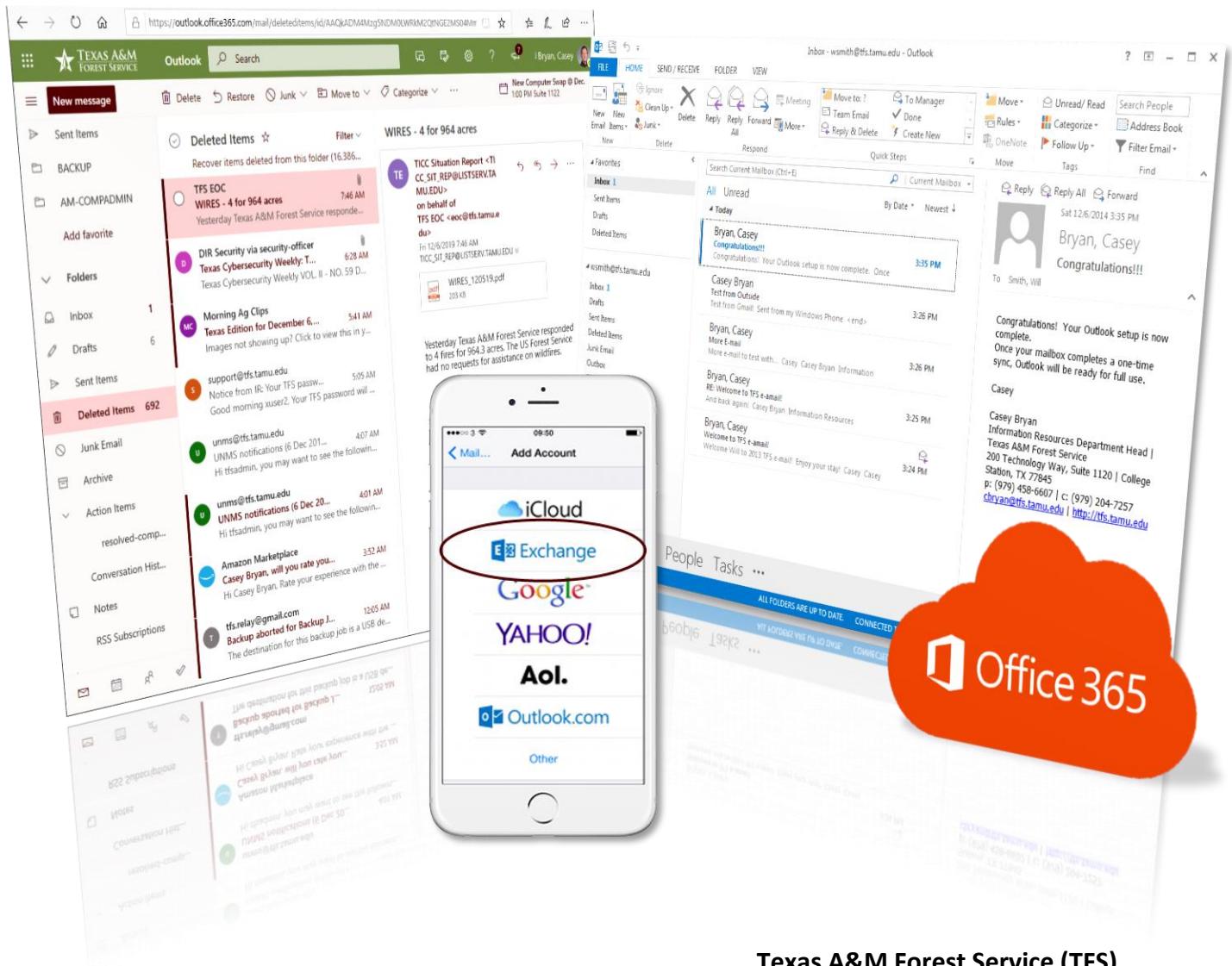


TFS E-mail Setup Guide

Smart Phones & Tablets, TFS OWA, & Outlook



**Texas A&M Forest Service (TFS)
Information Resources**

support@tfs.tamu.edu
<http://tfs.tamu.edu>

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Texas A&M Forest Service

<http://tfsweb.tamu.edu>

Revised December 7, 2019

IR Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.

