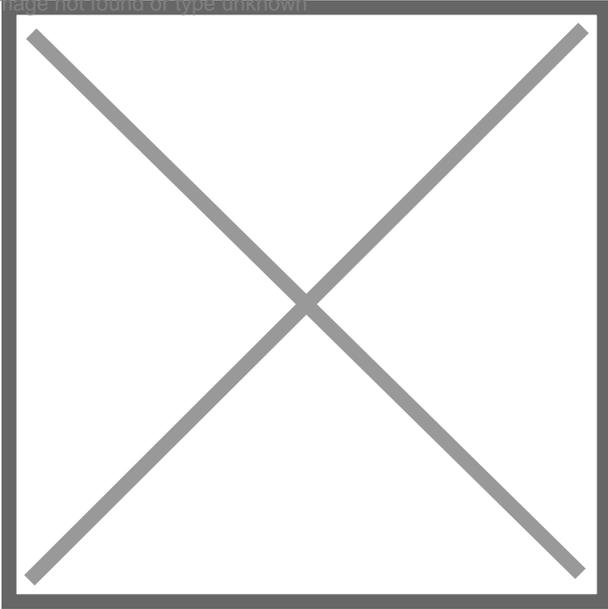


Once the code has been scanned, the account is added. Click **Next**. Your authenticator app on your smartphone will receive a notification to allow the sign-in. Click **Allow** and then enter the number shown on your screen and press **Yes**.

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

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

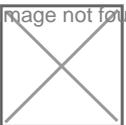
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Signed-In

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**.

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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.

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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.

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