

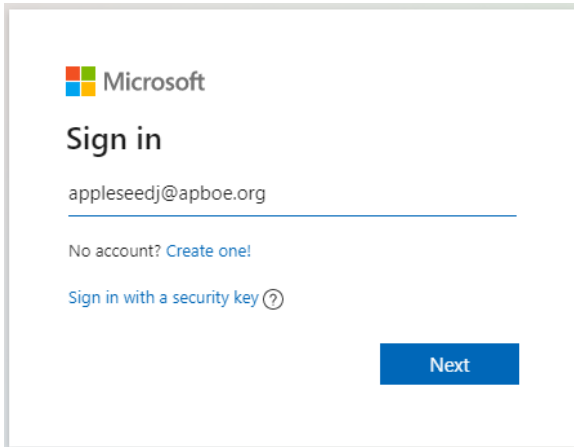


Prepare for New APSD Email System

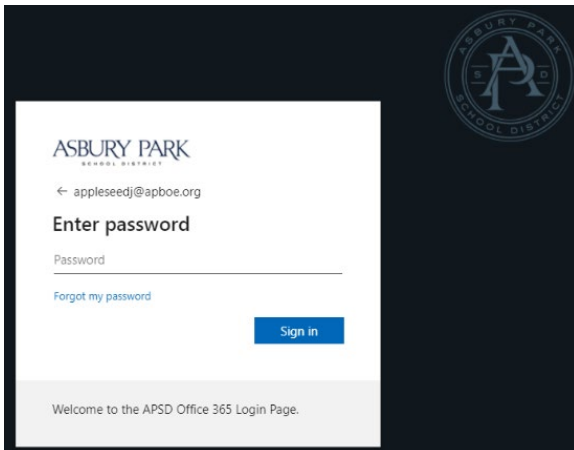
APSD is moving to a new email system. The day-to-day use of the system will remain mostly the same. This document covers what's changing. Please follow the instructions below to prepare for the new system.

Sign in to Outlook.com

1. Go to **outlook.com** and click **Sign In**
2. Enter your username and add **@apboe.org** to the end of it. For example, if your username is appleseedj, enter **appleseedj@apboe.org**



3. Enter your password. Click **Sign in**



4. Download the **Microsoft Authenticator** app on your mobile device. On Android-based phones, it can be found in the Google Play Store app. On iPhone & iPad, it can be found in the App Store app. These QR codes can be scanned with your device's camera for direct access

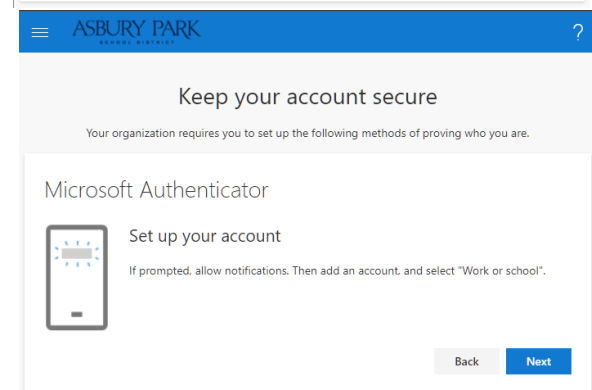
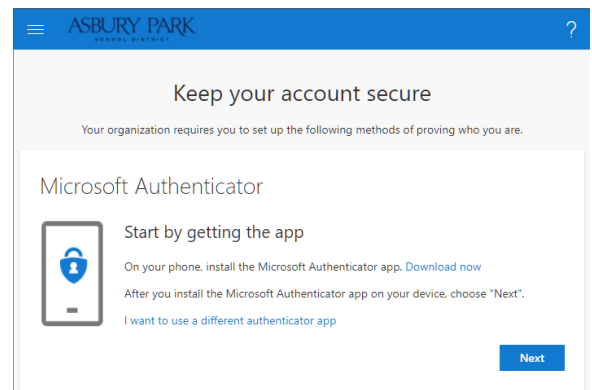