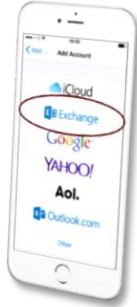
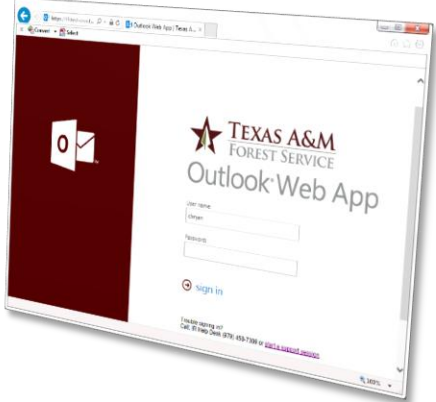
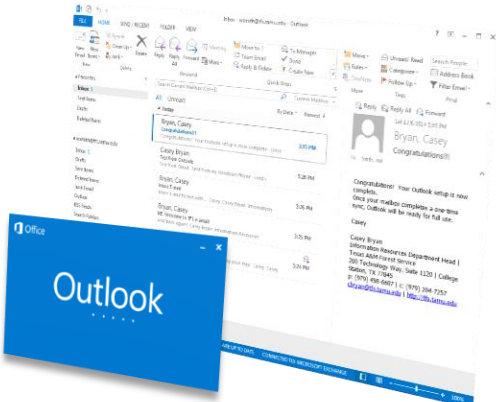
Table of Contents

Table of Contents	3
Introduction	4
1.0 Setup your Smart Phone.....	5
2.0 Access E-mail via your Web Browser	10
3.0 Setup Outlook on your Computer.....	12
4.0 Contact Information	16

Introduction

The following guide will walk you through the settings necessary to setup and gain access to TFS e-mail.

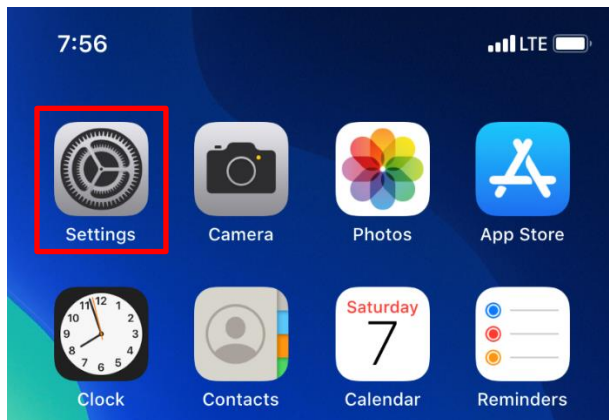
To get started, select the method you would like to use to check your e-mail and follow the steps to set it up:

<p>1. Check your e-mail via your Smart Phone or Tablet</p> <p><u>Get Started -></u></p>	 A smartphone screen displaying a list of email providers: iCloud, Exchange (circled in red), Google, YAHOO!, Aol., and Outlook.com.
<p>2. Check your e-mail on the web using a web browser such as Edge, Chrome or Firefox</p> <p><u>Get Started -></u></p>	 A screenshot of the Outlook Web App login page. The page features the Texas A&M Forest Service logo and the text "Outlook Web App". There are input fields for "User Name" and "Password", and a "Sign In" button. A "Forgot your password?" link is also visible.
<p>3. Check your e-mail via Outlook from your desktop or laptop</p> <p><u>Get Started -></u></p>	 A screenshot of the Outlook desktop application interface. The interface shows a list of emails in the left pane, a selected email in the center pane, and a detailed view of the selected email in the right pane. The Outlook logo is visible in the bottom left corner.

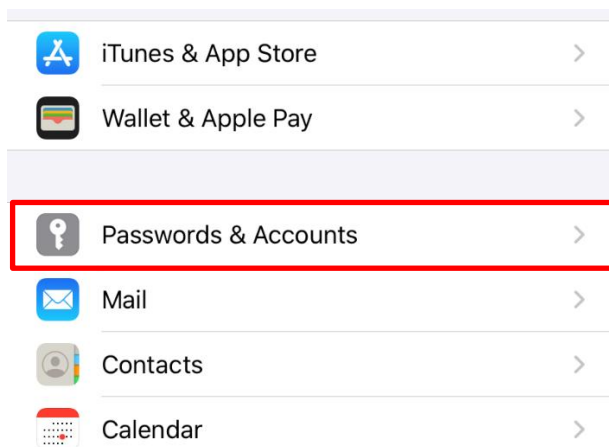
1.0 Setup your Smart Phone

The following steps will show you how to set up your TFS e-mail account on an iOS device. The steps for an Android or other smart phone will be similar but the screens will differ.

