

# CongressMail

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## User Guide

## Getting Started with CongressMail

Before you can access your CongressMail account, please ensure that you have:

- ✓ Your email address
- ✓ Your default password

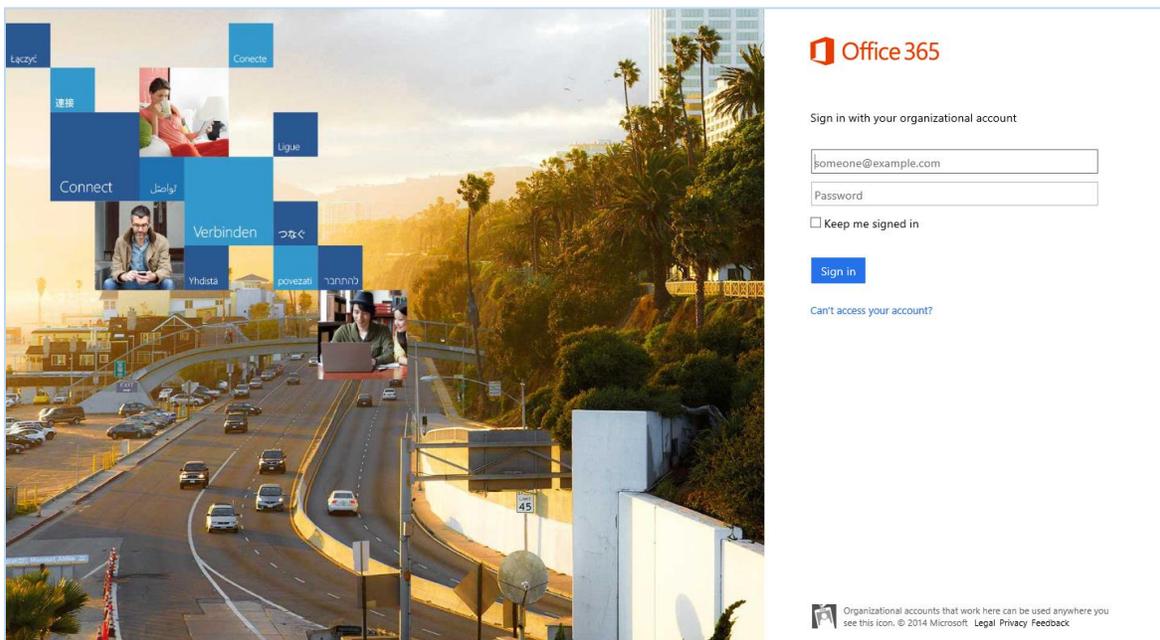
To access your new account on the CongressMail system, follow these three simple steps:

1. Login via your web browser
2. Change your password, time zone and language
3. Configure your computers and mobile devices

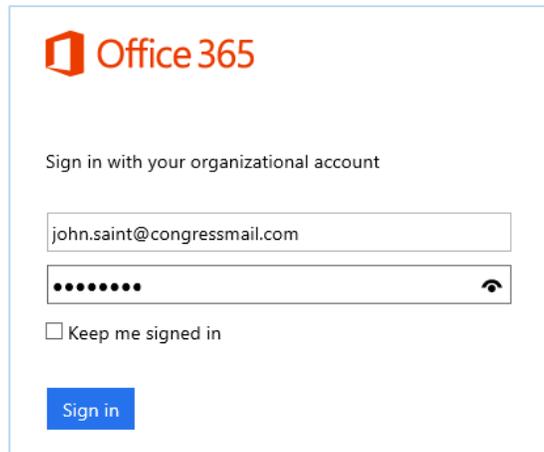
1. Open your web browser and go to

<https://outlook.com/congressmail.com>

You will be presented with the Microsoft Office 365 sign in page:



