APU Email Starter Manual

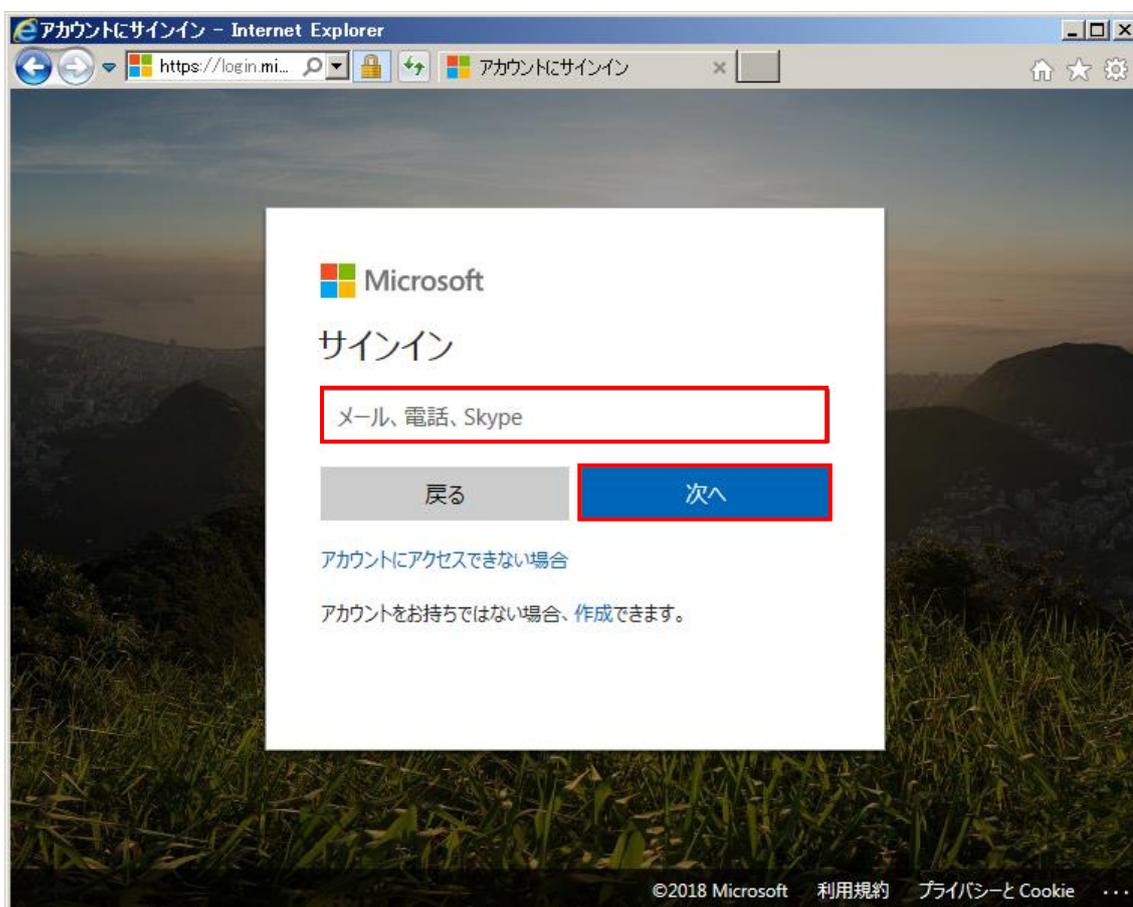**August 2018**

1

Contents

1．**Initial Setup of Outlook on the web**

Sign-in to Outlook on the web

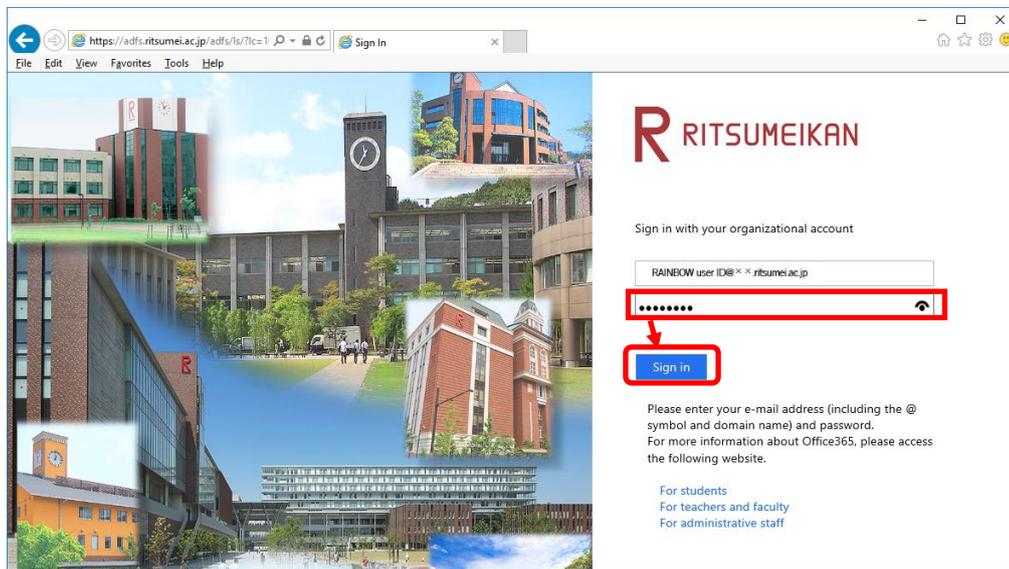◆**The APU email system uses "Office365" by Microsoft.**