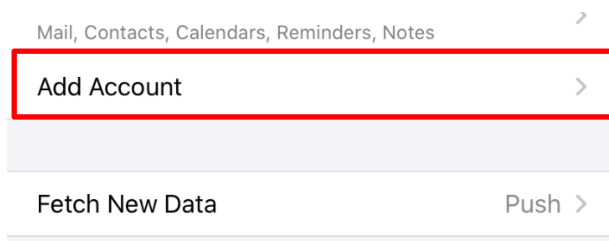
1. On your iOS device, tap “Settings”.



2. Navigate to and tap “Passwords & Accounts”.



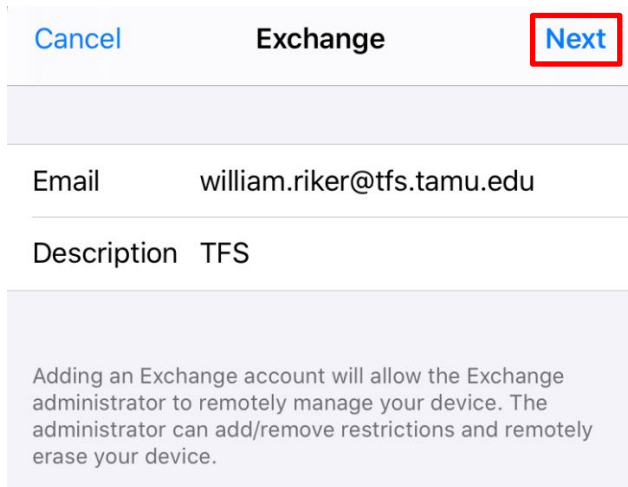
3. Tap “Add Account”.



-
4. Tap “Microsoft Exchange”.