2. Enter your **email address** and the **default password** that was provided to you.



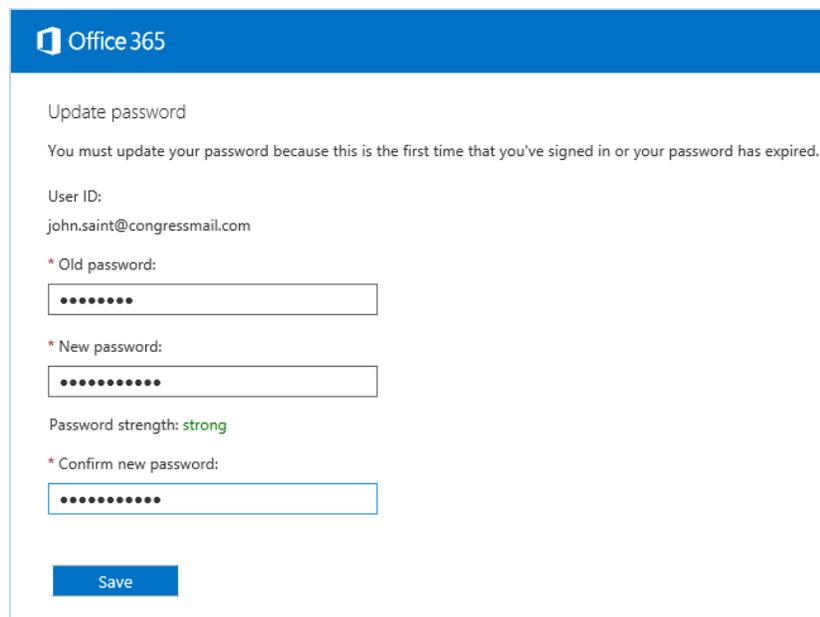
The image shows the Office 365 sign-in interface. At the top left is the Office 365 logo. Below it, the text reads "Sign in with your organizational account". There are two input fields: the first contains the email address "john.saint@congressmail.com", and the second contains a masked password "....." with a visibility toggle icon on the right. Below the password field is a checkbox labeled "Keep me signed in" which is currently unchecked. At the bottom is a blue "Sign in" button.

3. Click the **Sign in** button

4. On the **Update password** screen, change the password to one of your choosing

### *Password change guidelines*

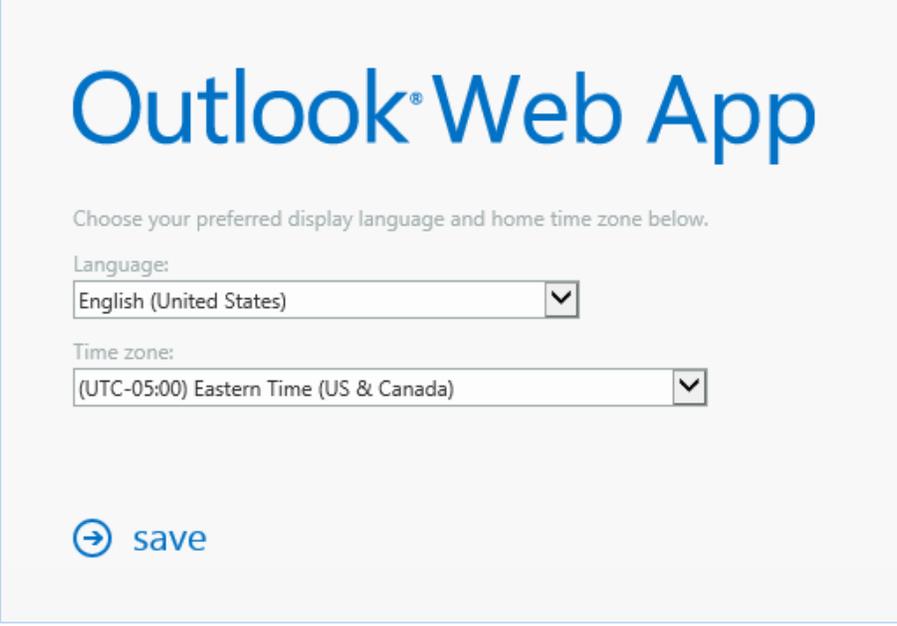
- The **Old password** is the one that was provided to you
- Your **New password** must be at least 8 characters long, and contain at least 1 uppercase letter, 1 lowercase letter, 1 number and a special character



