

# Instruction mail

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## Webmail login

1. Open your browser.
2. Navigate to the Parthos Portal.( <https://portal.parthos.org/>)
3. Click on Login in the 'Mail' block.
4. In the field: 'User name' fill in your Parthos email address.
5. In the field: "Password" fill in your password.
6. After you've done all of these steps, you click sign in.

**If this appears on your screen:** " Your password has expired and you need to change it before you sign in to Outlook Web App." **Please proceed to:** Webmail Change password

Microsoft  
Outlook Web App

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange  
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## Webmail Change password

1. There's a possibility where you'll have to change your password, this has to do with the fact you have either;
  - Logged in on Outlook webmail for the first time.
  - Or your password has expired.

Either way you'll see this appear on your screen:

Microsoft®  
**Outlook® Web App**

Change Password

Your password has expired and you need to change it before you sign in to Outlook Web App.

User name:

Current password:

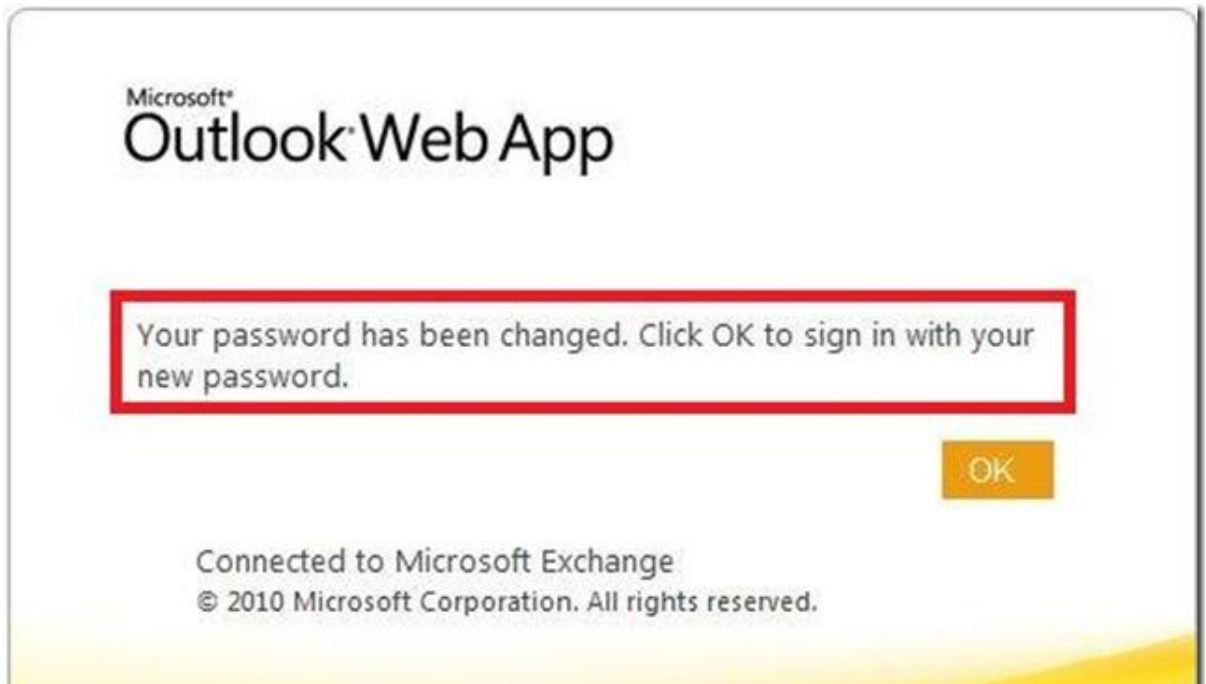
New password:

Confirm new password:

Connected to Microsoft Exchange  
© 2010 Microsoft Corporation. All rights reserved.

2. In the field: 'User name' fill in your Parthos email address.
3. In the field: 'Current password' fill in your current password.
4. In the field: 'New password' fill in your new password.
5. You type that same password under 'Confirm new password'
6. You click on 'Submit'.