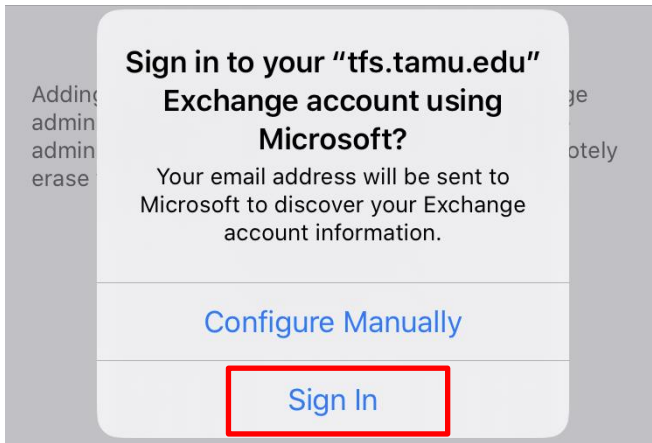


5. Type in your TFS e-mail address and set a description.
Recommended description: TFS

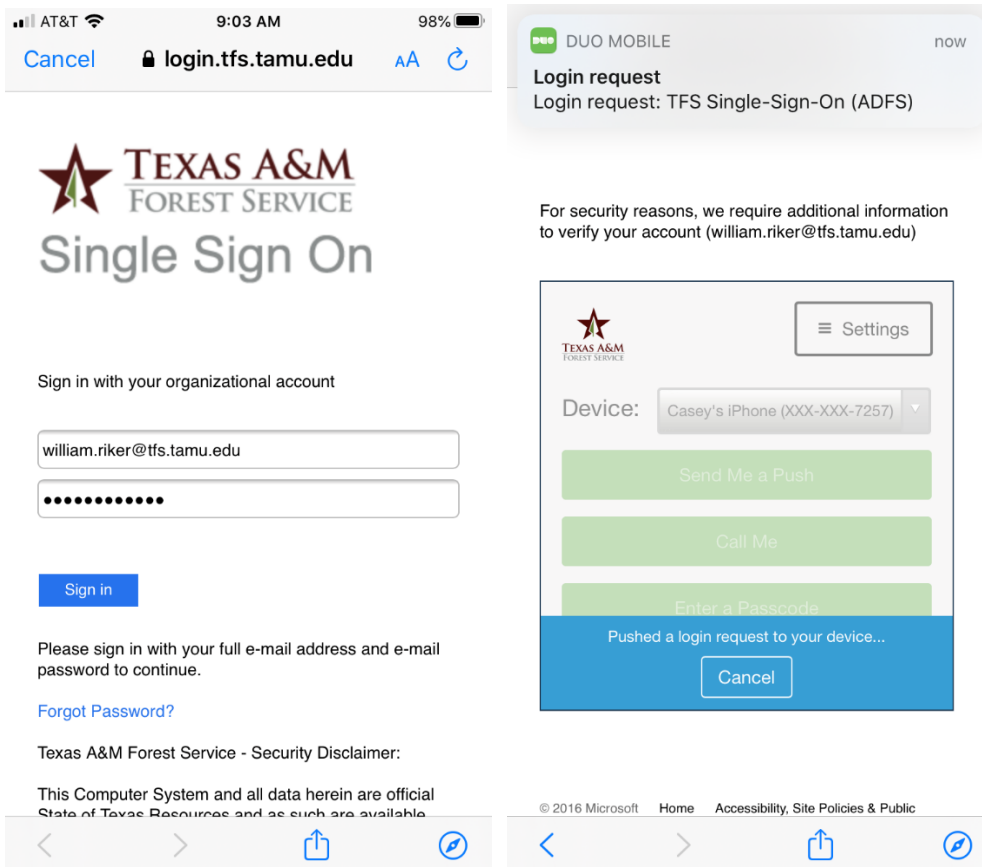


Tap “Next” when ready.

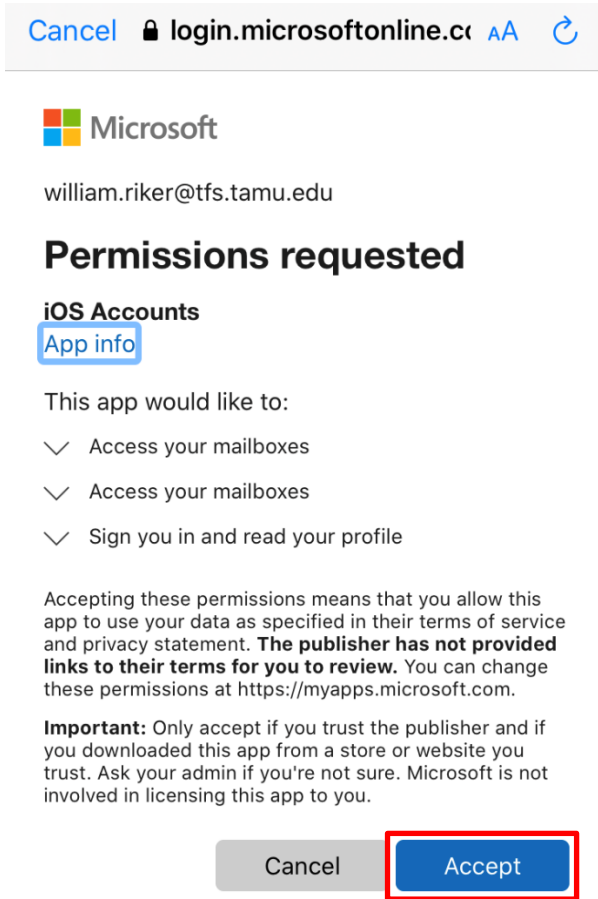
6. Tap "Sign In".



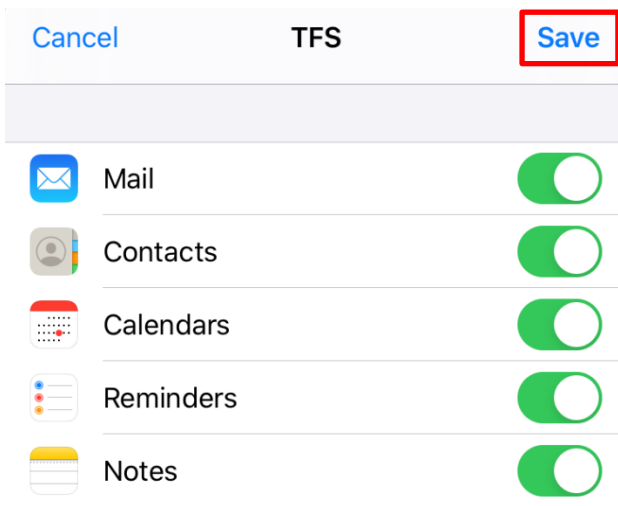
7. Enter your e-mail address and password and approve the DUO push.



