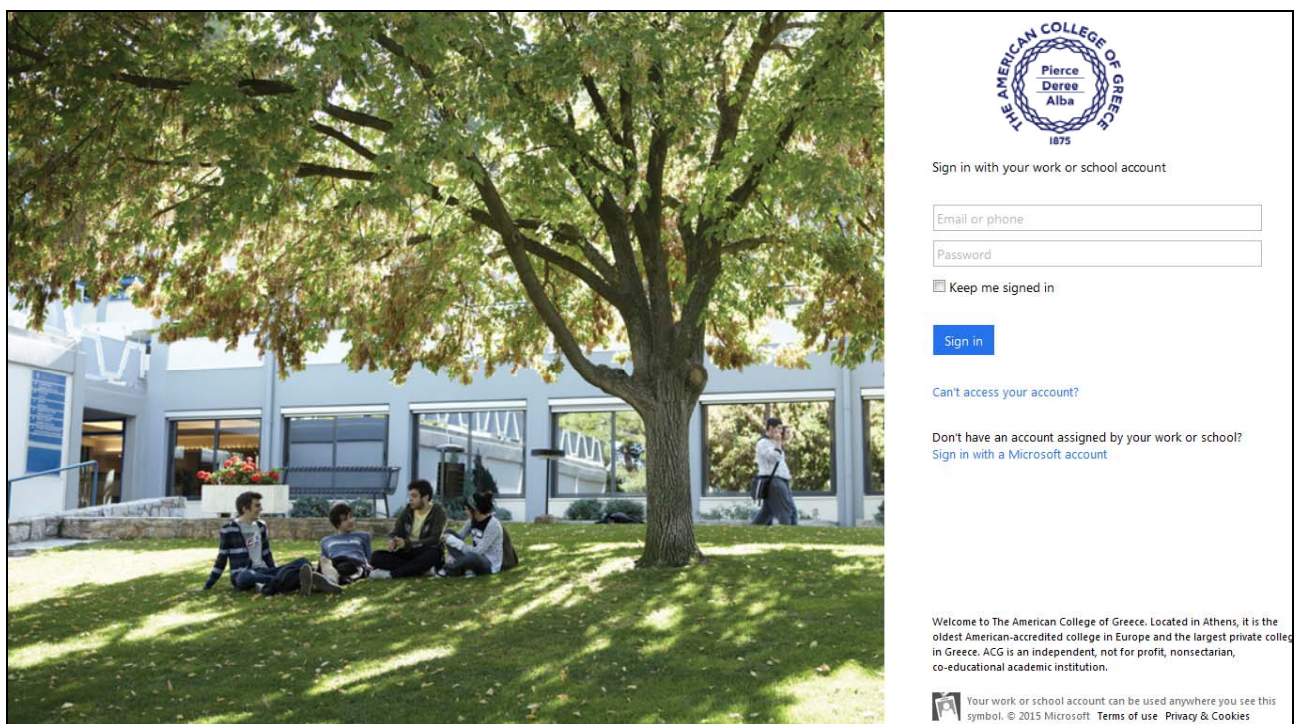


## How to activate your acg.edu email account.

Once your email account has been created by the IRM department, it needs to be activated in order to be used. Please follow the steps below in order to complete activation.

1. Open your web browser and visit the following page: <http://webmail.acg.edu>. A screen similar to the following will appear (An alternative URL that can be used is <http://portal.microsoftonline.com>) :



2. Type your full e-mail address at the email field (eg. [user@acg.edu](mailto:user@acg.edu)).
3. Type the temporary password that has been given to you at the password field.
4. Make sure that no other options are selected (for security reasons).
5. Click **sign in**.
6. Use the next screen in order to **update your password**. Please type the old password and type your chosen new password twice. Click **Update password and sign in**.



