

Setting up and Accessing SathyaSai.us email

Sai Ram!

This document is intended to help set-up your new SathyaSai.us email. Please use this email address for all official communication of SSIO and its country specific entities.

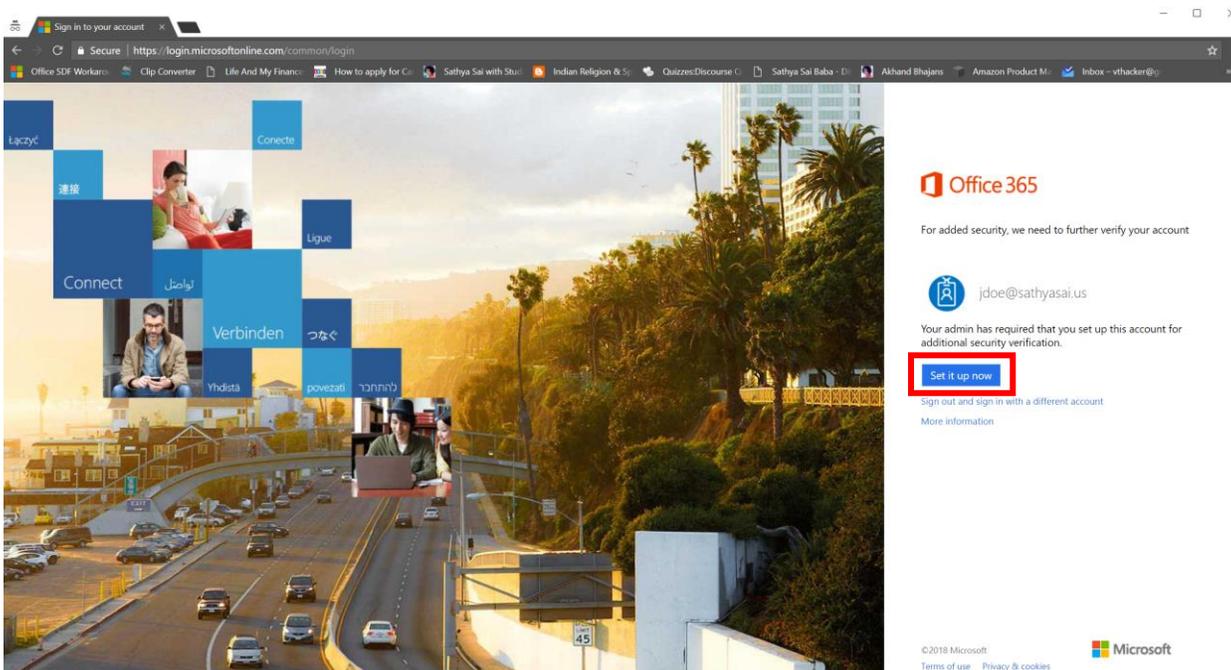
Setting Up your Sathyasai.us email

For setting up your account, you will need access to a computer and your mobile phone (iOS/Android). For access to email, the document has the info for an iOS device. However, the steps on an Android device should be similar.

If at any point during this document, your session times out, please enter your password and continue with the instructions.

Here are the detailed instructions:

- 1) Open a browser of your choice and navigate to outlook.office365.com
- 2) Enter your username followed by the password that was provided to you and Click on Sign In.
- 3) You will be presented with the screen below



- 4) The screen above is going to help setup Multi-Factor Authentication. This is a security measure that is required by the SSIO to help keep your email accounts secure. Please click on “Set it up now”
- 5) Next you will be presented with a screen below which will give you options for preferred methods to contact you via your mobile phone.

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United States (+1)

Method

Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

©2018 Microsoft | [Legal](#) | [Privacy](#)

You can choose to:

- Have Microsoft call you to verify your identity or
- Have Microsoft send you a code via text message or
- My personal favorite, send a notification to your mobile device to verify your identity

While you can really choose anything per your preference, this document will focus on the 3rd choice. Under how we should contact you, select “Mobile App” from the drop-down list,

Microsoft

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

[Next](#)

©2018 Microsoft | [Legal](#) | [Privacy](#)

- Under “how do you want to use the mobile app?” section, select “Receive Notifications for verification” and then click Set-Up
- You will see the steps to setup your Mobile app (Microsoft Authenticator) for verify your login also known as Multi-Factor Authentication

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 689 008 601

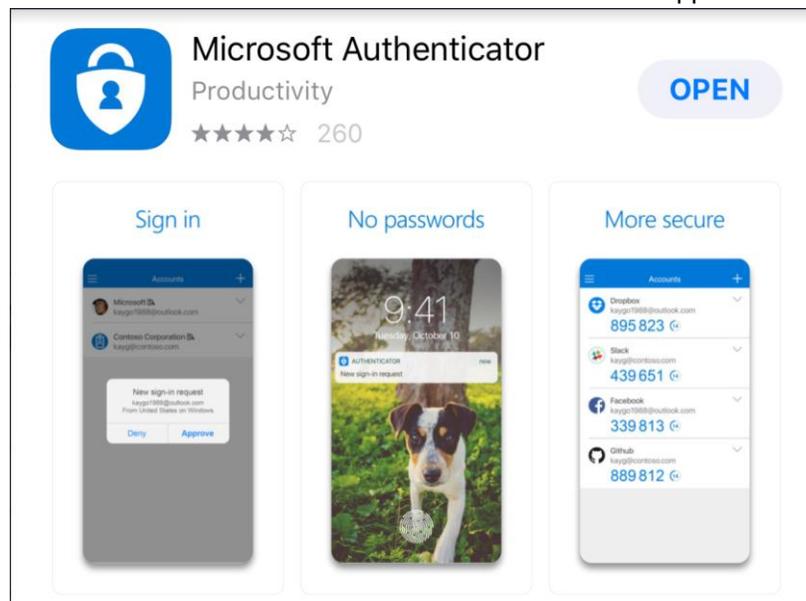
Url: <https://bn1pfpad04.phonefactor.net/pad/379287014>

If the app displays a six-digit code, choose "Next".