8. Tap “Accept” to allow Office 365 to set up your e-mail account on your device.

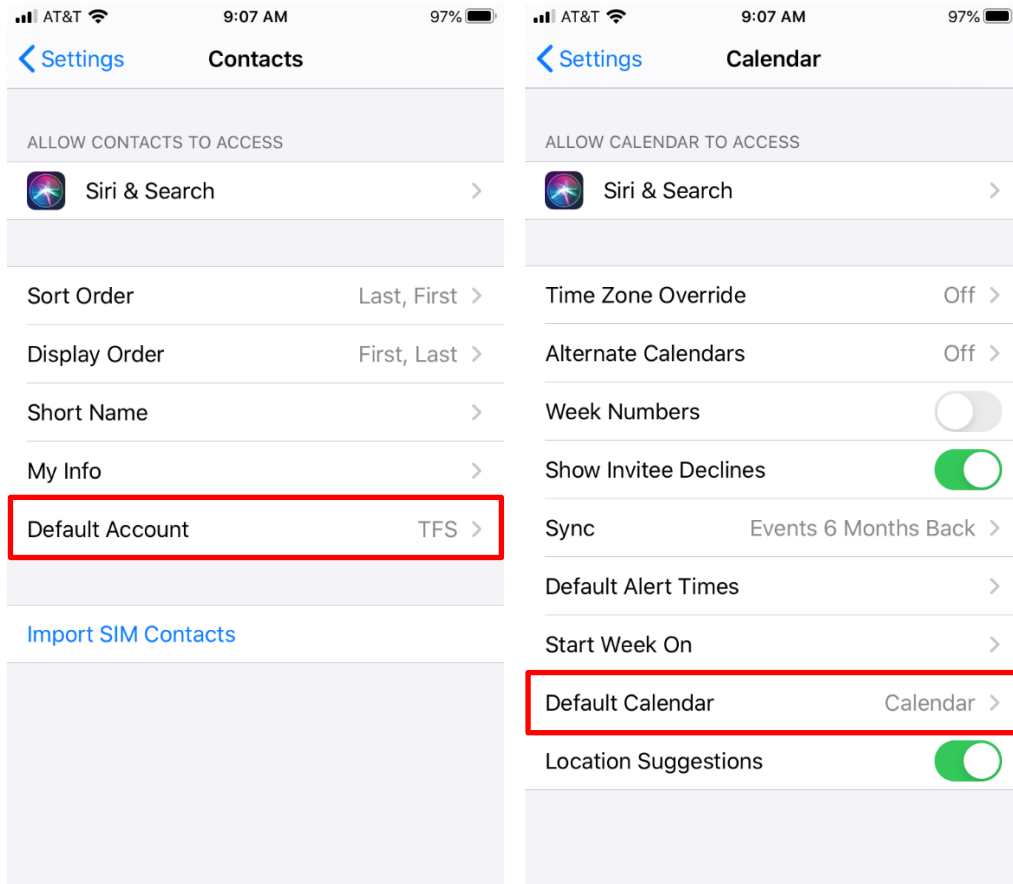


9. Choose what e-mail content to sync and hit “Save”.



Your phone should automatically start downloading your e-mail, contacts, etc.

Pro Tip: If this is your work phone, be sure to check your default storage location for your Contacts and Calendars. This will ensure new contacts or calendar entries created on your phone are stored with your TFS e-mail account.



2.0 Access E-mail via your Web Browser

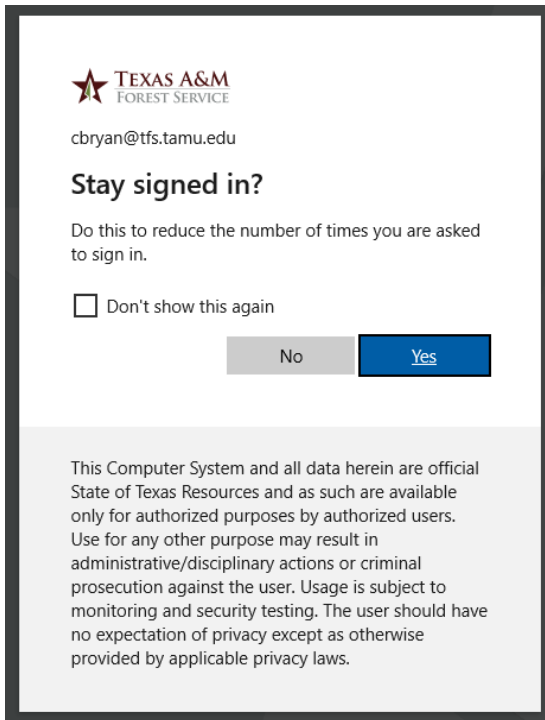
1. Open your preferred web browser.
2. Navigate to <https://webmail.tfs.tamu.edu>.
3. Login to Office 365 with your TFS e-mail username, password and DUO.



