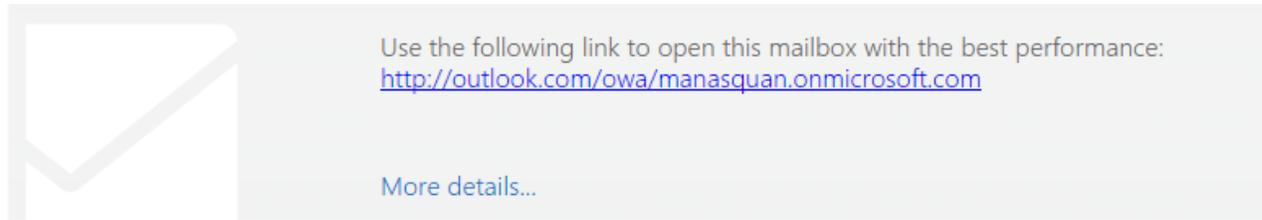


Seeing this when trying to access Outlook Web App?



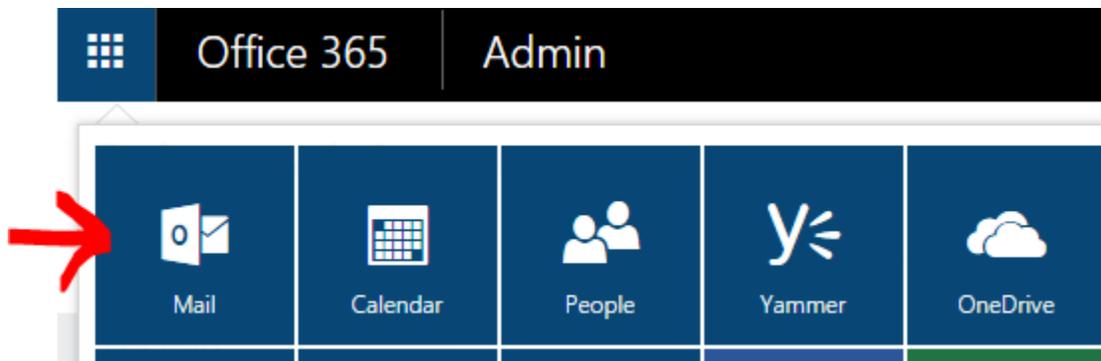
If so, your mailbox has been moved to the cloud!

To access your mail once you've been migrated to the cloud, use the **Office 365** icon instead of Outlook web app.



When asked to login, be sure to use your full email address, **user@manasquan.k12.nj.us** as the username and your district password.

Once logged in to Office 365, click "Mail" from the App Launcher at the top left (aka Waffle menu)



Once your mailbox has been migrated to the cloud, you also may need to update some settings on your phone if you sync your mail, calendar, and contacts...

(See Next Page →)

For iOS phones connecting to your email, you will need to add/change the following settings:

Navigate to: Settings → Mail, Contacts, Calendars → (Name of Your Manasquan Account) → Account (Exchange).

The fields here should be set to:

- Email: user@manasquan.k12.nj.us Where "user" is your district username.
- Server: outlook.office365.com
- Domain: (leave blank)
- Username: user@manasquan.k12.nj.us Where "user" is your district username.
- Password: (your district network password)

For Android phones connecting to your email, you will need to add/change the following settings:

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.
2. Type your full email address, for example user@manasquan.k12.nj.us, type your password, and then tap **Next**.
3. Select **Manual**.
4. Review the settings on the **Exchange server settings** page and update if necessary.
 - > **Email** Make sure your full email address is in this box, for example, user@manasquan.k12.nj.us
 - > **Domain\Username** Type your full email address in this box, for example, user@manasquan.k12.nj.us. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
 - > **Password** Use your district account password.
 - > **Exchange Server** The server name for Office 365 for business is **outlook.office365.com**.
 - > Make sure the **Use secure connections (SSL)** box is checked.
5. Tap **Done**.
6. You might receive a message about additional security features. Select **OK** or **Activate** to continue.
7. Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
8. On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.