7. Click OK.



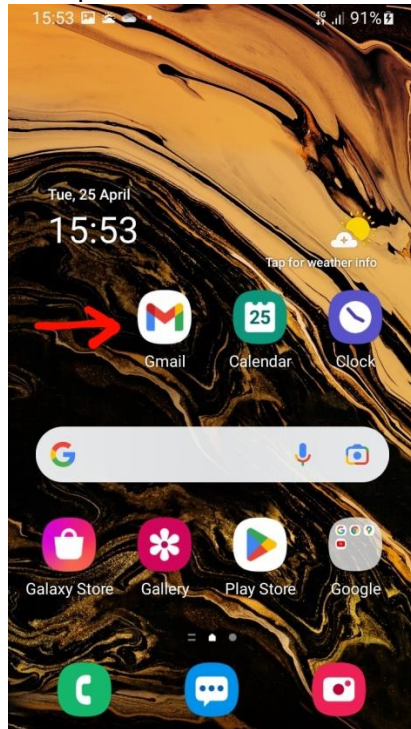
8. Now you can login with your new password.  
See instructions in chapter [Webmail login](#)

## Configure mail on Android device

If it's your first time logging in to your mail, you have to configure a new password using the webmail. See instructions in chapter [Webmail login](#)

Setting up mail on android devices can variate between android versions. We recommend always updating to the latest version of android.

### 1. Open Gmail.



### 2. Select "add an email address".

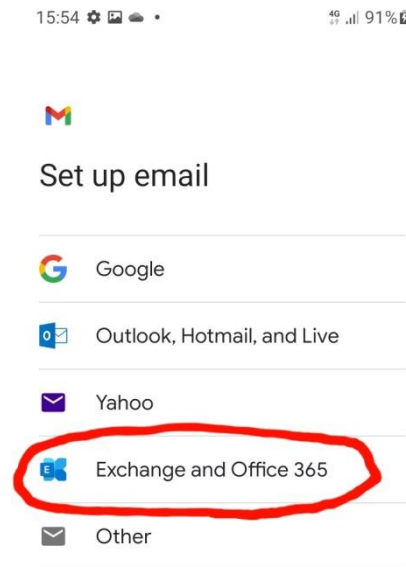


You can now add all your email addresses. [Learn more](#)

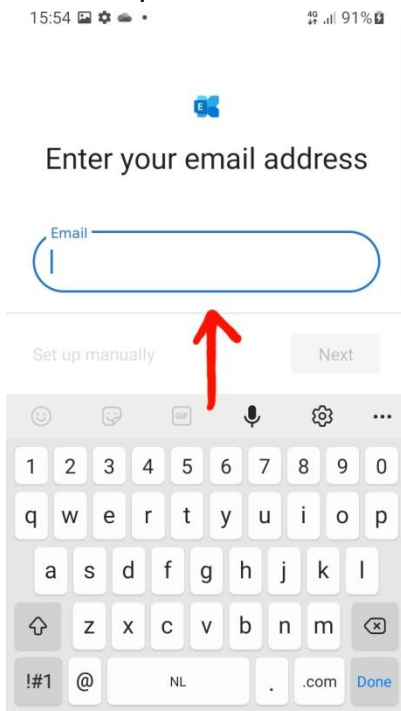
+ Add an email address

TAKE ME TO GMAIL

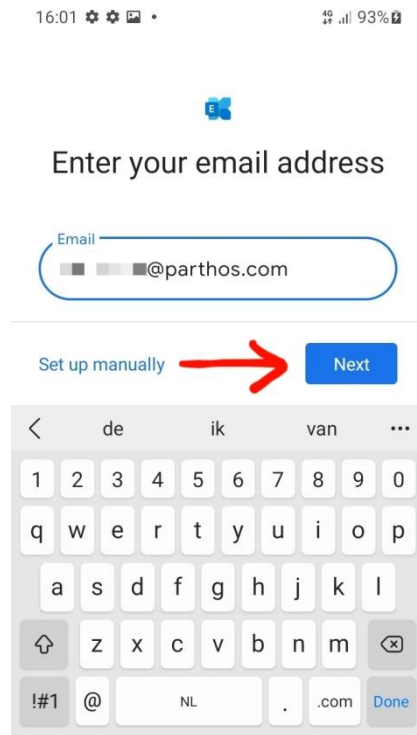
3. Select "Exchange and Office 365".



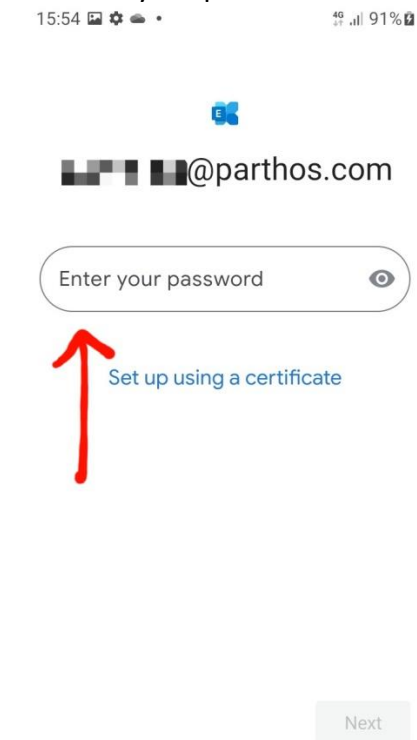
4. Enter your email address.