The image shows the Office 365 "Update password" screen. At the top is the Office 365 logo. The main heading is "Update password". Below it, a message states: "You must update your password because this is the first time that you've signed in or your password has expired." The "User ID:" is listed as "john.saint@congressmail.com". There are three password input fields: "\* Old password:" (masked with "....."), "\* New password:" (masked with "....."), and "\* Confirm new password:" (masked with "....."). Below the fields, the "Password strength:" is indicated as "strong" in green text. At the bottom is a blue "Save" button.

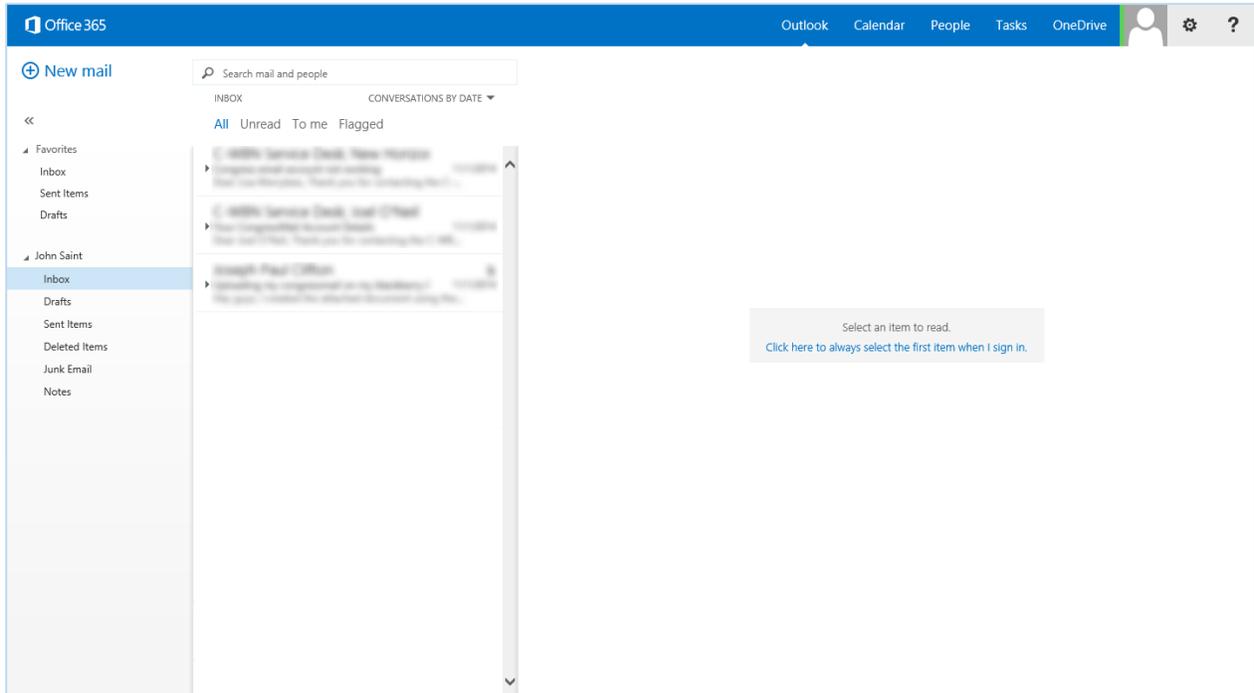
5. Click **Save**

6. Set your language and time zone and click **Save**



The screenshot shows the Outlook Web App settings page. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, a message reads "Choose your preferred display language and home time zone below." There are two dropdown menus: the first is labeled "Language:" and is set to "English (United States)"; the second is labeled "Time zone:" and is set to "(UTC-05:00) Eastern Time (US & Canada)". At the bottom left of the form, there is a blue circular icon with a right-pointing arrow followed by the text "save".