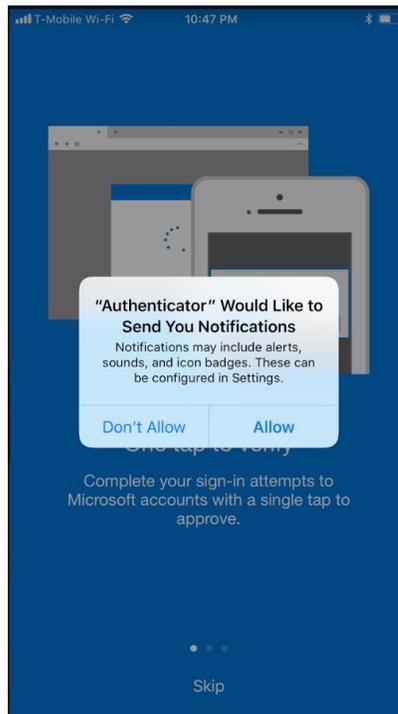
Next

cancel

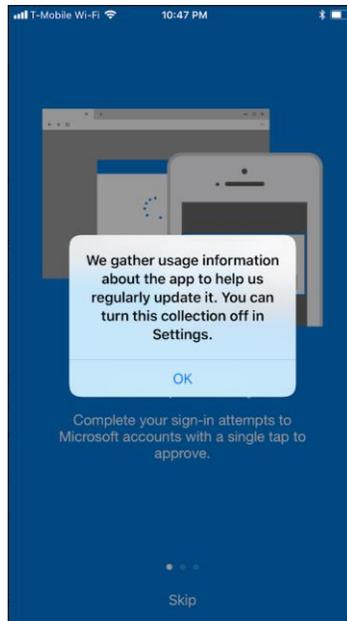
- 8) Now let's switch to your iPhone. First download the Microsoft Authenticator App



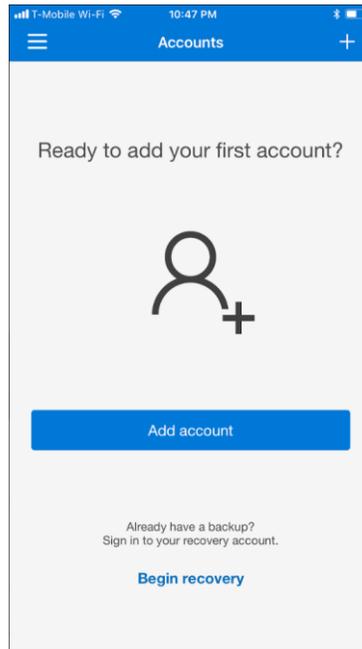
- 9) Once downloaded, launch the Authenticator app and you will see a pop-up that is letting you know that "Authenticator" app would like to send you notification. Tap on Accept



- 10) Authenticator will then pop-up a notification indicating that it collects usage information about the app. If needed you can turn it off in Settings

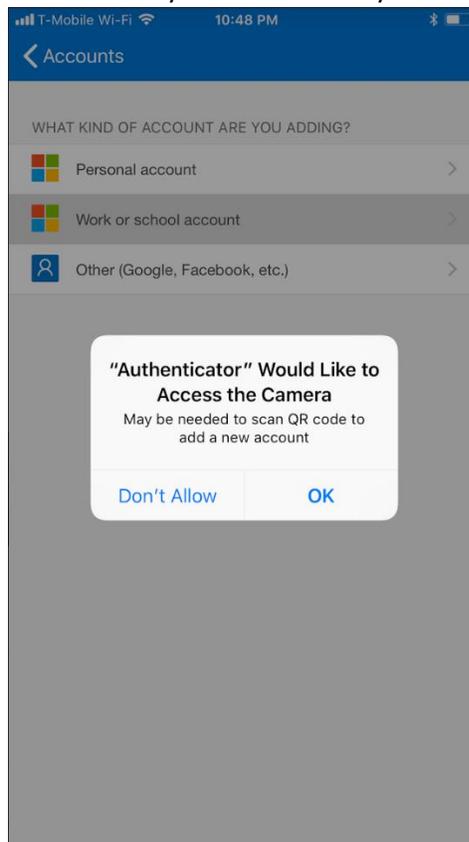


- 11) Now click on Skip at the bottom
- 12) Now you will see a screen that reads "Ready to Add your first account?" Tap on "Add Account"

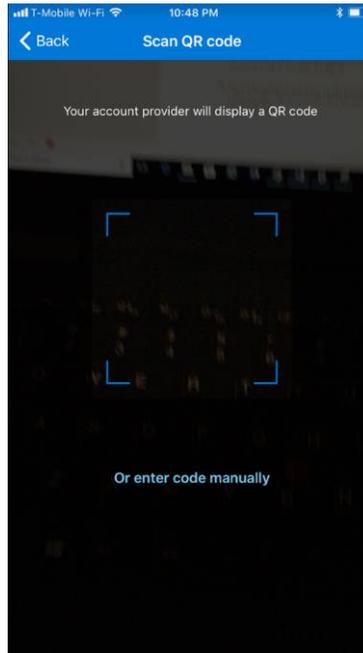


13) Next you will tap on “Work or school account”

14) The authenticator app will show another pop-up that reads: “Authenticator” would like to access your camera. Tap “OK”. This is needed to scan a code that links your iPhone with your sathysai.us account



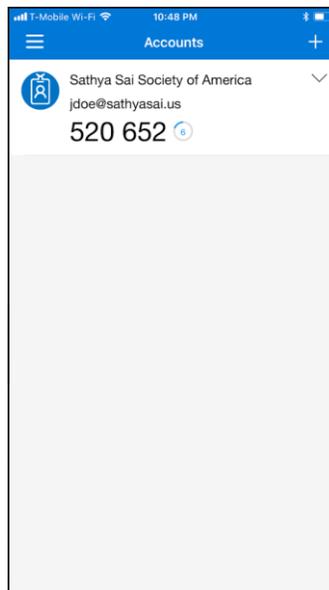
15) You will notice that the camera on your iPhone is ready to scan the code