4. If this is the first time you have logged into the web version, set your time zone to Central.



-
5. If you are asked to stay signed in, only click “Yes” if this is your dedicated work computer. Staying signed in on a public or shared computer could allow unauthorized access to your account.



The screenshot shows a dialog box with the Texas A&M Forest Service logo at the top left. Below the logo is the email address 'cbryan@tfs.tamu.edu'. The main heading is 'Stay signed in?'. Underneath, it says 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom of the dialog, there are two buttons: a grey 'No' button and a blue 'Yes' button.

TEXAS A&M
FOREST SERVICE

cbryan@tfs.tamu.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

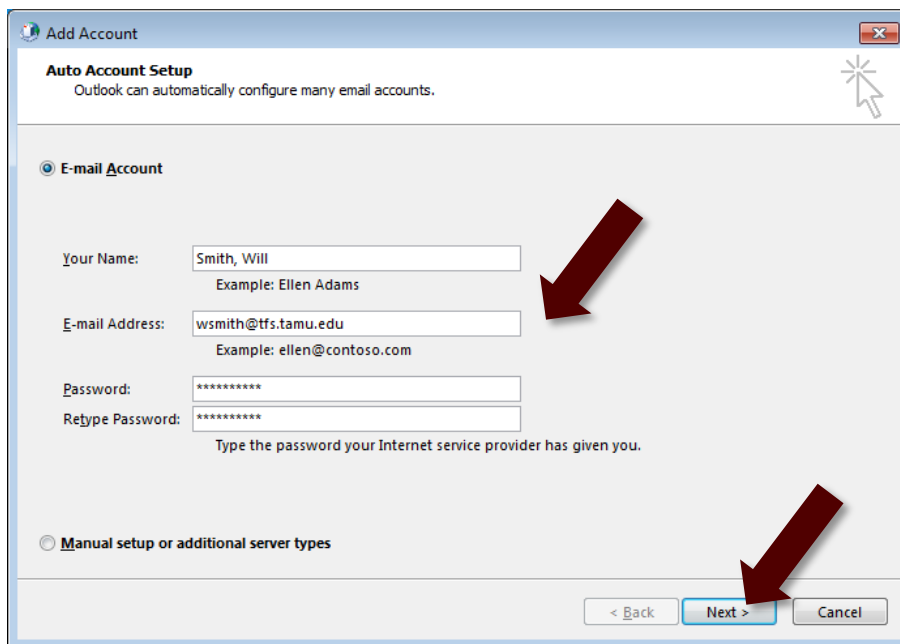
This Computer System and all data herein are official State of Texas Resources and as such are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage is subject to monitoring and security testing. The user should have no expectation of privacy except as otherwise provided by applicable privacy laws.

6. After that, you'll be signed into your e-mail.

3.0 Setup Outlook on your Computer

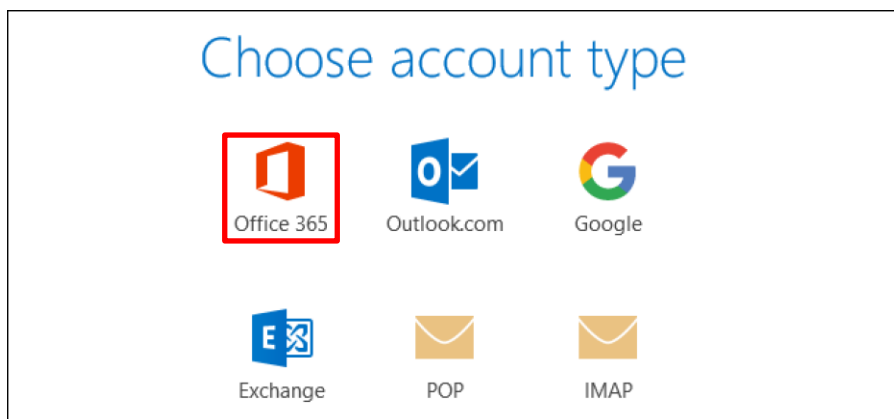
To set up the Outlook client installed on your computer to check TFS e-mail, use the following setups. Note: This guide assumes Outlook is being used for the first time.

