

Accessing your Yavneh Office 365 email account (Students)

Important: Your Yavneh Office 365 email address will be username@yavnehcollege.org and the password will be your network password you use to logon to the computers in school.

There are many ways to access your email detailed below:

Web browser (Outlook Web Access)

<http://outlook.office365.com>

Login with your Yavneh email address and password on the website above via any web browser

iPhone/iPad

Please follow the instructions on the Microsoft page below using your Yavneh email address and password to add your account.

https://support.office.com/en-us/article/Set-up-email-on-iPhone-iPad-or-iPod-Touch-b2de2161-cc1d-49ef-9ef9-81acd1c8e234#BKMK_WorkOrSchool

Android Phone/Tablet

Please follow the instructions on the Microsoft page below using your Yavneh email address and password to add your account.

https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872#BKMK_O365SetUp

Windows Phone

Please follow the instructions on the Microsoft page below using your Yavneh email address and password to add your account.

https://support.office.com/en-us/article/Set-up-email-on-Windows-Phone-181a112a-be92-49ca-ade5-399264b3d417?ui=en-US&rs=en-US&ad=US#BKMK_O365Exchange

Outlook 2016 / 2013 for PC (Windows)

After installing Office 2013/2016 (if not already installed), please follow the instructions on the Microsoft page below using your Yavneh email address and password to add your account to Outlook.

<https://support.office.com/en-us/article/Set-up-email-in-Outlook-for-Windows-6e27792a-9267-4aa4-8bb6-c84ef146101b>

Outlook 2016 for Mac OSX

Please follow the instructions on the Microsoft page below using your Yavneh email address and password to add your account.

<https://support.office.com/en-us/article/Set-up-an-email-account-in-Outlook-2016-for-Mac-86bd232e-0422-49b5-9b60-d1c5f1109f40?ui=en-US&rs=en-US&ad=US>

Other Devices

This guide gives the general settings required to set up your Yavneh Office365 email account on any mobile device or client not covered in detail above. We cannot offer specific instructions for all of the devices in use, but these are the settings your device should need:

Server Address outlook.office365.com

Domain: Leave blank

Username: Your Yavneh email address (username@yavnehcollege.org)

Password: Your Yavneh network password

Please ensure that SSL encryption is selected (if the option is available)