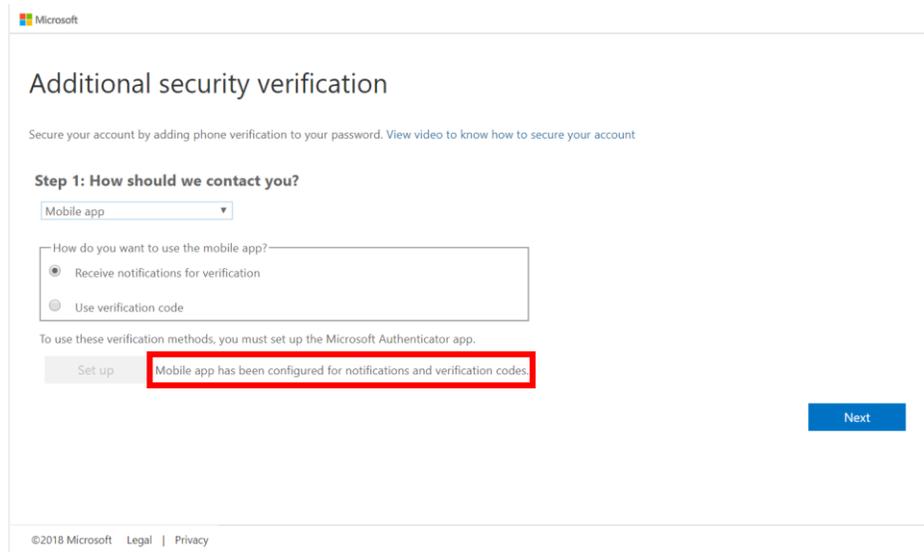
16) Switch to the browser on your laptop and point the camera at the code that looks like the image below. Make sure not to scan the code below as this code will be a unique one on your browser.



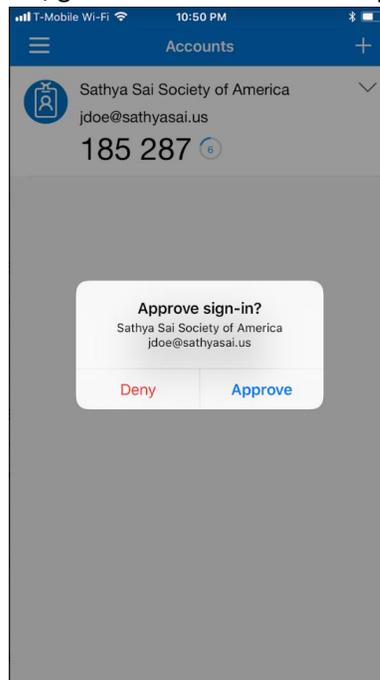
17) Once the code is scanned, switch back to the iPhone. You will see that the mobile app is verifying your code. Once verified you will see an image like the one below.



18) Now again switch back to the browser on your laptop. Wait until your screen shows the message below and then click on "Next"



19) When you click next, the sathyasai.us email system is going to send a test notification your mobile device to approve your sign-in request. To approve it, go into the authenticator app and approve the sign-in request



20) Now switch back to the browser Window and you will notice a screen like the one below. Enter your phone number and click Next. This is needed just in case you lose access to the mobile app.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 3: In case you lose access to the mobile app

United States (+1)

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- 21) Finally, on Step 4, click on Done. Ignore the password in this step unless you use custom email clients like Mac Email. This is **NOT** your sathyasai.us email account password.

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 4: Keep using your existing applications

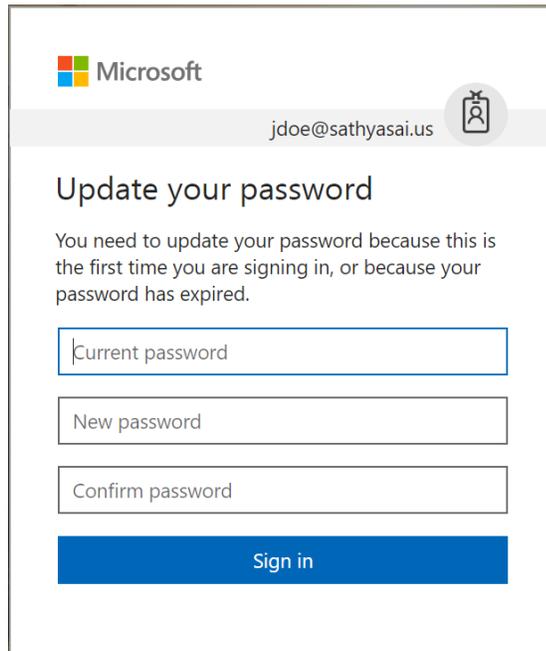
In some apps, like Outlook, Apple Mail, and Microsoft Office, you can't use a phone to secure your account. To use these apps, you'll need to create a new "app password" to use in place of your work or school account password. [Learn more](#)

Get started with this app password:

dcqpswwstjybxxl 

Done

- 22) Your mobile app is all set to verify your sathyasai.us identity whenever you log in to check your email.
- 23) Now you will see a screen like the one below. We want you to use the password that you will remember so go ahead and change your password. In the 1st box, enter the password that was generated for you, followed by a password of your liking in the 2nd box. Finally confirm your new password in the 3rd box and click Sign In



Microsoft

jdoe@sathyasai.us

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.

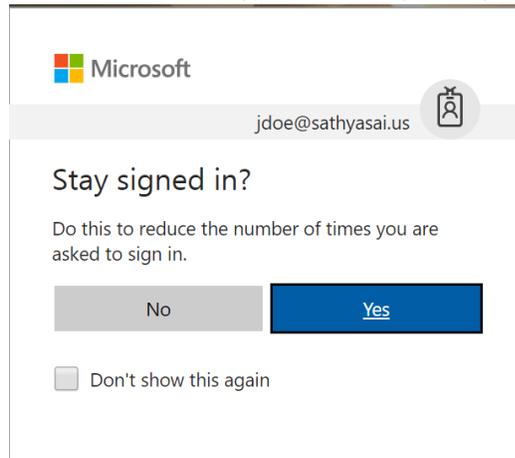
Current password

New password

Confirm password

Sign in

24) You will be prompted with a pop-up like the one below to stay signed in. Our recommendation is that you select No on computers that are shared with others. If it is a personal computer, you may choose Yes