1. Open Outlook. You should be prompted to set up an e-mail account.
2. Once the “Auto Account Setup” wizard comes up, fill in the following information:
 - a. [Your name]
For example: Smith, Will
 - b. [Your e-mail address]
 - c. [Your password]

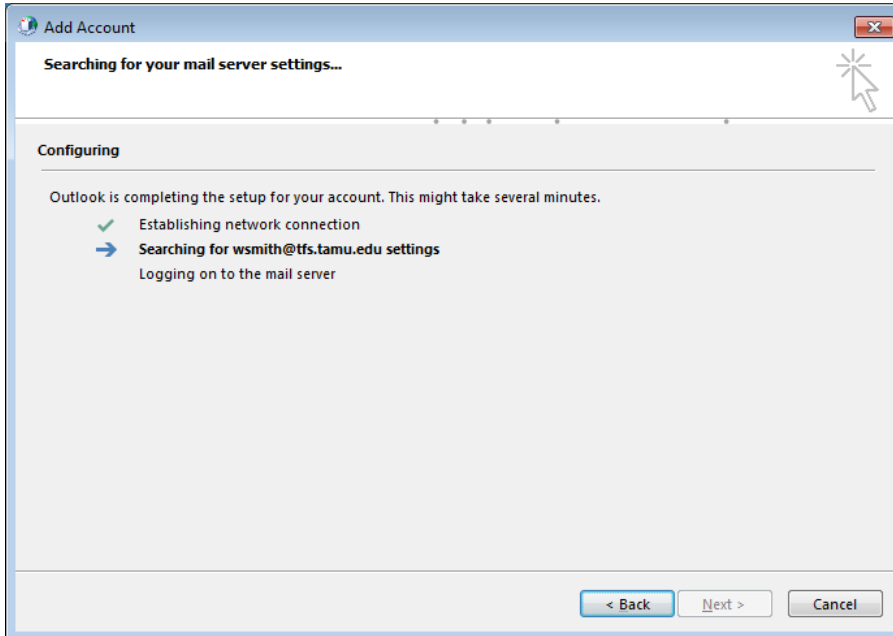


The screenshot shows the "Add Account" window in Outlook. The title bar says "Add Account". Below the title bar, it says "Auto Account Setup" and "Outlook can automatically configure many email accounts." There are two radio buttons: "E-mail Account" (selected) and "Manual setup or additional server types". Under "E-mail Account", there are four text input fields: "Your Name" (containing "Smith, Will"), "E-mail Address" (containing "wsmith@tfs.tamu.edu"), "Password" (containing "*****"), and "ReType Password" (containing "*****"). Below the password fields, it says "Type the password your Internet service provider has given you." At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a red arrow), and "Cancel".

If you are using Outlook 2019, select “Office 365” when asked for the type of account.



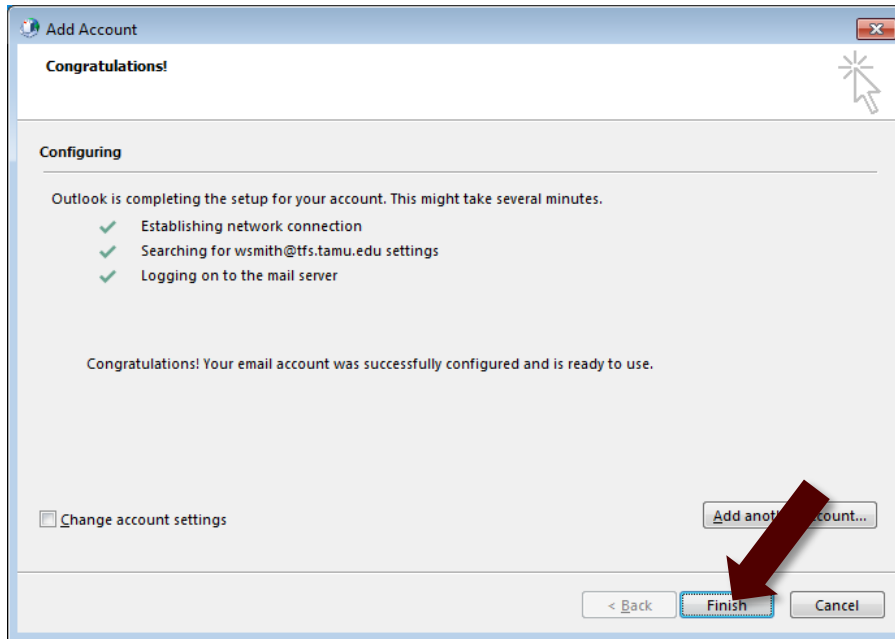
3. Click "Next".
4. Outlook will automatically search for your settings.
(Note: This may take several minutes to complete.)



