

Training Guide: Accessing Office 365 Microsoft Exchange Email

Step 1: Logging in via Web Browser

1. Open your preferred web browser (Chrome, Edge, Safari, or Firefox).
2. In the address bar, type: <https://outlook.office.com> and press Enter.
3. On the Microsoft Sign In page:
 - Enter your full email address (e.g., jdoe@unlimitedjourneysttravel.com).
 - Click Next.
4. Enter your password.
5. Click Sign In.
6. If this is your first time logging in, you may be prompted to set up two-factor authentication (2FA). Follow the steps below.

Step 2: Setting Up SMS Two-Factor Authentication (2FA)

1. After signing in, you'll see a message saying: "More information required". Click Next.
 2. On the Keep your account secure page, choose I want to set up a different method if SMS is not already shown.
 3. From the dropdown, select Phone.
 4. Click Confirm.
 5. Enter your mobile phone number.
 - Select your country code (e.g., +1 for USA).
 - Type your phone number.
 6. Choose Text me a code.
 7. You'll receive a 6-digit code via SMS. Enter the code in the verification box.
 8. Click Next → Done.
-  You have now enabled SMS-based two-factor authentication. Each time you log in via the web portal, you may be prompted to enter a text message code to protect the security of your mailbox.

Step 3: Downloading Microsoft Outlook Mobile App

For Android Devices

1. Open the Google Play Store.
2. In the search bar, type Microsoft Outlook.
3. Tap the Install button.
4. Once installed, tap Open.

For iOS Devices (iPhone/iPad)

1. Open the Apple App Store.
2. In the search bar, type Microsoft Outlook.
3. Tap the Get button (you may need to authenticate with Face ID, Touch ID, or your Apple ID password).
4. Once installed, tap Open.

Step 4: Setting Up Your Exchange Email on the Outlook Mobile App

1. Open the Outlook app.
2. On the welcome screen, tap Add Account.
3. Enter your full email address (e.g., jdoe@unlimitedjourneysttravel.com).
4. Tap Continue.
5. Enter your password when prompted.
6. Tap Sign In.
7. If two-factor authentication is enabled:
 - You'll receive a 6-digit SMS code.
 - Enter the code to verify your login.
8. Grant permissions if prompted (notifications, calendar, contacts).
9. Once setup is complete, tap Maybe Later or Turn On for additional features like Focused Inbox.

 Your Microsoft Exchange email is now set up on your mobile device.

Once your email box setup is complete, please send an email to icsupport@unlimitedjourneysttravel.com to confirm you have access.