Microsoft

jdoe@sathyasai.us

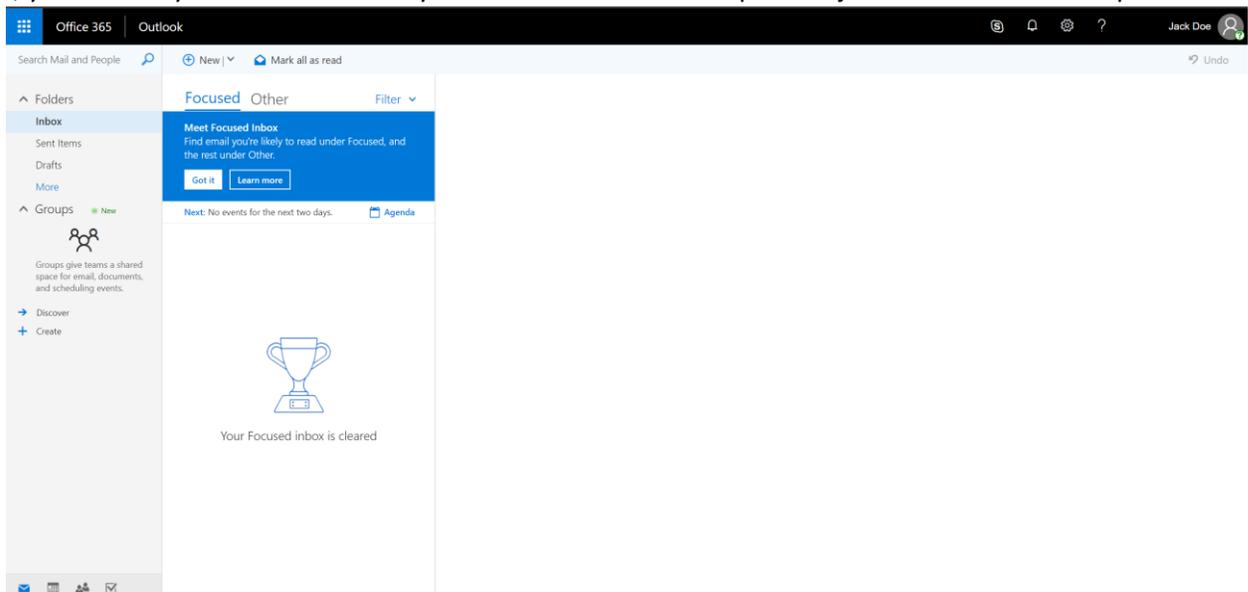
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

No Yes

Don't show this again

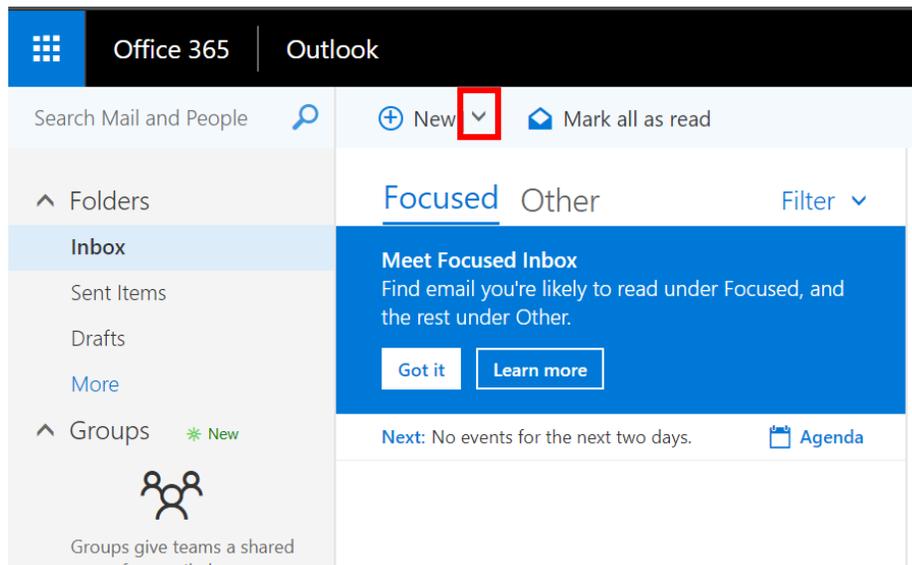
25) Next, you will see your brand new sathyasai.us mailbox. These steps were just for a one-time setup



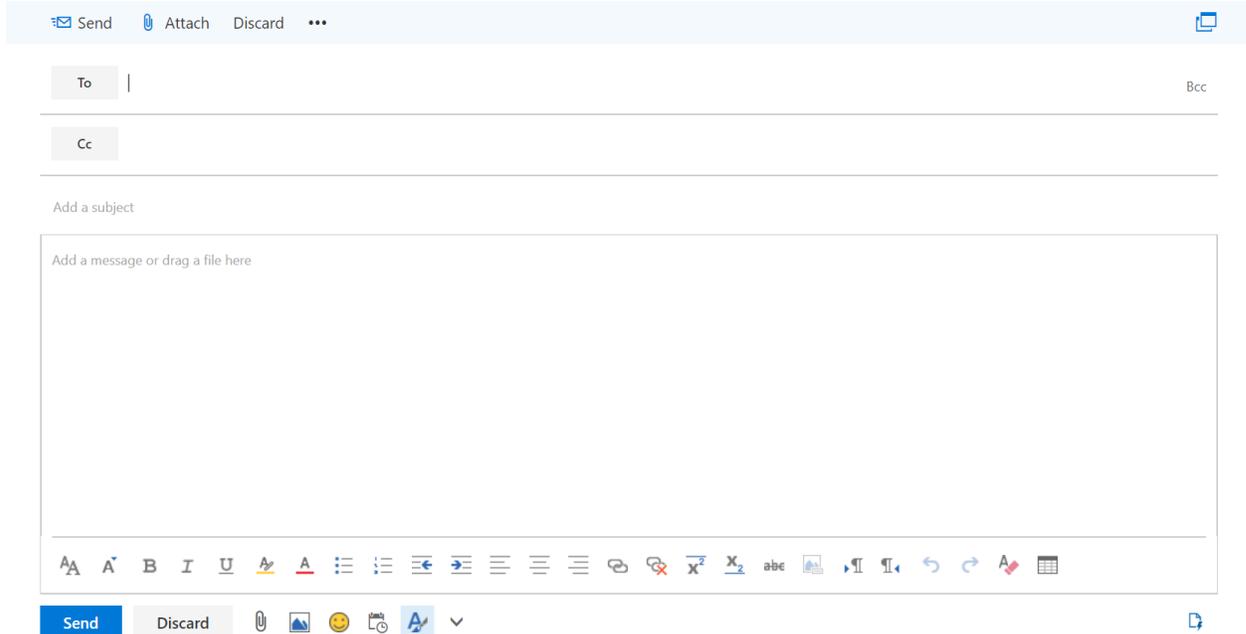
Composing email on the browser on a computer

