

# How to Access O365

## Outlook Email & Calendar

First time instructions for desktop:

1. Go to the Start menu then find and click the Outlook 2016 icon.
2. You will see a Welcome to Outlook 2016 prompt to set-up your new email account. Click Next.
3. On the next screen, you'll be prompted to Add an Email Account. Select Yes, and click Next.
4. You should now see the Auto Account Setup box. Select Email Account, and in the Email Address box, enter your new email address. Format for your new email will be: **First.Last@na.denso.com** (you'll replace underscores in your current email address with periods, and ending will be @na.denso.com).
5. Your password is your **network password** (what you use to log in every morning).
6. Once your account configures, you should have access to Outlook.

What can you do with Outlook? Check out an [overview video and how to use Outlook](#).

A more limited web version is also available from anywhere at [portal.office.com](http://portal.office.com)

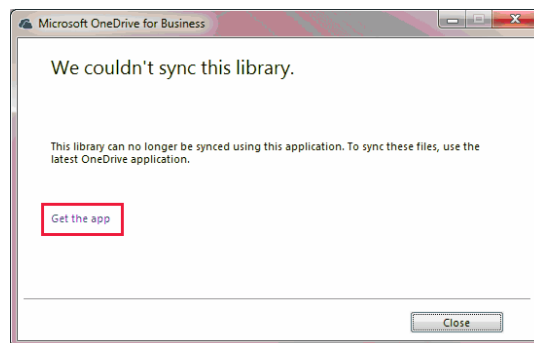
## OneDrive

First time instructions for desktop:

1. To access OneDrive on **Windows 10**, click on your Windows Explorer folder icon, or right click on Windows Start button and select Explorer. Then proceed to step 2.

If you are using **Windows 7**, you will need to search for OneDrive for Business and run it. It will try to install and prompt you to sync your files, click sync (it won't work) but it will give you a link to install the OneDrive App (see below) then follow the prompts to install. Steps 2 & 3 do not apply to Windows 7 users.

2. You'll see OneDrive in the left-hand column of Windows Explorer.
3. When you click on OneDrive, you'll be prompted to set up OneDrive.
4. When asked to enter an email address and password, use your new O365 email address **First.Last@na.denso.com** and network password.



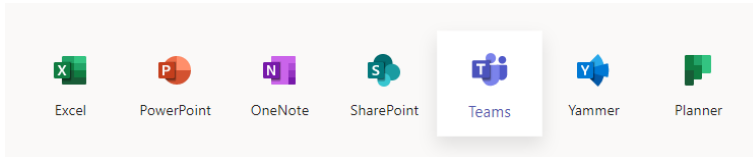
What can you do with OneDrive? Check out an [overview video and how to use OneDrive](#).

A more limited web version is also available from anywhere at [portal.office.com](http://portal.office.com)

# Teams

First time instructions for desktop:

1. To download the Teams application, go to [portal.office.com](https://portal.office.com)
2. Enter your new O365 email address First.Last@na.denso.com and click Next.
3. Select Teams and install the desktop application.



4. In the Teams application, you should have access to "NA - Welcome to O365" Team, where you can join other pilot members in testing Teams chat and other features

What can you do with Teams? Check out an [overview video and how to use Teams](#).

*A more limited web version is also available from anywhere at [portal.office.com](https://portal.office.com)*

## Access on your Mobile Device

Access to Outlook email, calendar and other O365 apps is available on Android and iPhone devices.

[Set-up on iOS](#) / [Set-up on Android](#)

- You will have to use the Outlook phone app to access DENSO email; it will no longer appear in your native phone mail app. This is a global security requirement for DENSO.
- You do not need to delete Notes Traveler before getting access to Outlook on Mobile. We recommend waiting to delete Traveler until you confirm Traveler doesn't have access to your contacts, and everything has migrated successfully.

## Access O365 Remotely with a DENSO Laptop

To remote access to O365 applications on your DENSO laptop (Outlook, Teams, SharePoint, OneDrive), from desktop and web, without having to connect to VDI, you must follow the steps below. If you do not complete the instructions below, you will only have access to Outlook web version <outlook.office.com> when working remotely and not connected to the DENSO network.

### Instructions:

- You must bring your DENSO laptop to a DENSO campus and connect to the DENSO Internal network. You must be connected to the DENSO Internal network; no other network will work. (Note: If you're unable to go to a DENSO campus, you can complete the following if you have VPN remote access).
- Click on the Start menu
- Type 'cmd' hit Enter to get a command prompt window to open

- Type 'gpupdate /force' and hit Enter.
- Wait until you see a message that Computer Policy Update has Completed Successfully. (Note: if you see a warning message after this confirmation message, please ignore)
- Shut down and restart while on the DENSO Internal network.
- After restarting your computer, work for another 30 minutes on the DENSO Internal network to ensure the update completed. You will not receive any further notification; we recommend you check ability to access O365 offsite when you leave DENSO campus.

**How to access:** Once all steps are completed, you will be able to access O365 applications on your DENSO laptop (Outlook, Teams, OneDrive, Sharepoint), from desktop app or web, when working remotely. Launch the O365 desktop applications you need, or visit [portal.office.com](https://portal.office.com) to launch web applications.

## Access O365 Remotely while using VDI (RSA)

*VDI (virtual desktop infrastructure) is a virtualized desktop environment on a remote server, connecting you directly to the DENSO network.*

- Access to installed O365 desktop applications (Outlook, Teams, OneDrive, SharePoint) are available on VDI.
- All O365 web applications are available on VDI.
- Multi-factor Authentication is utilized through an RSA Card.
- This is the only way a Mac can access Office 365.

**How to Access:** Once connected to VDI, launch the O365 applications you need.

## Access O365 Remotely Using a Non-DENSO PC

- Only the web version of Outlook is available on a personal computer.
- Mac operating systems are not supported and cannot access O365 desktop or web applications. For Mac access, VDI is required.
- When using Outlook online remotely you will not be able to view/download attachments.

**How to Access:** Open your browser and go to [outlook.office.com](https://outlook.office.com). Sign-in using your new email address and network password. You will be prompted for Multi-factor Authentication (MFA) to continue. After MFA, you will have access to Outlook online.