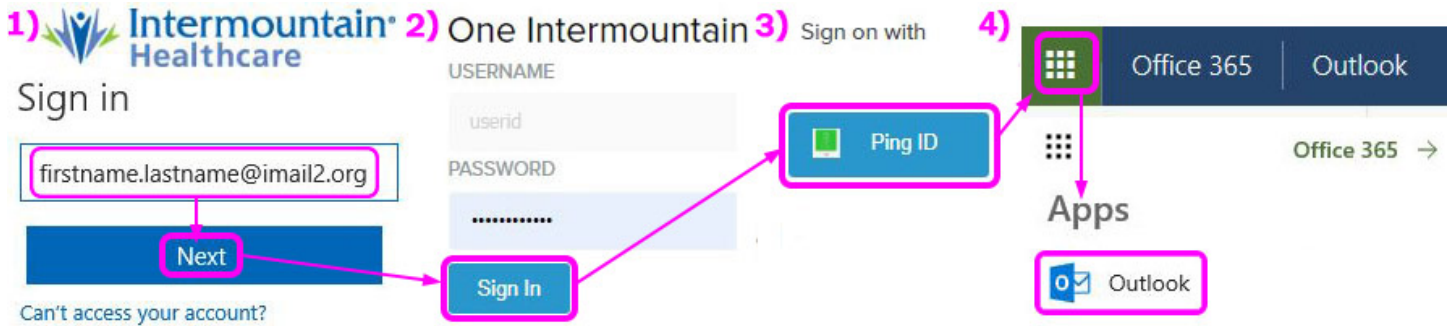


## Intermountain Office 365/imap2.org Access Methods

### Office 365/imap2.org Access from a Browser (Smartphone, Windows or Mac OS)



1. Open a web browser on your web-enabled device (e.g. PC, Mac, Tablet, Smartphone), go to <http://outlook.com/owa/intermountainmail.org> then type in your assigned imap2.org email address and click *Next*. (The address will follow this pattern: *firstname.lastname@imap2.org*)
2. If you entered a valid imap2.org address, it should transfer it to the *User Name* field in the following window, as shown in **2)** of the upper diagram. Enter your **Master Password** (the password used for most Intermountain apps, including iCentra) in the *Password* field and click *Sign In*.
3. If you entered your Master Password correctly, a third window will open where you can click **Ping ID** **3)**. It will then send an authentication request to the app on your phone for your verification.
4. Upon verification/successful login to Outlook Web (Office 365), it should automatically open to the Inbox of web client version of Outlook. If not, you may have to click the green **Apps** button in the upper left corner (as shown in **4)** of the upper diagram) and click *Outlook* in the apps list.

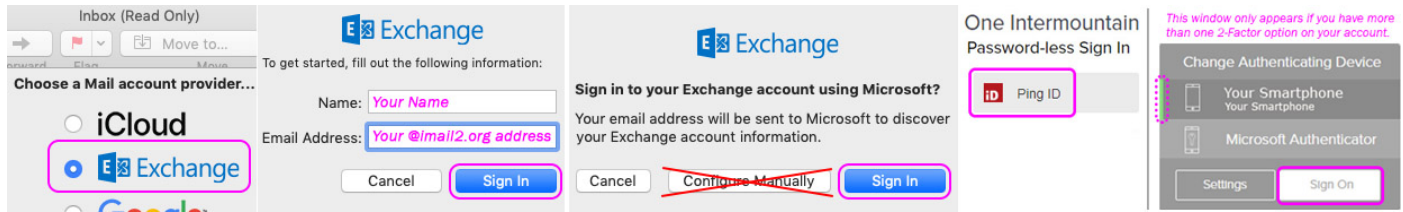
#### REGARDING SMARTPHONE ACCESS:

- In iOS (iPhone), you will get the most features if you use either the **Safari** or Microsoft **Edge** browsers.
- In Android, you will get the most features if you use either the **Chrome** or Microsoft **Edge** browsers.

## Office 365/imap2.org Access from a Windows Mail Client

## Office 365/imap2.org Access from a Mac OS Mail Client

Mac OS Apple Mail app configuration steps are as follows (using PingID as the 2-Step Authentication):



Mac OS Microsoft Outlook 2019 configuration steps are as follows (using PingID as the 2-Step Authentication):