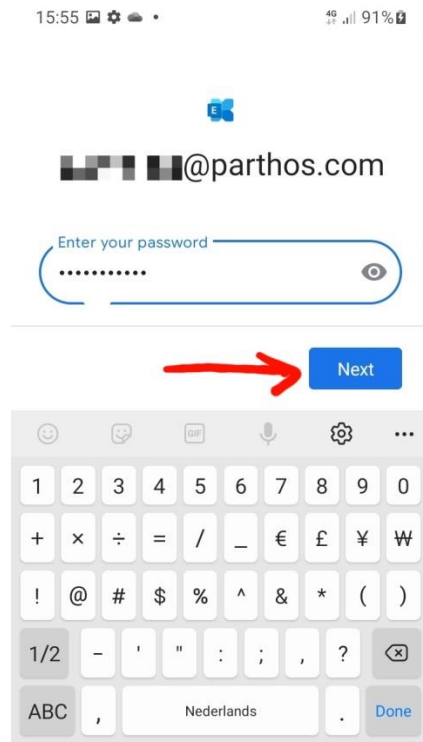
5. Press "Next".



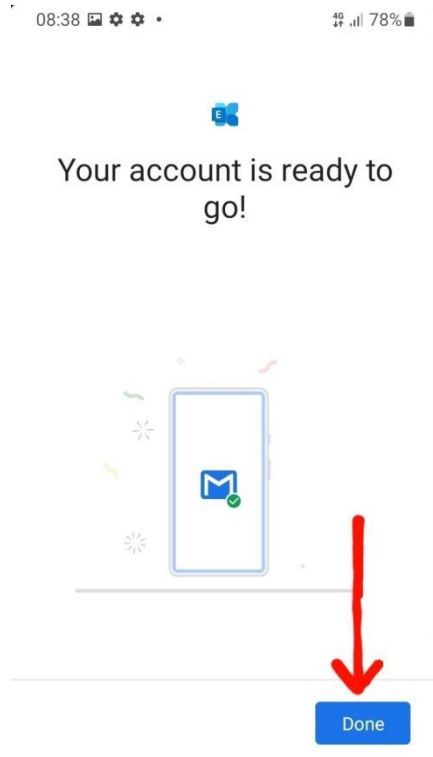
6. Enter your password.



7. Press "Next".



8. Press "Done".



9. Press "Take me to Gmail"



You can now add all of your email addresses. [Learn more](#)



+ Add another email address



TAKE ME TO GMAIL

10. Press "Skip".



Welcome to Gmail

One app for all of your emails

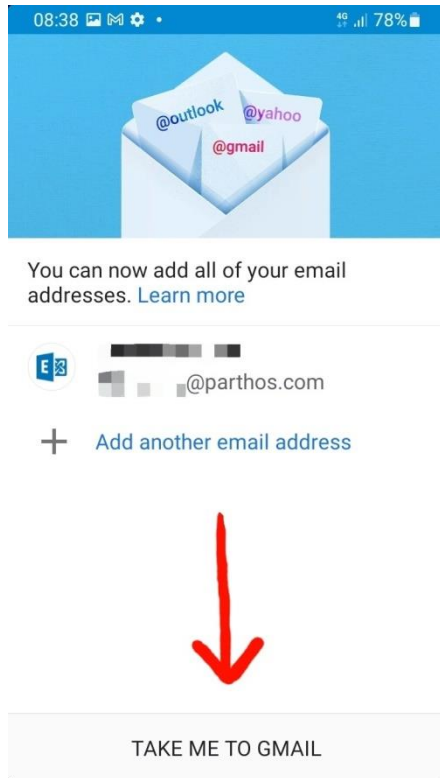


SKIP





11. Press “Take me to Gmail” a second time.



You’ve now setup email on your android device!