Apple App Store



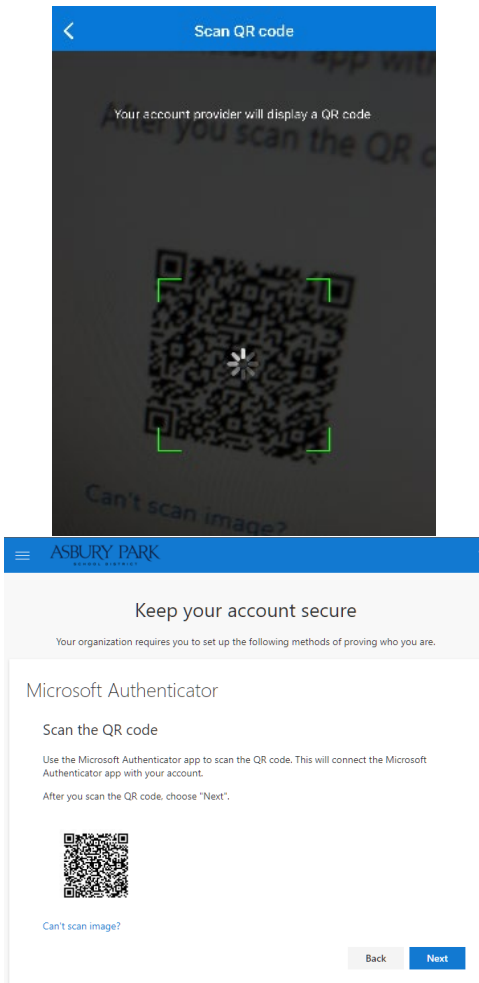
Google Play Store

5. On the computer, the **Keep your account secure** screen will appear. Click **Next** until you see a QR code on the screen. On your mobile device, open the Microsoft Authenticator app and then tap **Add account**

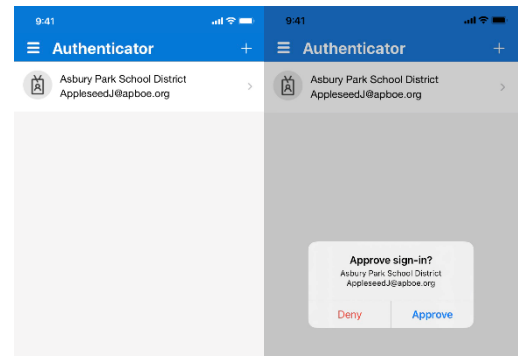
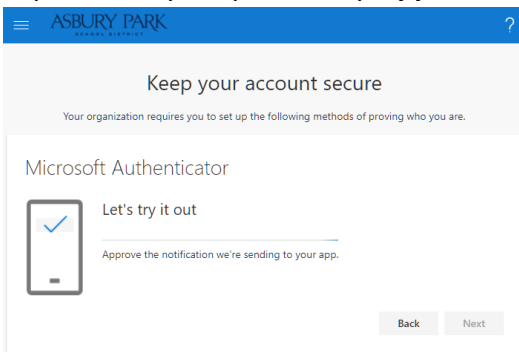


6. On the computer, click **Next**. On your mobile device, tap **Scan QR code**

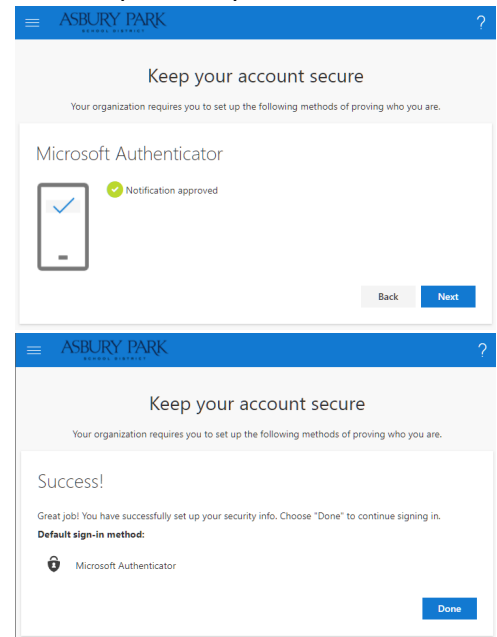
- Use the app to scan it with your mobile device's camera



- The *Let's try it out* screen will appear on the computer. On your phone, tap **Approve**



- On the computer, tap **Next** and **Done**



If your mailbox has been transferred to the new system, you should now see your inbox. If not, you will see a message containing the link to our old system.

