

# Email login instruction

Microsoft office 365 Online – employees

## 1. What actions are being taken?

We would like to inform you that the organization's email system will be migrated from the local Microsoft Exchange server to the Microsoft Office 365 Online cloud service.

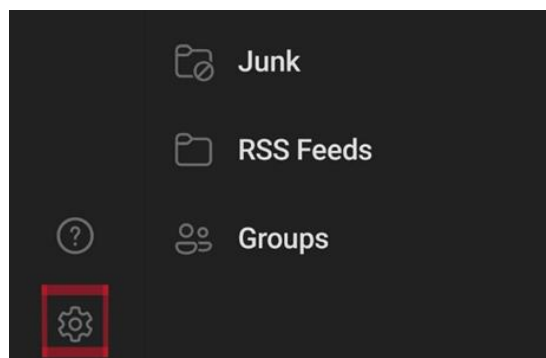
Important Information:

- Email Address: Your email address will remain unchanged.
- Login Credentials: You will use the same login credentials as you do for other Office 365 services (e.g., OneDrive or Teams).
- System Change: The only change will be the system hosting your mailbox, which is being relocated to the Office 365 cloud.

## 2. Configuring email on your phone “Android”

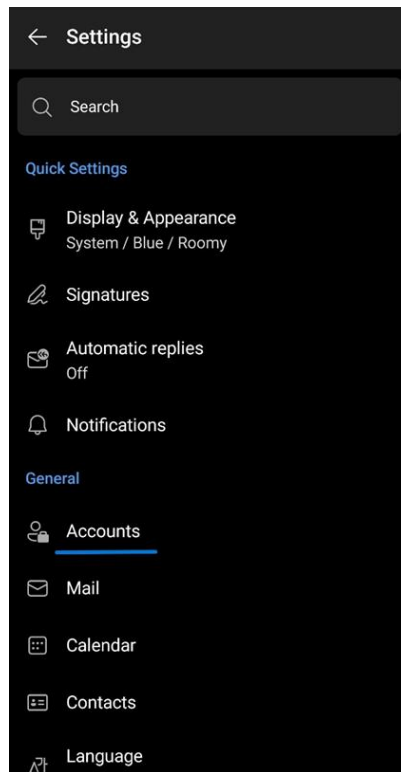
The email configuration instructions are provided using the Outlook application as an example.

1. Open Outlook or another email application you use, and click on your account icon;
2. In the lower-left corner, select “Settings” (or “Options”, depending on your version of Outlook);