Now that you have setup your email account (yay!), lets learn on how to write a new email. Follow these steps to compose a new email

- 1) Login to your sathyasai.us account by going to outlook.office365.com
- 2) Assuming you see this screen below, you can select one of 2 options
 - a. click on the “+ New” button or
 - b. click on the v icon next to “+ New” followed by “Email Message”



- 3) You will see the right pane with a place to compose your new email

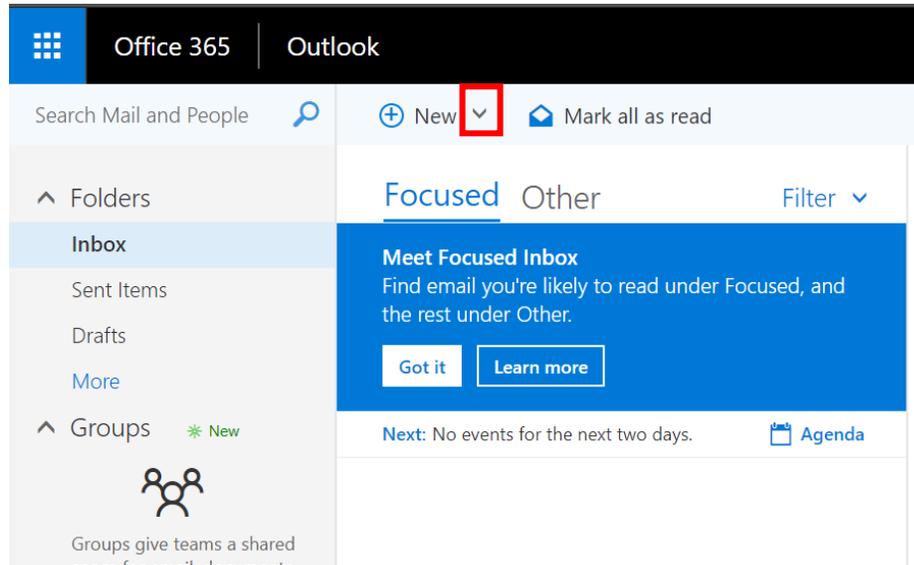


- 4) In To: or CC: lines, you can enter the email address of the person that you wish to email. Alternatively, if you just type “Ha” the system will start searching for all names with “ha” in it and you can select it as well.
 - a. **Note:** There is also a notion of group email. For example: to email all SSIO-USA National Officers, you can type “National” and you will notice the group “SSIO-USA National Officers” and you can select that too.
- 5) You can add your subject in the section: “Add a Subject”
- 6) Finally, you can add the body of the email and “send” it

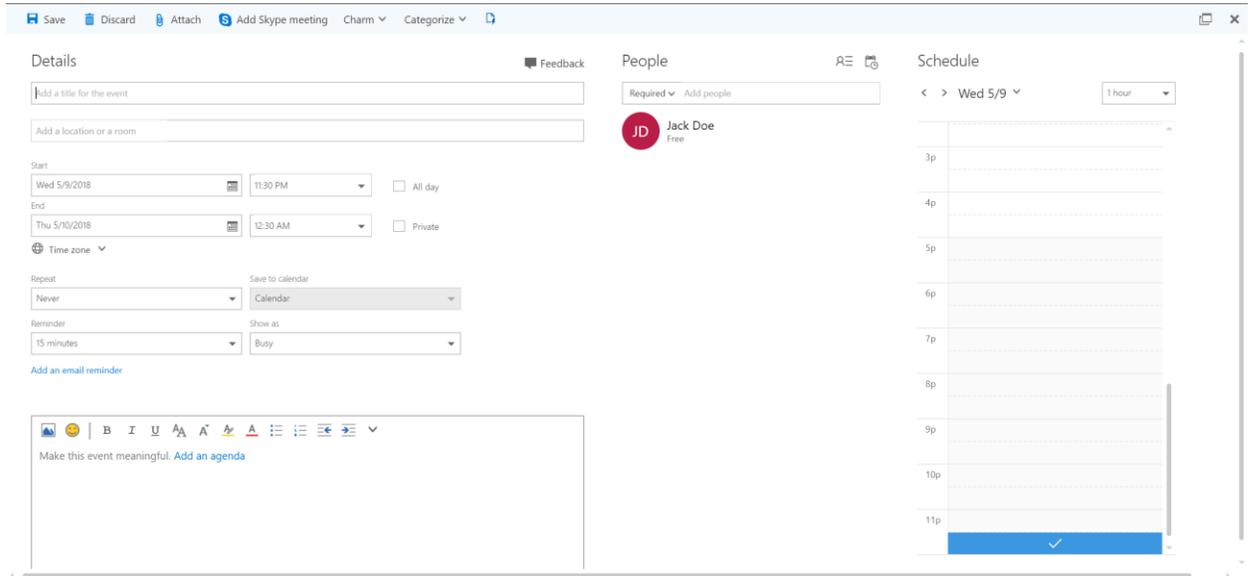
Setting up Meetings on a computer

You can use the calendar functionality to setup meetings. These meetings could be one-off meetings or recurring meetings. You can also send a meeting invite with reminders to make your life easy. Here are the steps to do so:

- 1) Login to your sathyasai.us account by going to outlook.office365.com
- 2) Assuming you see this screen below, click the **v** icon next to “+ New” followed by “Calendar event”