7. After a few seconds your Inbox will be ready. You can now send and receive messages from your new CongressMail account!



## Completing Your Profile

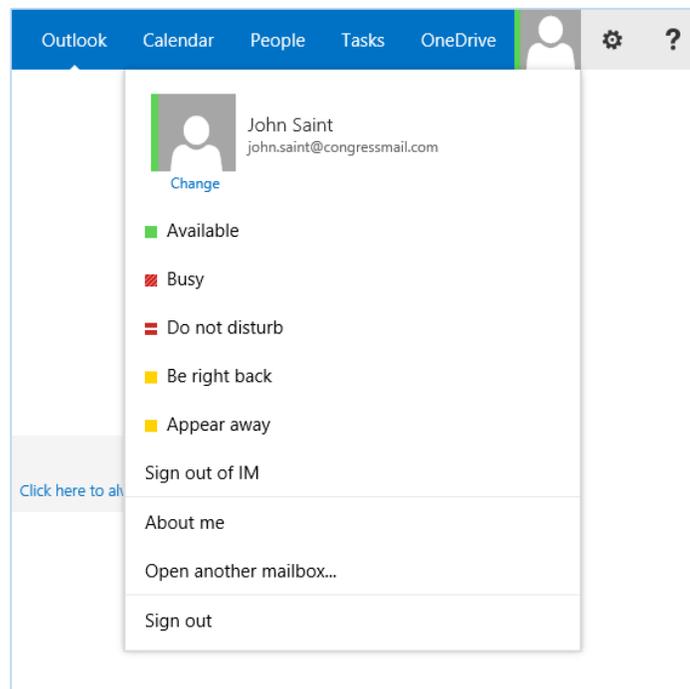
The CongressMail system allows you to store details about yourself including a photo, contact details and information about your work or activities. It functions as an electronic business card and allows other persons on the email system to see and better connect with you.

When you get your new CongressMail account, it is important to complete the '**About Me**' section as this is the source for your photo and contact information others will see within Office 365. It is also important to keep it up-to-date.

Completing the **About Me** section includes:

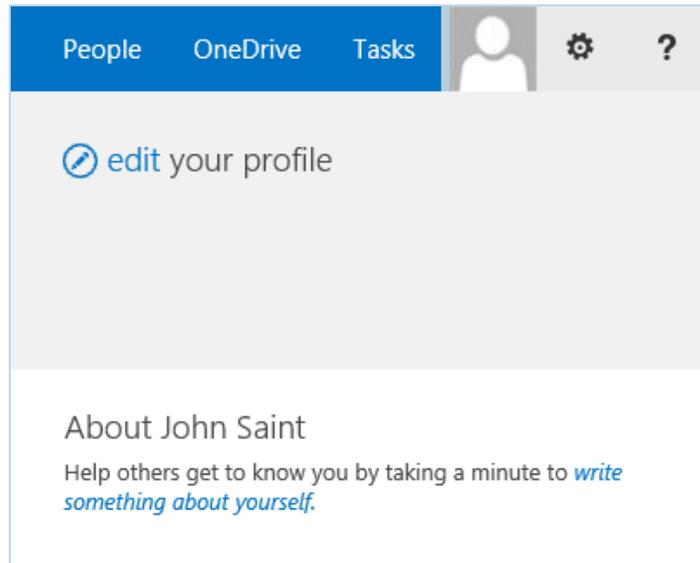
1. Uploading a profile photo
2. Adding relevant personal details
3. Adding contact information