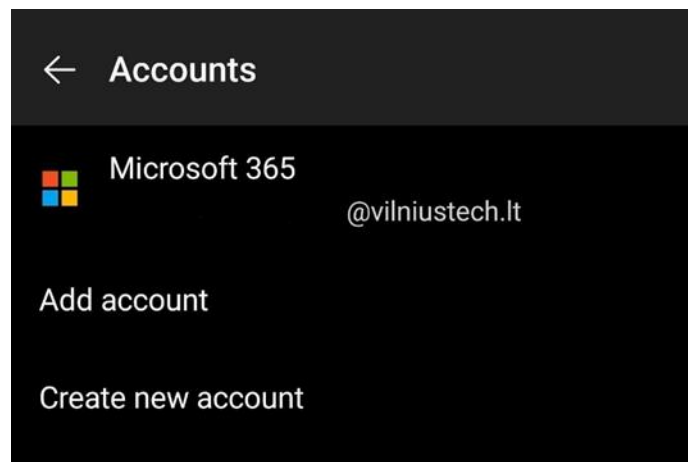
1 pic. Settings icon in the Outlook app

3. In the Settings window, select “Accounts”;



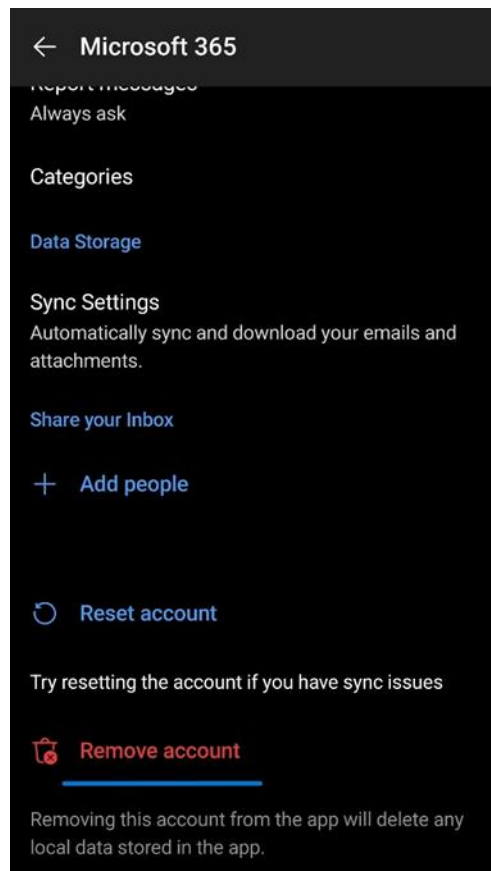
2 pic. Settings screen

4. Select the account you want to remove and click on it;



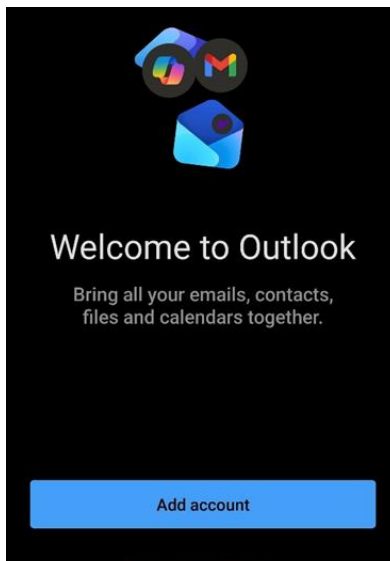
3 pic. Accounts list screen

5. Scroll to the bottom of the page and select "Remove Account";



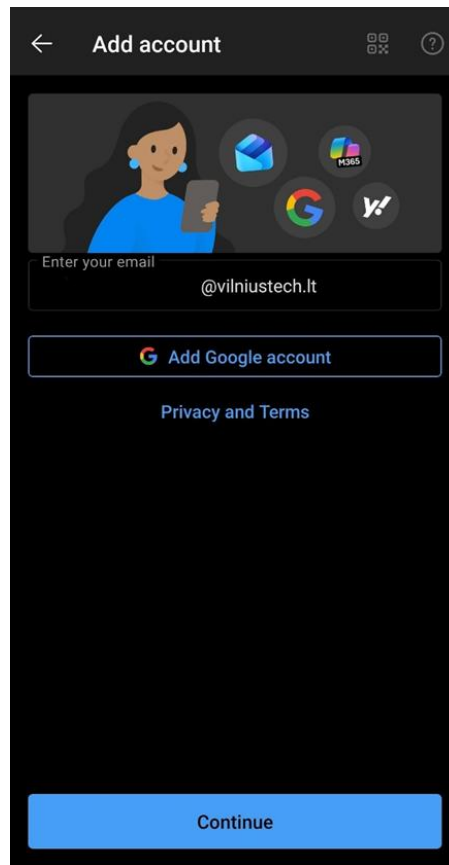
4 pic. Account settings

6. You will be redirected to the main Outlook screen. Select "Add Account";



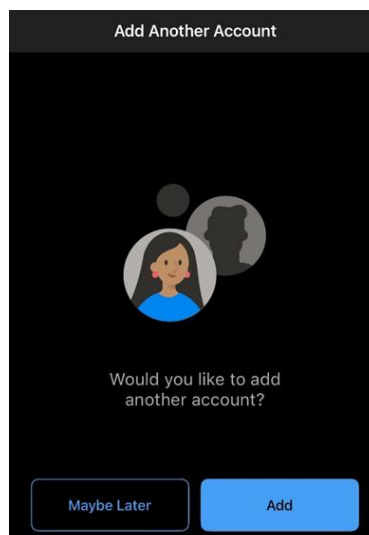
5 pic. Outlook welcome screen

7. Enter your work email address and click “Continue”;



6 pic. Add account screen

8. Enter your account password and continue;
9. If you have multiple work email accounts, select “Add” to add another account. If not, select “Maybe Later”;



7 pic. Additional account screen

10. Verify that your account has been added successfully and that everything is functioning correctly.

### 3. Where to go for help?

**IT Helpdesk website:** <https://helpdesk.vilniustech.lt>

**IT Helpdesk (telephone):** Tel.: (0 5) 274 4918, extension 9918