- 3) You will see the calendar invite screen like the one below



- 4) Enter the title of meeting, choose the location (could be Online/Zoom/Starbucks), choose your date, start and end time
 - a. **Note:** Check the time zone. By default, its Pacific time zone

Save Discard Attach Add Skype meeting Charm Categorize

Details Feedback

Add a title for the event

Add a location or a room

Start
 Wed 5/9/2018 11:30 PM All day

End
 Thu 5/10/2018 12:30 AM Private

Time zone

- You can choose to make a recurring if needed and set a reminder so that your recipient can be reminded “x” minutes before the start of the meeting
- In the section shown below, you can write your notes or agenda

Repeat: Never

Save to calendar: Calendar

Reminder: 15 minutes

Show as: Busy

[Add an email reminder](#)

Make this event meaningful. [Add an agenda](#)

- Under the People section, you can invite people by writing their name in the box as shown below

People ⋮ 📅

Required ▼ Add people

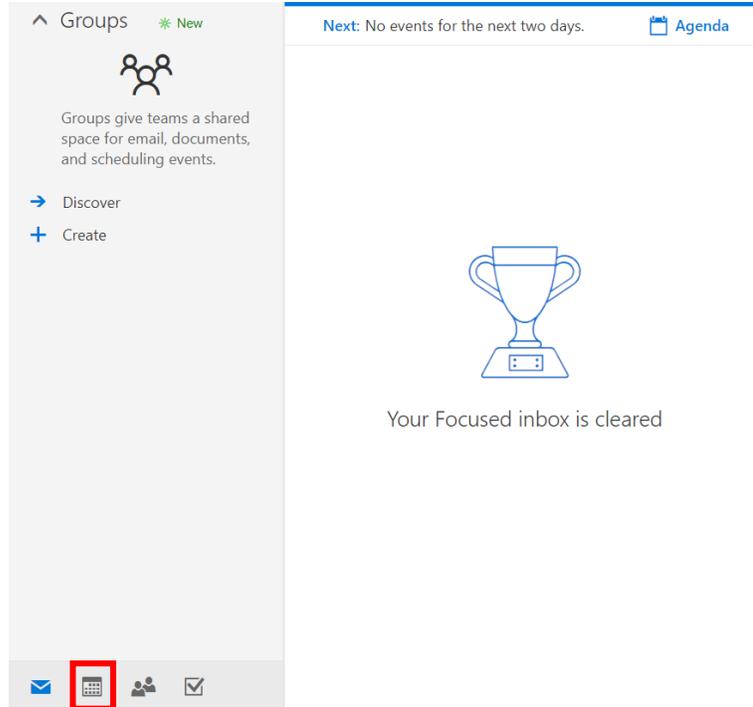
Jack Doe
Free

- Finally click “Send” in the top left corner to send the meeting

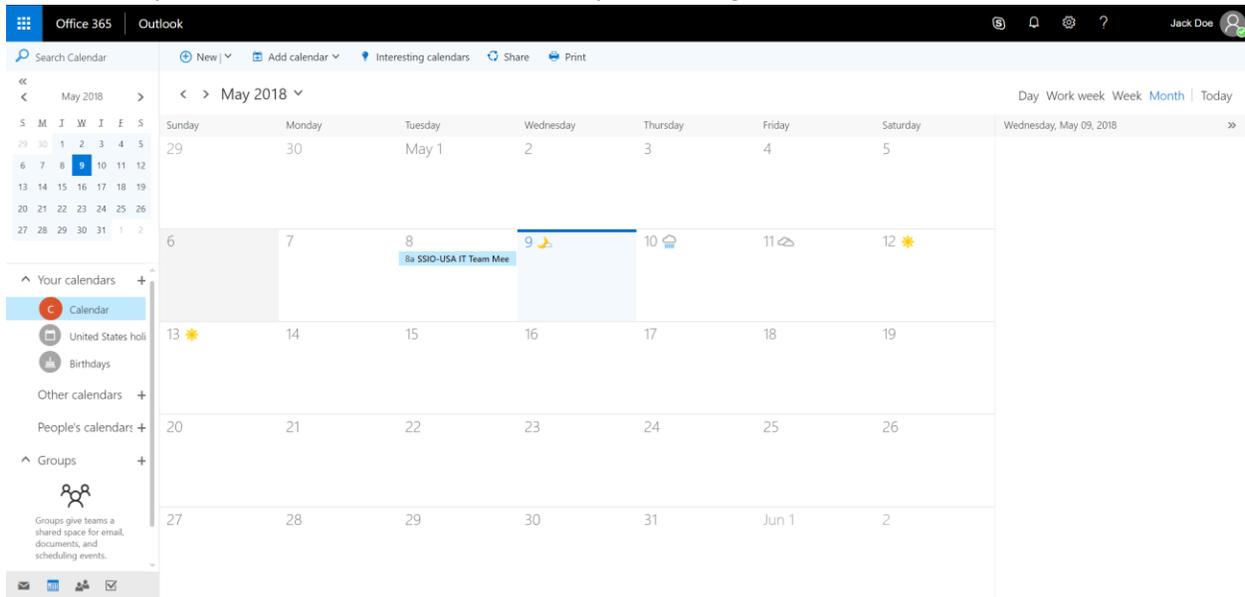
Viewing your meeting schedule on a computer

In order to get a grasp of your schedule, you might want to take a look at your calendar. Follow the steps below to do so:

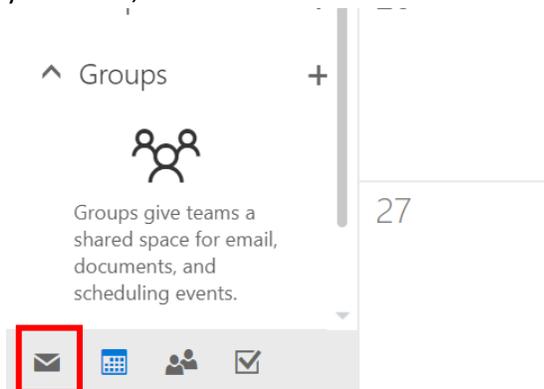
- 1) Login to your sathyasai.us account by going to outlook.office365.com
- 2) Click on the icon in the bottom left corner and shown below