**Update your password**

You need to update your password because this is the first time you are signing in, or because your password has expired.

test123@acg.edu

••••••••

••••••••

••••••••

Update password and sign in

Welcome to The American College of Greece. Located in Athens, it is the oldest American-accredited college in Europe and the largest private college in Greece. ACG is an independent, not for profit, nonsectarian, co-educational academic institution.

7. Choose your **language** and **time zone**. Click **Save**.



Choose your preferred display language and home time zone below.

Language:

English (United States)

Time zone:

(UTC+02:00) Athens, Bucharest

→ Save

8. Your email account has been activated and is ready to be used.

## Important actions after email activation.

The following actions are important to be performed immediately after you activate your acg.edu email, in order to **make sure that you can reset your email password in case you have forgotten it.**

The authentication methods provided (any of the following is needed) for password reset include:

- Mobile phone (SMS message).
- Alternate Email address.

In order to be able to use the above password reset methods, it is important that you register both the above information in the Office 365 portal. To do so please complete the following steps (process should be done only once):

- Visit the following page.  
(<http://go.microsoft.com/fwlink/?LinkId=309629&tenantIdentifier=6ca36a40-00a4-4673-bdb8-50ef055d88a5>).
- Type the email address of the account you want to add password reset methods and click **continue**.
- Choose **“Work or school account”**.
- Type in your email and password and click **sign in**.
- At the next screen set up a **mobile phone** AND an **alternate email** that can be used for password reset. (Any of the two methods can be used for password reset).
- Click **finish** when you are done.

You may repeat the above process in case you want to change any of the above password reset data.

Unless you complete the above process, the only way to reset a forgotten email password is through the IRM Helpdesk. If you already cannot logon to your email account, please visit the IRM Helpdesk in person in order to request assistance (make sure you have with you proof of identity).

## Set up email in Outlook 2013 for Office 365

These steps describe how to set up your email account using Outlook 2013 on your PC.

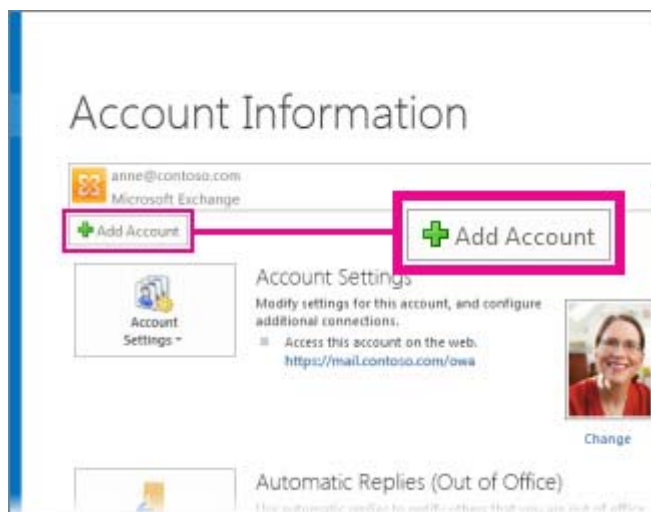
Using the Auto Account Wizard is the quickest way to set up your account in Outlook 2013.

1. Open Outlook 2013. When the Auto Account Wizard opens, select **Next**. On the E-mail Accounts page, select **Next**.

If the Wizard didn't open or you want to add an additional email account, on the Outlook toolbar select the **File** tab.

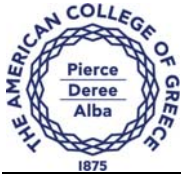


2. Select **Add Account**.



3. On the **Auto Account Setup** page, enter your name, e-mail address, and password, and then select **Next**.
4. Select **Finish**.





## Useful Links & Resources

[Set up email in Outlook for Mac 2011](#)

[Add a POP, IMAP, or Office 365 account to Outlook using custom settings \(not recommended\)](#)

[Set up email on iPhone, iPad, or iPod Touch](#)

[Set up email on an Android phone or tablet](#)