STERLING
MUTUALS INC.

For Outlook Web

Contents

Welcome to Office 365!

Sterling Mutuals Inc. is transitioning to Office 365. This cloud solution will benefit the organization by providing improved messaging, calendaring and collaboration, and will allow easy access to e-mail and files anytime, anywhere,and from virtually any device. The purpose of this document is to get you setup, set some expectations, and familiarize yourself with Office 365.

This guide will walk you through the basics on how to setup your Outlook Web Access, read your email, and what to expect when using your Office 365 account for the first time.

Enjoy Office 365, and let's get started!

- ## PLEASE PRINT AND READ THIS MANUAL BEFORE YOU START.

Getting Setup on Office 365

Getting Onboard with Outlook Web App
Outlook Web App is a full-featured email program
which you can launch from any internet browser. To
login to the Outlook Web App, perform the following:

1.   Login to https://portal.office.com

- If you have another office 365 account, you need to logout
  from it before you login to the new one.

2.   Enter your username for Office 365. Your
     username will be similar to your email address,
     in the form of
     <YOUREMAIL@sterlingmutuals.com.

3.   Your password is the same as the one used
     to login to webmail.sterlingmutuals.com, if
     you are part of the domain users you must
   use your computer login instead.

     * **If you do not know your password, please
     contact Sterling support to have your
   password reset**
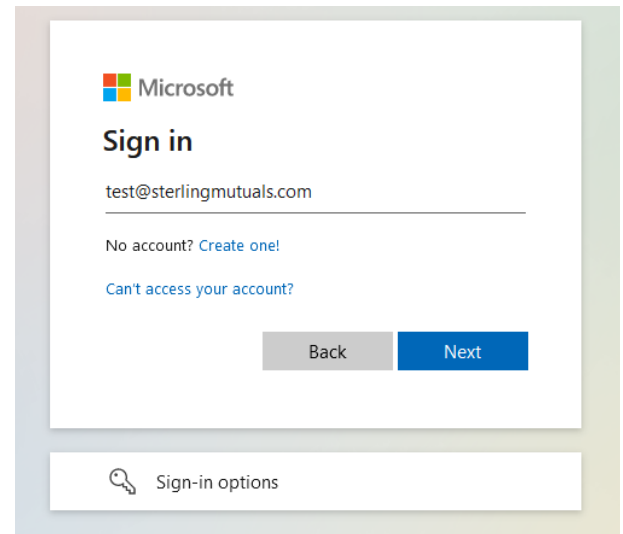
4. Once you are logged in, click on the Outlook icon, listed in the left of the web page.

5. Once you click on Outlook, you may be prompted to adjust the Language and Time Zone.

You will now be in Outlook Web App. Your email should already be populated. If you do not see all your email, please contact a Managed Solution support.
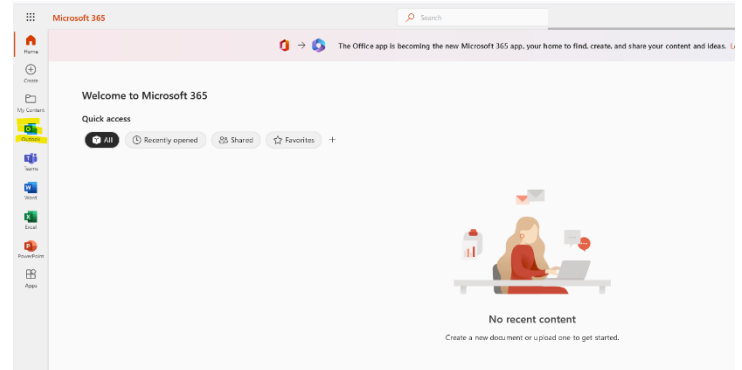
You can now explore all the features that Outlook Web App has to offer. This is a great alternative to using the Desktop version of Outlook, and you can access your email from any computer from anywhere there is an internet connection.
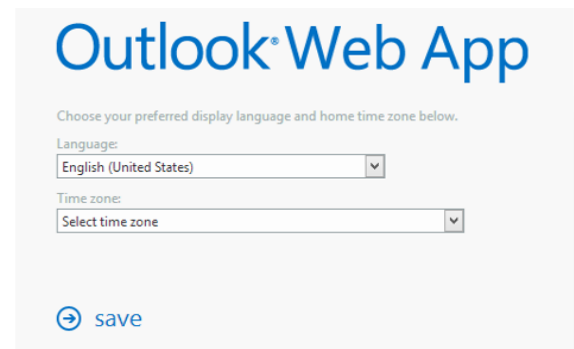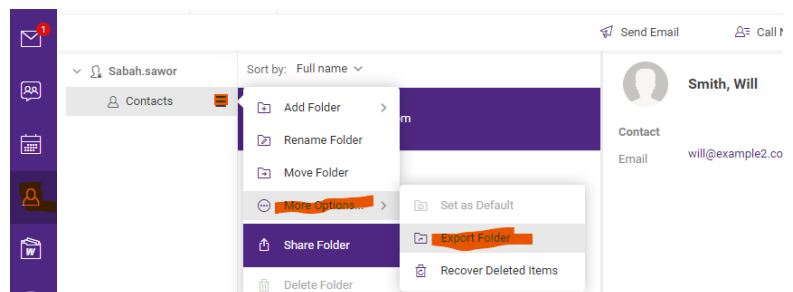

Export contacts from webmail

1. From the webmail.sterlingmutual.com portal choose **Contacts** then press the **three bars** and **More Options** the **Export Folder** as showing.