- 3) You will see your entire calendar which will show you meeting schedule



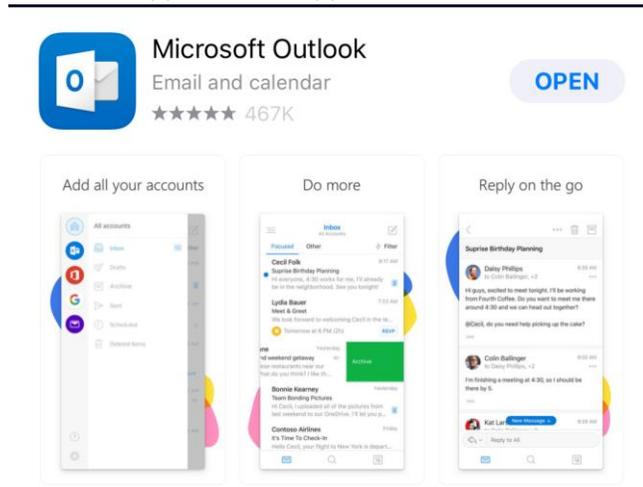
- 4) If you wish to go back to viewing your email, click on the icon shown below



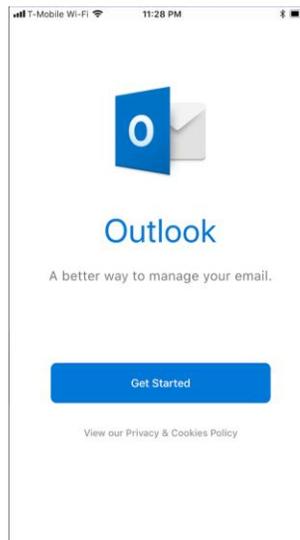
Set up your sathyasai.us email on the iPhone

Checking email on the go is sometimes a necessity. The following steps will help you configure your sathyasai.us email account on your iPhone

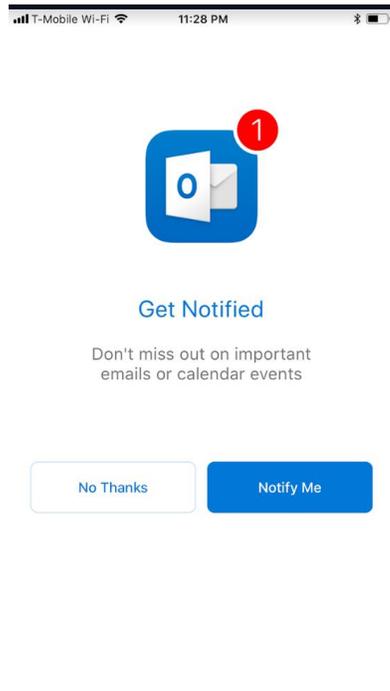
- 1) On your iPhone, download the Outlook app from the App Store



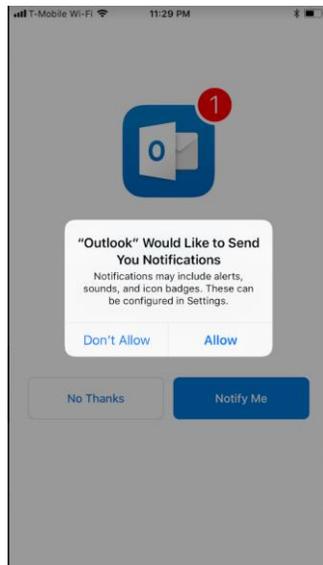
- 2) Launch the Outlook app and Tap "Get Started"



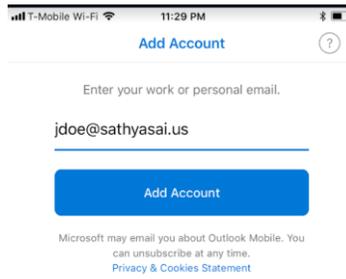
- 3) The screen below is asking if you want to be notified when new emails come in or to send you reminders of your meetings. Tap on "Notify Me" if you want to be notified else tap "No Thanks"
 - a. **Note:** Selecting "No Thanks" means that you will have to manually launch the Outlook app to check for emails and meetings



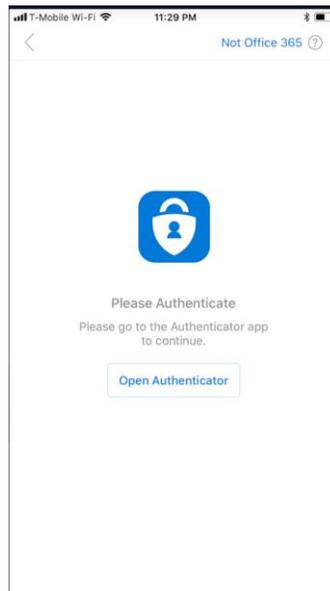
- 4) You will be presented with another pop-up that looks like below to allow Outlook to send notifications. Tap on Allow



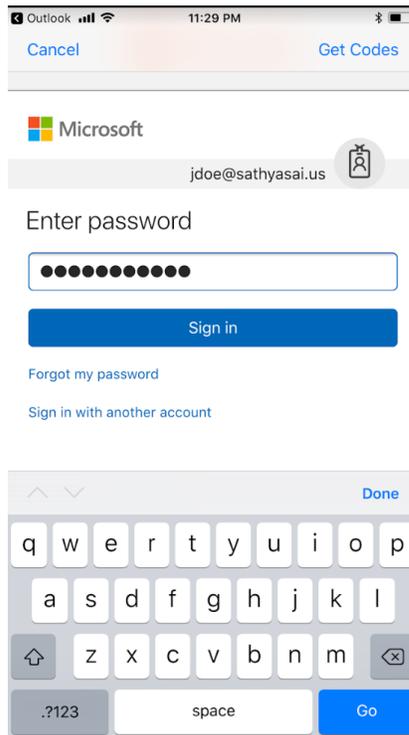
- 5) In the screen below, enter your sathyasai.us email address and tap Add Account. Example: jdoe@sathyasai.us