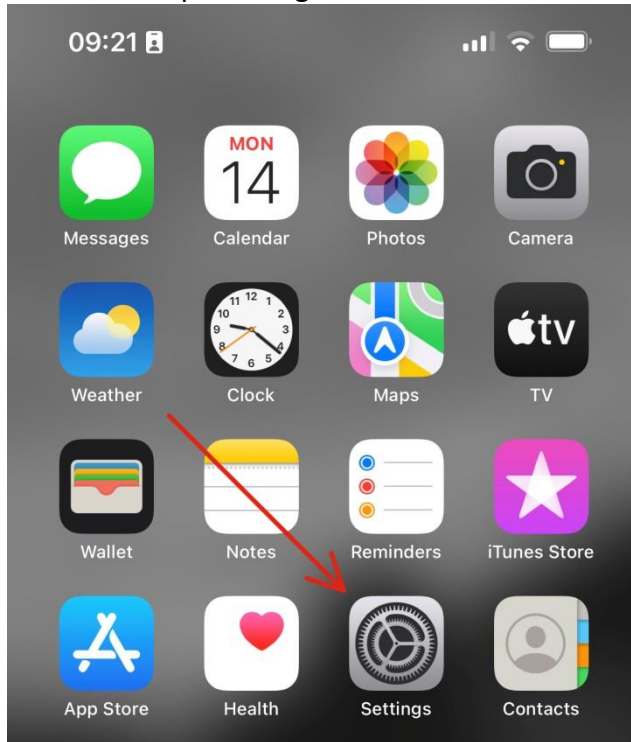
If you don’t get your email account after doing this, keep doing step 10 and 11 until you get your email account.

## Configure mail on iOS devices.

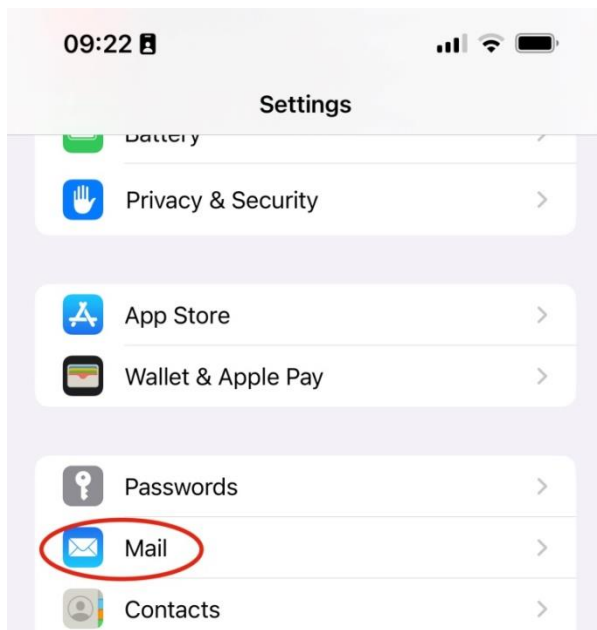
If it's your first time logging in to your mail, you have to configure a new password using the webmail. See instructions in chapter [Webmail login](#)

Be aware! The way of configuring mail(exchange) can differentiate between iOS versions. We recommend always updating to the latest version of iOS.

### 1. Tap "Settings".



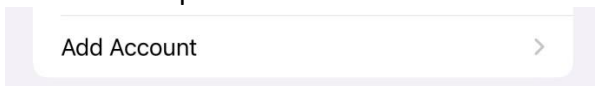
### 2. Go to "Mail".



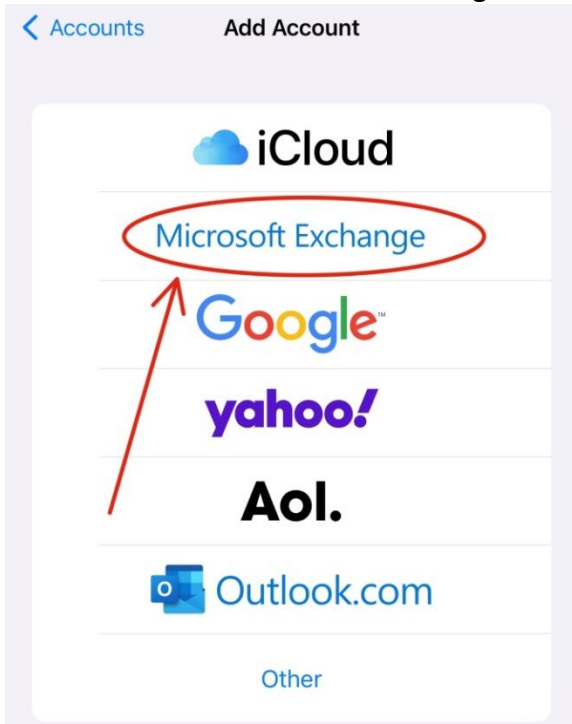
3. Go to "accounts".



4. Tap "Add Account"



5. Select "Microsoft exchange".



6. Enter your Parthos email.

Cancel Exchange Next

Email email@example.com

Description My Exchange Account

Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device.

7. This popup will appear. Tap on "Sign in".

**Sign in to your "parthos.com" Exchange account using Microsoft?**

Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

8. Fill in your Password.

9. Tap on "next" in the top right corner.

10. Click on save.

Cancel Exchange Save

Mail

Contacts

Calendars

Reminders

Notes

You've now set up mail for your iOS device!