1. Click the profile **photo placeholder** (top right of screen). A menu of options appears.

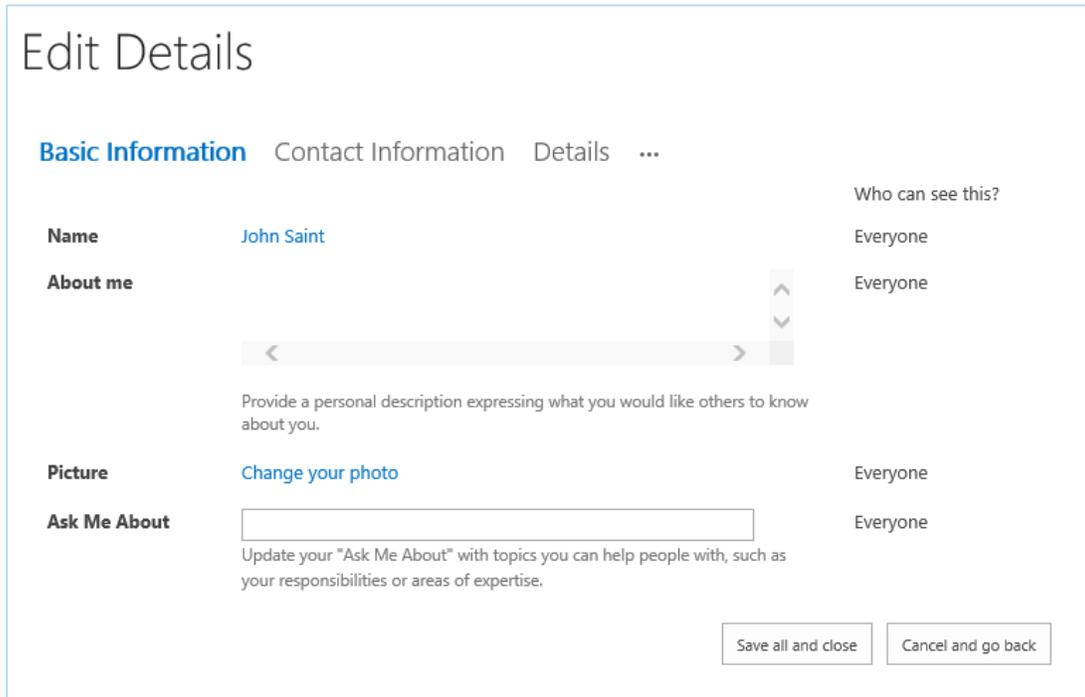


2. Select **About me**

3. Click **edit** your profile

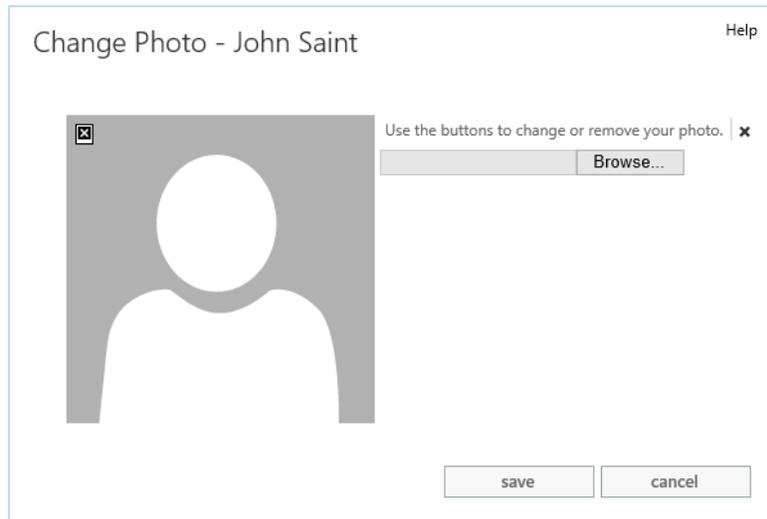


4. Use the sections **Basic Information**, **Contact Information** and **Details** to add information about yourself



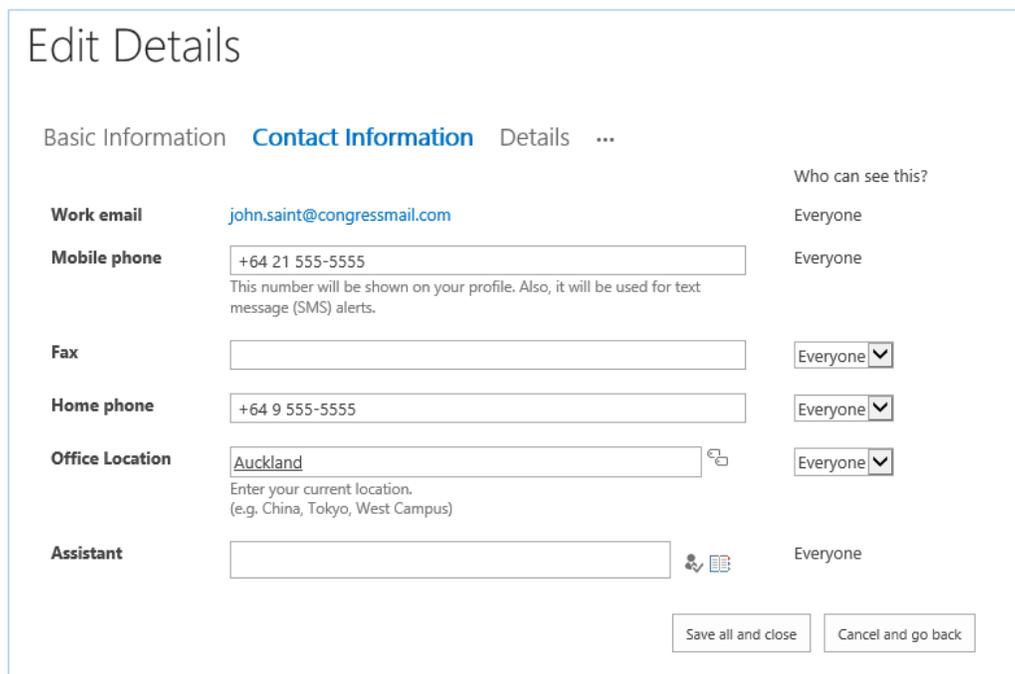
5. Select **Change your photo**

6. Select **Browse** to find a suitable profile picture on your computer



7. Click **Save** to add the picture to your profile.

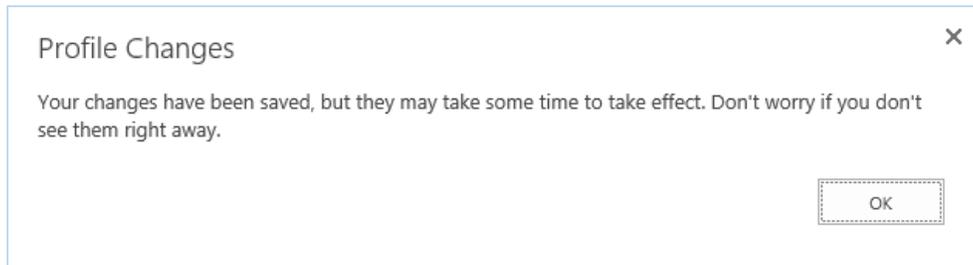
8. You can add information about yourself in the section labeled **About me**, and phone numbers and related details in the Contact Information section



Edit Details		Who can see this?
Basic Information	<b>Contact Information</b>	Details ...
Work email	john.saint@congressmail.com	Everyone
Mobile phone	+64 21 555-5555 <small>This number will be shown on your profile. Also, it will be used for text message (SMS) alerts.</small>	Everyone
Fax		Everyone ▼
Home phone	+64 9 555-5555	Everyone ▼
Office Location	Auckland <small>Enter your current location. (e.g. China, Tokyo, West Campus)</small>	Everyone ▼
Assistant		Everyone

9. When you are finished, click **Save and close** to save the changes

10. Click **OK** when you get the message confirming the changes.



Your CongressMail account will now show your profile picture and personal information