Once it has been transferred, please update your devices using the instructions on the following pages.

Email Setup on District-owned Devices

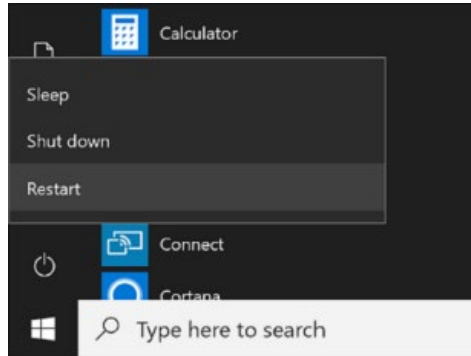
Outlook on Windows 10



Restart your computer. Outlook will automatically start using the new service.

To restart your computer, go to **Start**, select the Power button, and then select **Restart**.

When the computer starts up, open Outlook and sign in.



iOS & iPadOS



Use the instructions below to add your email account on your iPhone, iPod Touch, or iPad.

1. Open the **Self Service** app. If necessary, sign in using your APSD username and password
2. Under the Asbury Park Office 365 Email icon, tap **Install**
3. Open the **Mail** app. When prompted, enter your APSD password

Email Setup on Personal Devices

iOS & iPadOS

Use the instructions below to add your email account on your personal iPhone, iPod Touch, or iPad.

This guide was written using iOS 15

1. Go to **Settings > Mail > Accounts > Add Account**. The *Add Account* screen will open
2. Tap **Microsoft Exchange**
3. In **Email**, type your username and **@apboe.org**. For example, if your username is **appleseedj**, type **appleseedj@apboe.org**
4. Tap **Next**
5. A confirmation box will pop up. Tap **Sign In**
6. The login window will appear. Enter your password and then tap **Sign in**. On the next screen, tap **Accept**. Then tap **Save**

Android

Use the instructions below to add your email account on your personal Android phone or tablet.

This guide was written using Android version 11

1. Go to **Settings > Accounts > Add Account**. The **Add an account** screen will open
2. Tap **Exchange**
3. In **Email**, type your username and **@apboe.org**. For example, if your username is **appleseedj**, type **appleseedj@apboe.org**
4. Tap **Next**
5. The login window will appear. Enter your password and then tap **Sign in**. On the next screen, tap **Accept**. Then tap **Next** and **Done** to complete the process

Apple macOS Mail

Use the instructions below to add your email account on your personal Mac in Apple Mail.

This guide was written using macOS Big Sur Version 11

1. Open **System Preferences**
2. Click **Internet Accounts**. The Internet Accounts window will open
3. Click the plus sign (+)
4. Click **Microsoft Exchange**
5. In **Email Address**, type your username and **@apboe.org**. For example, if your username is **appleseedj**, type **appleseedj@apboe.org**
6. A Microsoft Exchange window will appear. Click **Sign In**
7. The login window will appear. Enter your password and then click **Sign in**. On the next screen, click **Accept**. Then click **Done** to complete the process

Remove Old Email Account from a Personal Device

iOS & iPadOS

Use the instructions below to remove your email account on your personal iPhone, iPod Touch, or iPad.

This guide was written using iOS 15

1. Go to **Settings > Mail > Accounts**. The **Accounts** screen will open
2. On the **Accounts** screen, tap the account you want to remove
3. Scroll down and tap **Delete Account**. A *Delete Account* warning window will open
4. On the *Delete Account* warning window, tap **Delete Account** to finish. You have successfully removed the account from your device

Android

Use the instructions below to remove an Exchange account on your Android device.

This guide was written using Android version 11

1. Go to **Settings > Accounts**. The **Accounts** screen will open
2. On the **Accounts** screen, tap on the account. That account's screen will open
3. Tap on the **Remove account** button. A confirmation box will appear
4. Tap **Remove account** to complete the process

Apple macOS Mail

Use the instructions below to remove an Exchange account in Apple Mail

This guide was written using macOS Big Sur Version 11

1. Open **System Preferences**
2. Click **Internet Accounts**. The *Internet Accounts* window will open
3. In the list, click on the account to highlight it
4. Click the minus sign (-). A *Remove* warning window will open
5. In the *Remove* warning window, click **Remove From All** to remove it from all of your macOS devices. You have successfully removed your account