5. You will be asked to sign in with your TFS account and DUO. Please provide it when prompted.



6. When you have check marks across the board, click “Finish”.

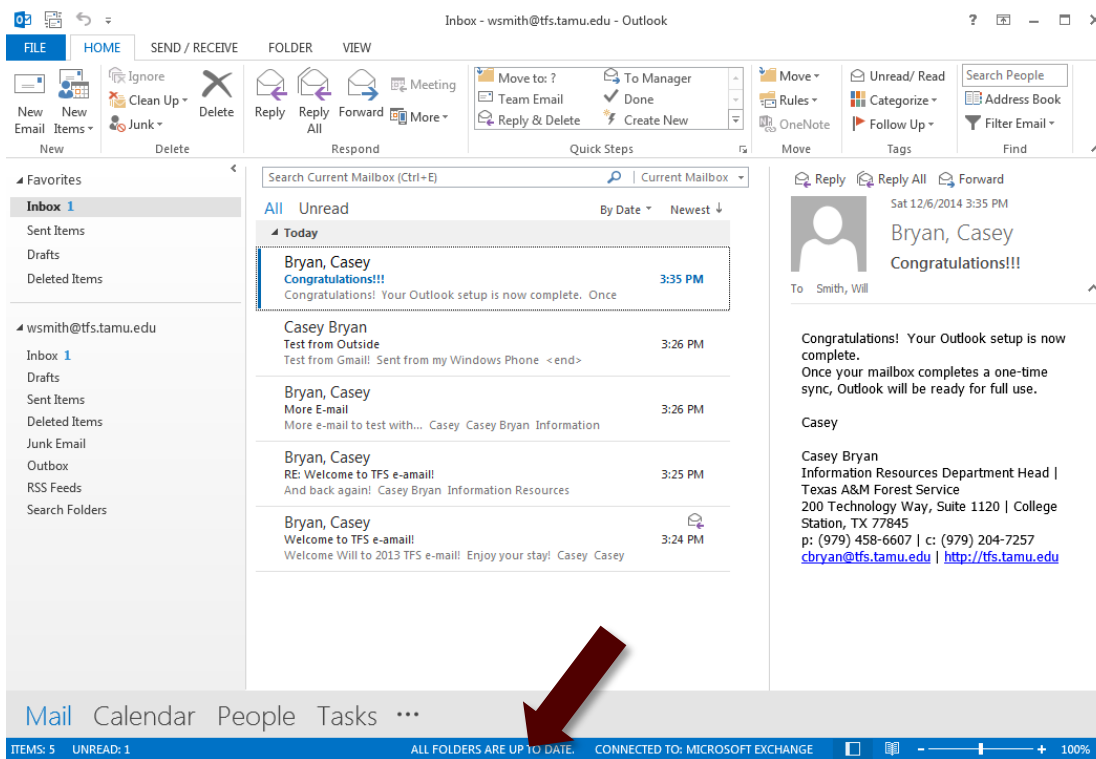


7. You're all done! Now, open Outlook.

(Note: You will be asked to sign into your TFS account every 180 days. This is by design.)

8. Outlook will immediately begin a one-time sync / download of your e-mail. This will take some time.

(Tip: Outlook will show “All folders up to date” when it is complete.)



Note: Depending on how much e-mail you have, the one-time sync may take anywhere from 30 minutes to several hours. Your internet connection speed is also a factor in how long this will take.

You can use Outlook while it is syncing but it may a little sluggish. You can always use the TFS Outlook Web App at <http://webmail.tfs.tamu.edu> while you wait for Outlook to finish.

4.0 Contact Information

IR Help Desk

Information Resources
200 Technology Way, Suite 1120
College Station, TX 77845

Call: (979) 458-7309

Click: <https://helpdesk.tfs.tamu.edu>

E-mail: helpdesk@tfs.tamu.edu