



### Your Office 365 username

Your Office 365 username is your user code followed by @massey.ac.nz  
For example:  
jbloggs@massey.ac.nz

Please note that this is different to your Massey email address.



### Reconnect Lync or Skype for Business

Reconnect your email and calendar to Skype for Business or Lync by updating your login information.

This will let people know when you're busy (in a meeting) and will store your instant message conversations in your mailbox.



### Access your email

Outlook may prompt you to re-enter your login information. Use your Office 365 username to sign in.

To access your email through a web browser, log in to Office 365 instead of Outlook Web Access (OWA).



### Get Office apps for phones and tablets

Work while on-the-go by installing Office apps like Outlook, OneDrive, Skype for Business, and Word on your smartphone or tablet.

Get them for free from your app store.



### Get Office 2016 for work and home use

Get five free installations of Office 2016 for privately owned home computers.

Please don't install these copies on Massey-owned computers.

## GET STARTED WITH OFFICE 365

# MASSEY.AC.NZ/OFFICE365

# OFFICE 365

UNIVERSITY OF NEW ZEALAND



MASSEY  
UNIVERSITY  
TE KŪNENGA KI PŌREHUROA

# 5

## TIPS FOR WHEN YOUR MAILBOX HAS MOVED TO OFFICE 365



## SIGNING IN

Visit [portal.massey.ac.nz](http://portal.massey.ac.nz) to sign in to Office 365. Your Office 365 username is your staff user code followed by '@massey.ac.nz', for example, 'jbloggs@massey.ac.nz'. **This is different to your Massey email address.**



Sign in with your Massey University network username.

Username	
Password	
<a href="#">Sign in</a>	

If you experience any problems signing in, please contact the ITS Service Desk for assistance.



## Your Office 365 username

Whenever you're asked to sign in to Office 365 by an application, choose 'Work or School account' instead of 'Microsoft account'.

## TROUBLE SIGNING IN?

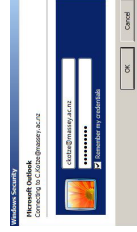
Check whether they're asking for your Office 365 username or your Massey email address. Contact the ITS Service Desk for assistance.

## SET UP YOUR EMAIL

You may see a Windows Security prompt after your mailbox has moved.

Sign in using your Office 365 username.

Check the Remember my credentials box to stop this notice from reappearing.



## Access your email

## ACCESS EMAIL OFF-SITE

Open your emails in a web browser

1. Visit [portal.massey.ac.nz](http://portal.massey.ac.nz).
2. Sign in using your Office 365 username if prompted.
3. Click on the Mail tile to view and send emails.

Optionally install the Outlook app on your mobile device

4. Log in to your app store using your private account.
5. Download Outlook 2016 from your app store.
6. Sign in with your Office 365 username and follow the on-screen prompts.

Reconnect Skype for Business or Lync to your email and calendar, so that your availability status reflects your calendar entries and your conversations get stored in your mailbox.

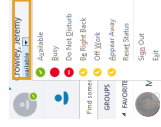
## SKYPE FOR BUSINESS

To reconnect Skype, **do not** click the error message 'Exchange needs your credentials'. Instead complete the following steps:

1. Click on the down arrow next to your Availability status and select **Sign Out**.
2. On the Skype for Business login screen, click **Delete my sign-in info**.



## Reconnect Lync or Skype for Business



Sign-in address:  
  
Use the sign-in address for your organization - not a Skype name or Microsoft account

[Learn More](#)

**Delete my sign-in info**

Need help signing in?

3. Click **Yes**. Close Skype for Business.
4. Open Skype for Business.
5. Click the blue 'Sign In' box.
6. Enter your Office 365 username if prompted.

## LYNC

1. Click on the notification icon that's appeared in the bottom right corner of the Lync screen.
2. Click the Exchange Connection Error message. A 'Cannot connect to Microsoft Exchange Online' notice will appear.
3. Click **Install now**. A web browser will open and a file entitled **msoidcli.msi** will download.
4. Open this file and click **Run**.
5. Microsoft Software License Terms will appear. Tick the acceptance checkbox. Click **Install**.
6. A permission notice will ask if you want to install software on this computer. Click **Yes**.
7. Click **Finish** to exit the setup wizard.
8. Sign out of Lync by clicking the down arrow next to the cog icon, selecting **File** then **Sign Out**.
9. Sign back in to Lync with your Massey email address.



## USE OFFICE ONLINE

Use the free web versions of Office for simple document creation and editing.

## Get Office apps for phones and tablets



1. Log in to the app store on your phone, tablet or computer using your private account.
2. Download individual Office apps from the app store.
3. If the app asks you to sign in, use your Office 365 username.

## TECHNOLOGY ONE

1. Log into <https://cwatechone.massey.ac.nz>  
An Outlook window will automatically start to set-up your TechOne profile.
2. Enter your username (useridcode@massey.ac.nz)
3. Enter your password
4. Check Remember my password.



## Reconnect Technology One

5. Close the 'Microsoft Outlook' window that opens.  
This window will reappear the first time you send an email via Technology One. Re-enter your details and make sure you check **Remember my password**.



## YOUR ELIGIBILITY FOR OFFICE 365 AND OFFICE 2016

Your Office 365 account and Office 2016 licences are only valid for the duration of your employment.

## DON'T STORE IMPORTANT FILES IN ONEDRIVE

Your OneDrive will expire when your employment ends and everything in your account will be deleted.