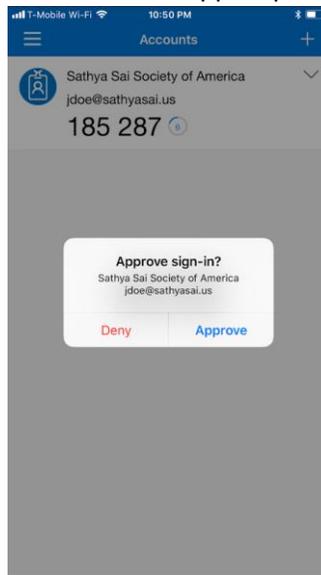
6) Microsoft detects that this identity needs to be verified in the Authenticator mobile app. Tap “Open Authenticator” when you see the screen below



7) The mobile app will automatically load, and it will prompt you for the password. Enter your password and click on “Sign In”



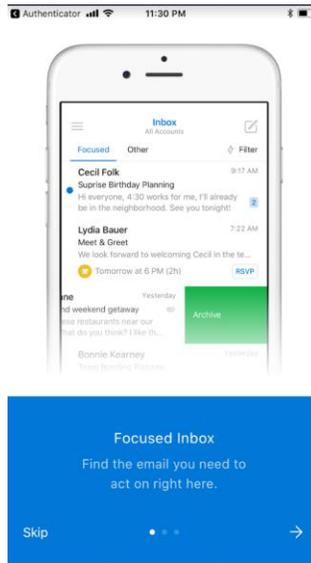
8) You will be then asked to approve the sign-in in the same app. Tap on Approve



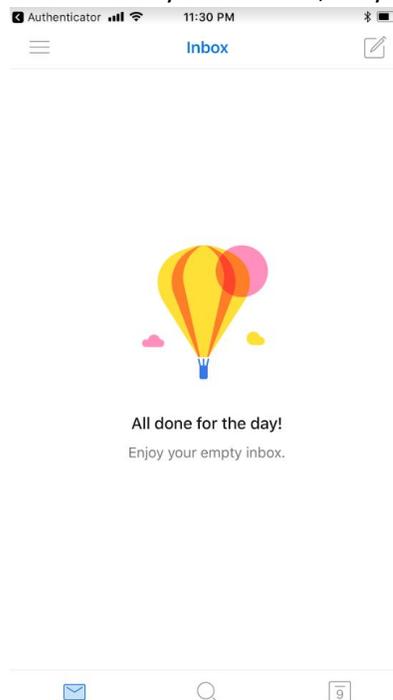
9) The screen will flicker and switch back to the Outlook app automatically. You will see the screen below

10) If you want to setup another account, you can do so. If not, tap "Maybe Later"

11) Now you choose to swipe and see some key functionality of the Outlook Mobile app or you can tap "Skip" in the bottom left of your iPhone



12) Your email account is all setup! If you have emails in your mailbox, they should start syncing right away.



Composing email in the Outlook app on your iPhone

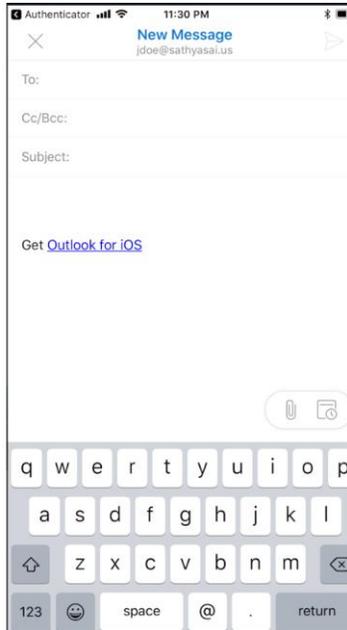
Now that you have setup your email account (yay!), lets learn on how to write a new email. Follow these steps to compose a new email

- 1) Launch the Outlook app on your iPhone and authenticate yourself if needed
- 2) To compose a new email, click on the icon as shown below



- 3) Enter the email addresses in the To, CC, BCC lines. You can enter the email address of the person that you wish to email. Alternatively, if you just type "Ha" the system will start searching for all names with "ha" in it and you can select it as well.

- a. **Note:** There is also a notion of group email. For example: in order to email all SSIO-USA National Officers, you can type “National” and you will notice the group “SSIO-USA National Officers” and you can select that too.



- 4) Add a subject and body to your new email
- 5) Send the email

Viewing your calendar and setting up meetings on your iPhone

You can use the calendar functionality on your iPhone to view setup meetings.

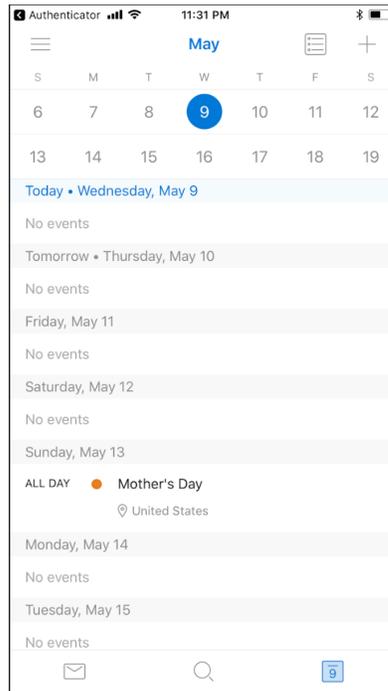
- 1) Launch the Outlook app on your iPhone and authenticate yourself if needed
- 2) To access your calendar, tap on the icon as shown below



All done for the day!
Enjoy your empty inbox.



- 3) You will see the calendar screen like the one below that will give you a view of your day



- 4) To create a new meeting invite, click on the + icon on the top right
- 5) Enter the title of meeting, choose your date, start and end time
 - a. **Note:** Check the timezone. By default, its Pacific time zone
- 6) Tap People to invite people. You can write their name or email address in the box as shown below and tap the “check” icon
- 7) Choose the location if need be
- 8) Tap Description to describe what the meeting agenda is
- 9) If you wish to make it a recurring meeting, tap repeat and select your option
- 10) Next set a reminder so that you recipient can be reminded “x” minutes before the start of the meeting
- 11) Finally tap the “check” icon in the top right corner to send the meeting