(1) **Launch Internet Explorer and access to the Office 365 website.**

①Access to https://portal.office.com/, enter **your email address** and then press the Enter key.
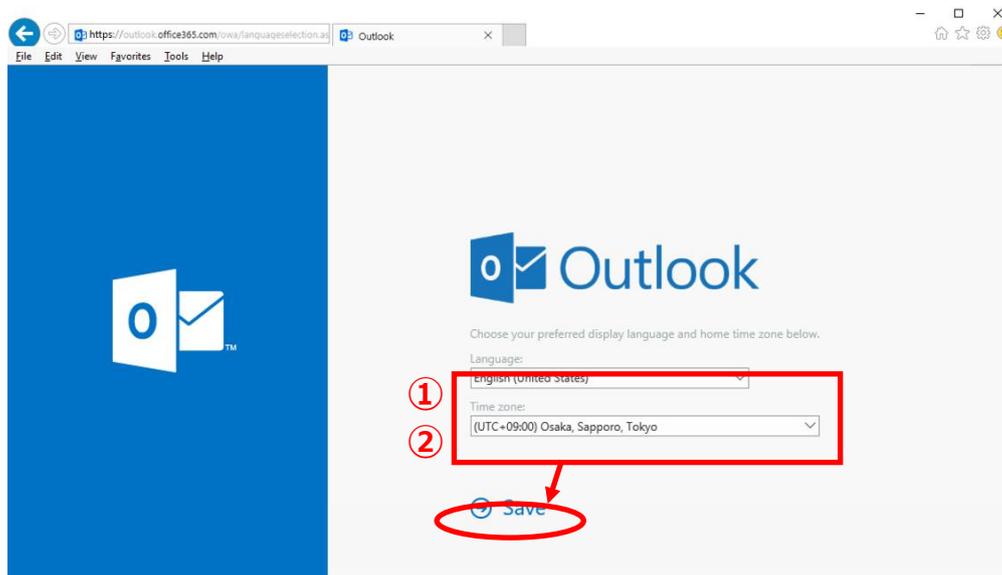

②Wait while [リダイレクト中] is displayed.

