

## Adding O365 email account to Outlook

1. Close Outlook
2. In the Control Panel, click on 'Mail (32-bit)'
3. In the resulting dialog box, click on the 'E-mail Accounts...' button
4. In the 'E-mail' tab of the resulting Account Settings dialog box, click on the 'New...' button
5. Enter your name, O365 email address ([first.last@afacademy.af.edu](mailto:first.last@afacademy.af.edu)), and O365 password

A pop-up will appear prompting you to enter your O365 account password. Prior to the latest Office 2016 installation, a message would appear that a connection was not made successfully. However, if you press the back button and redo the process it would work on the second try (Jeff Rhodes figured this trick out). After the latest install, it worked on the first time.

### Notes

1. You cannot publish your certificates to the GAL with your O365 account added in Outlook. If you get a new CAC, you will need to remove your O365 account, publish your certs, and then add the O365 account again.
2. You will be prompted for your O365 password when starting Outlook each time

## Managing Two Email Accounts

Since the USAFA account is still the official record, I try my best to only send emails from this account. However, the O365 account is convenient to have access to emails and calendar events on your phone or a personal device. The below steps make managing the two accounts simpler and reduce the likelihood of missing an email from a student.

### Adding q2i Calendar Events

The functionality to add calendar events still will only apply to your USAFA calendar. The following steps enable you to copy all of the events that you added from q2i to your O365 calendar. Otherwise, these events will not appear on your phone calendar.

1. Add all of the events you are interested in from q2i to your Outlook calendar
2. In Outlook, switch to your calendar
3. Click on the View tab on the top ribbon
4. Click 'Change View' and select 'List'
5. In the 'Arrangement' section in the ribbon, click the 'Expand/Collapse' dropdown and select 'Collapse All Groups'
6. For each type of event that you added from q2i, do the following steps
  - a. Copy all events in the group (select the first event, press shift and select the list event, press CTRL + C)
  - b. Select your O365 calendar on the left navigation pane
  - c. If necessary, switch to 'List' view and paste the events

### Creating a Rule to Move Messages to a Specific Folder

I move emails that are sent directly to my O365 email to a folder called 'Direct' to separate them from emails that are you forwarded from my USAFA account.

1. Create a new folder to move the emails
2. Click on the File Tab
3. Select Manage Rules & Alerts
4. Choose your O365 account in the 'Apply changes to this folder:' dropdown
5. Click on the New Rule in the E-Mail Rules tab found in the Rules and Alerts pop up window
6. Select 'Apply rule on messages I receive' in the 'Start from a blank rule' section and click Next
7. Check the box for the 'sent to people or public group' condition
8. Click on the underlined 'people or public group' value that appears in the Step 2 box
9. Type your O365 email address ([first.last@afacademy.af.edu](mailto:first.last@afacademy.af.edu)) in the To box and click OK
10. Click Next
11. Check the boxes for the 'move it to the specified folder' and 'stop processing more rules' actions
12. Click on the underlined 'specified' value that appears in the Step 2 box
13. Select the folder that you created in step 1 and click OK
14. Click Next twice
15. Rename your rule and click Finish
16. In Outlook, right click the folder that you created and select 'Show in Favorites' in order to have it appear at the top of the Outlook folder list

### Other Tips

1. I created a similar rule for Outlook calendar events to manage two calendars quickly
2. When sending meeting invitations, I also invite my O365 account so it is on both calendars
3. You can view multiple calendars simultaneously in Outlook by checking multiple on the left navigation pane; you can then quickly copy events from one calendar to the other
4. You can change the 'From' account when responding to messages in your 'Direct' folder (above the 'To' box)