

Lubecore Email Setup Instructions

The following instructions will guide you through the setup of Lubecore email for common mobile devices. The settings provided will also work for email clients (Outlook, Mac Mail, Entourage) on your computer, but details for specific programs are not provided.

iPhone/iPad

- 1) Tap Settings -> Passwords & Accounts -> Add Account
- 2) Tap Office 365 (or Microsoft Exchange if Office 365 is not shown)
- 3) Enter your email address and a description, then click next. When the pop-up appears with the options "Configure manually" or "Sign in", click Sign in. Enter password provided to you by Lubecore in the box. If you haven't received this information please contact Linda Eisses (leisses@lubecore.com).
- 4) Accept the requested permissions on the following page, then choose the type of information you want to synchronize between your account and your device, and click Save.

Others

- 1) Tap Apps -> Settings -> Accounts Tab -> Add Account
- 2) Tap Office 365 (or Microsoft Exchange if Office 365 is not shown)
- 3) Type the email and password provided to you by Lubecore in the respective boxes. If you haven't received this information please contact Linda Eisses (leisses@lubecore.com).
- 4) Choose the type of information you want to synchronize between your account and your device and then click Save.

Webmail

Webmail can be accessed from any computer with an internet connection. It is recommended that you hit "logout" when you are done with your email to make sure connections are closed.

- 1) Open up your preferred internet browser (Google Chrome, Firefox, Safari, etc.)
- 2) Use the following address to access the webmail client: <https://outlook.office.com/mail/inbox>
- 3) Enter the email and password provided to you by Lubecore to access your email.