(2) **The Sign-in screen for APU appears. Enter your password and click [Sign-in].**
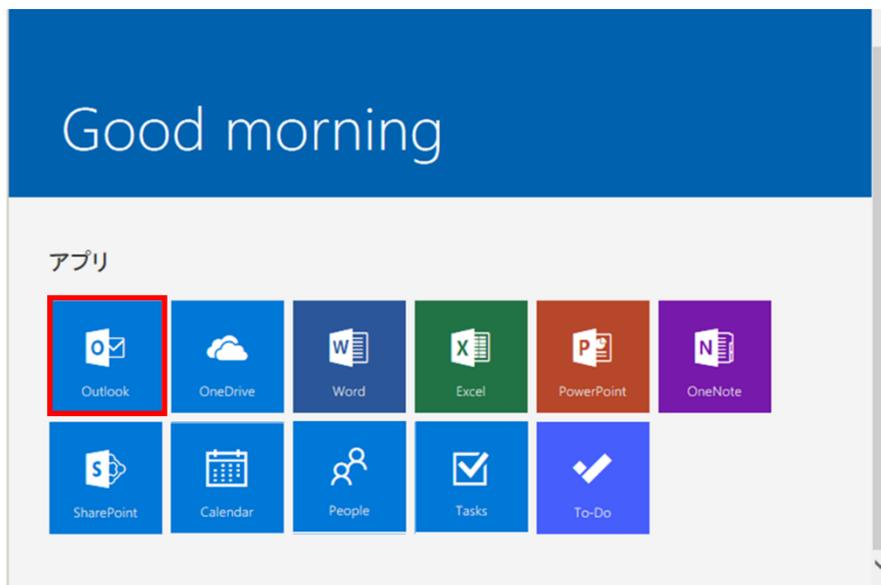

(3) **Choose your language and timezone, and click [Save].**

   * This screen only appears for the initial sign-in. You will not see it once you have chosen them.
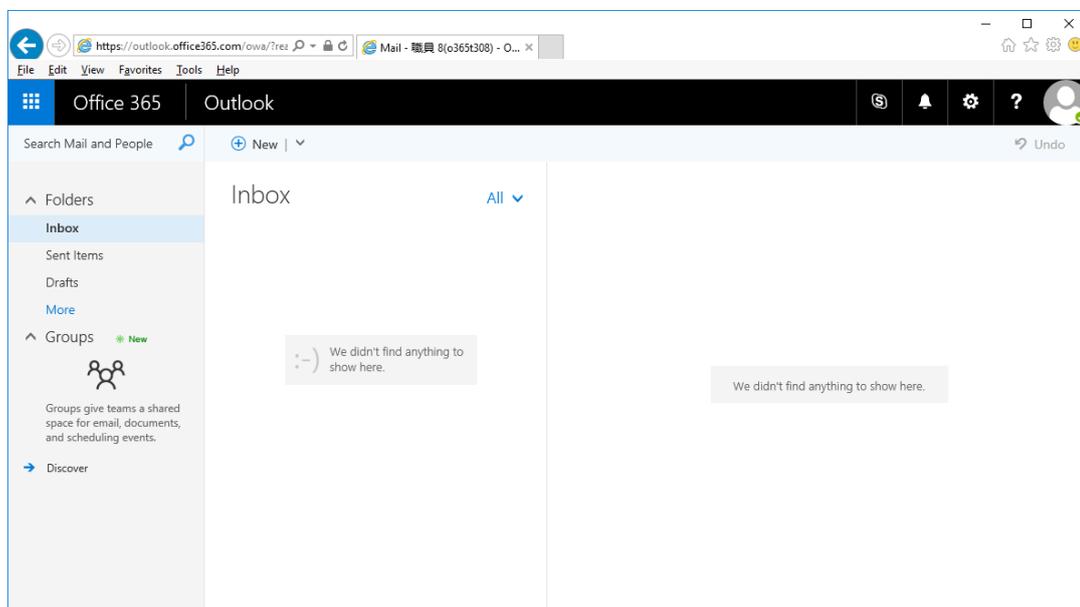

①**Language**	Choose [English (United States)].
②**Timezone**	Choose [(UTC +9:00) Osaka, Sapporo, Tokyo].

* The following screen may appear before or after the initial setting screen above. In this case, click [Outlook] to continue.

(4) **Sign-in is complete if the Inbox is displayed.**

　　　* This screen is the basic place for Outlook on the web operation.

2. **Contact Us**

We accept inquiries about email data migration and operation of the system by phone or via email.

■ Information Systems Administrativ Office

3rd floor Building D

Monday – Friday 10:00-16:30

■ Via email

system@apu.ac.jp

※Please understand that it may take time to reply to inquiries received via email.

■ FAQs

Announcement of Office 365

http://www.apu.ac.jp/home/ct/office365/