2. You will have a file with .vcf format save on your Download folder, you need to convert this file to .csv by using the link:
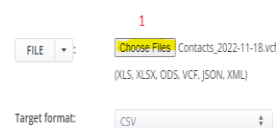
    https://www.aconvert.com/document/vcf-to-csv/

3. Press the **Choose Files** and select the .vcf file you just created with step 1, then press **Convert Now!**

4. Press the small download icon as shown in the image.

5. Press the link highlighted and will download your contact with new format.

| FILE DELETION COUNTDOWN	
File Name:	b9jw9-p7wv1.csv
File Size:	0.01 mb
File URL:	https://s5.aconvert.com/convert/p3r68-cdx67/b9jw9-p7wv1.csv
Delete File:	Delete File
Compress File:	Add to ZIP

Export Calendar from webmail

1. From the Webmail portal choose **Calendar** then press the **More** and **More Options** the **Export Folder** as showing.

2. You will have a file with .ics format save on your Download folder.
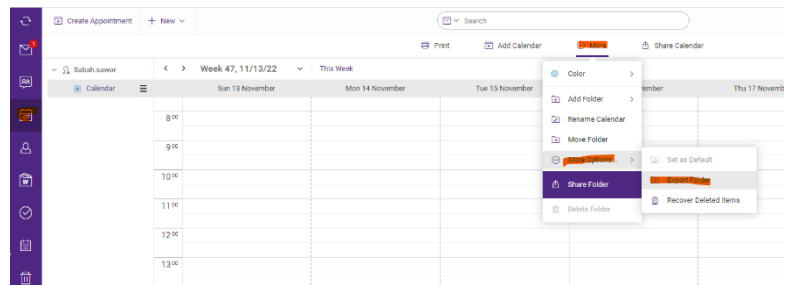
Import contacts to Outlook App

1. After you login to your outlook Web App Go to **Contact** the **Manage Contacts** and choose Import Contacts

2. Click **Browse** and select the file with .csv format.
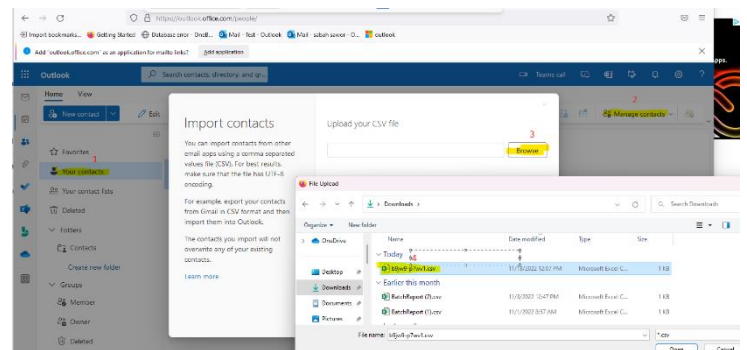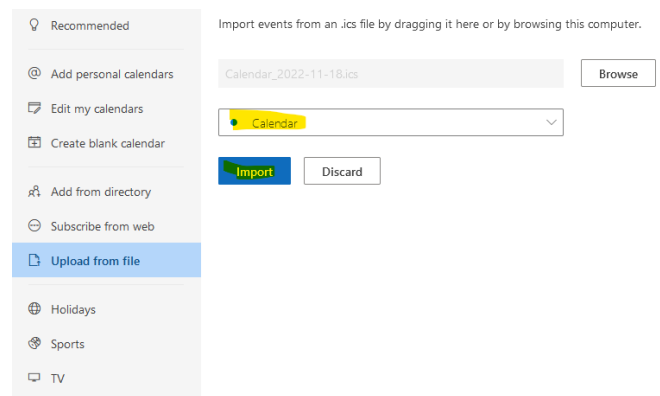
3. Choose Import.

Import Calendar to Outlook App

1. From the Outlook Web App , Choose Calendar
2. Add Calendar
3. Browse
4. Select the file with .ics format
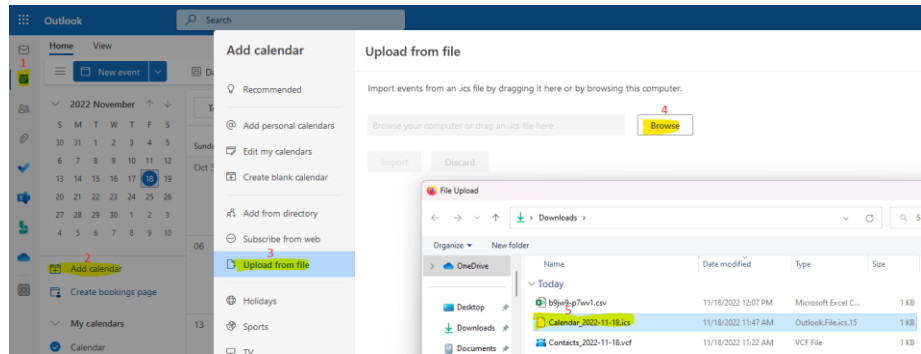
5. Choose **Calender** then **Import**

How to Get Help

Please contact sabah.sawor@sterlingmutuals.com Tel: 519-256-8999 #2256

Or   abhatia@sterlingmutuals.com   Tel: 519-256-8999 #2269