



# ORWG OFFICE 365 ACCOUNT SETUP

OREGON WING DIRECTOR OF INFORMATION TECHNOLOGY &  
OREGON WING DIRECTOR OF OPERATIONS

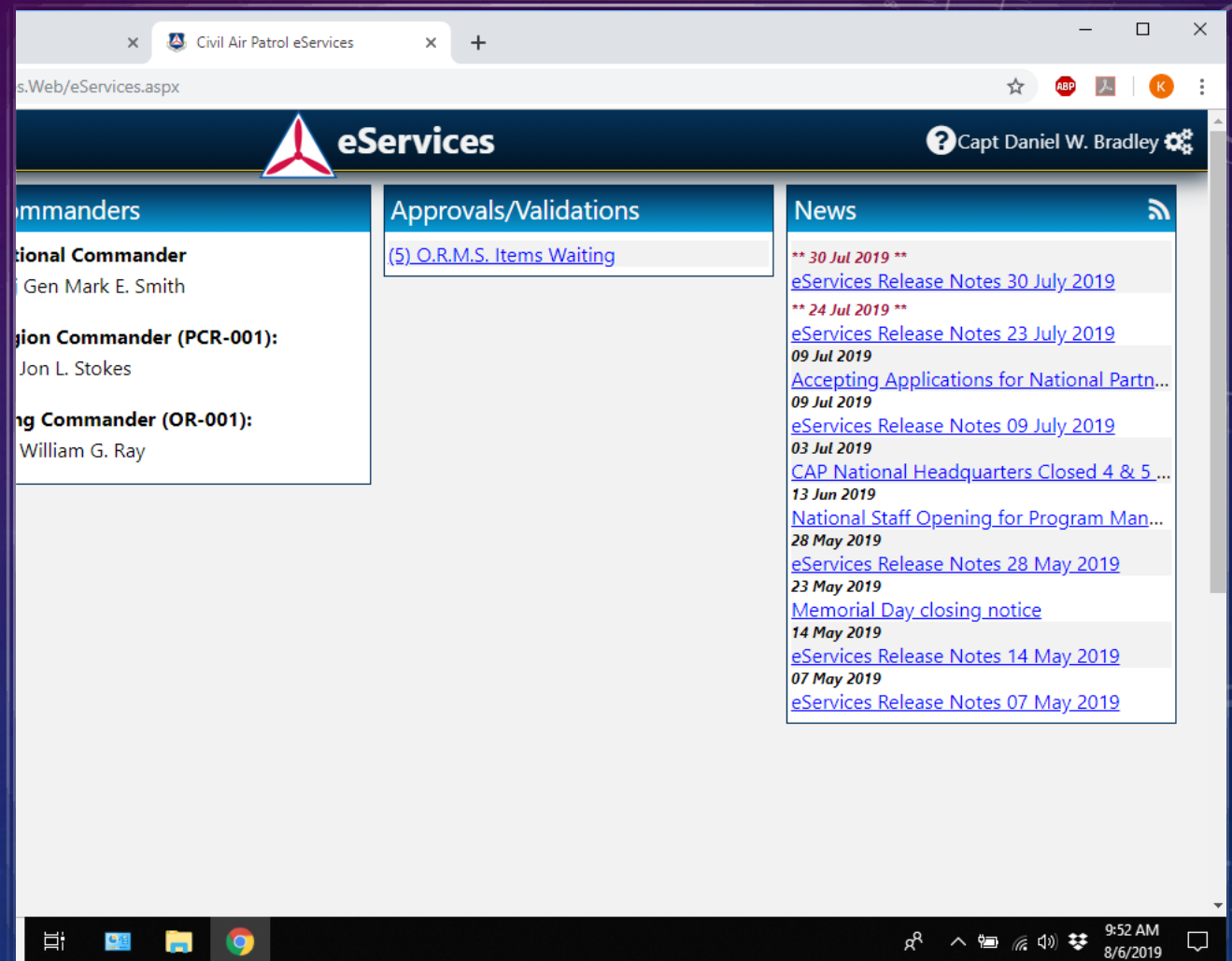
VERSION 1.3 02/2020

# INITIAL SETUP

- A new member will need to have access to their CAP eServices account before setting up their account
  - The initial setup of the process starts on the next slide (step one)
- If you are an existing member, you can skip to step three **if** you have received a welcome email.
  - If you have not received a welcome email, make sure you check your spam filter or folder, search your inbox for "Welcome to the ORWG Office 365 Email System", or contact the wing IT Officer for additional assistance.

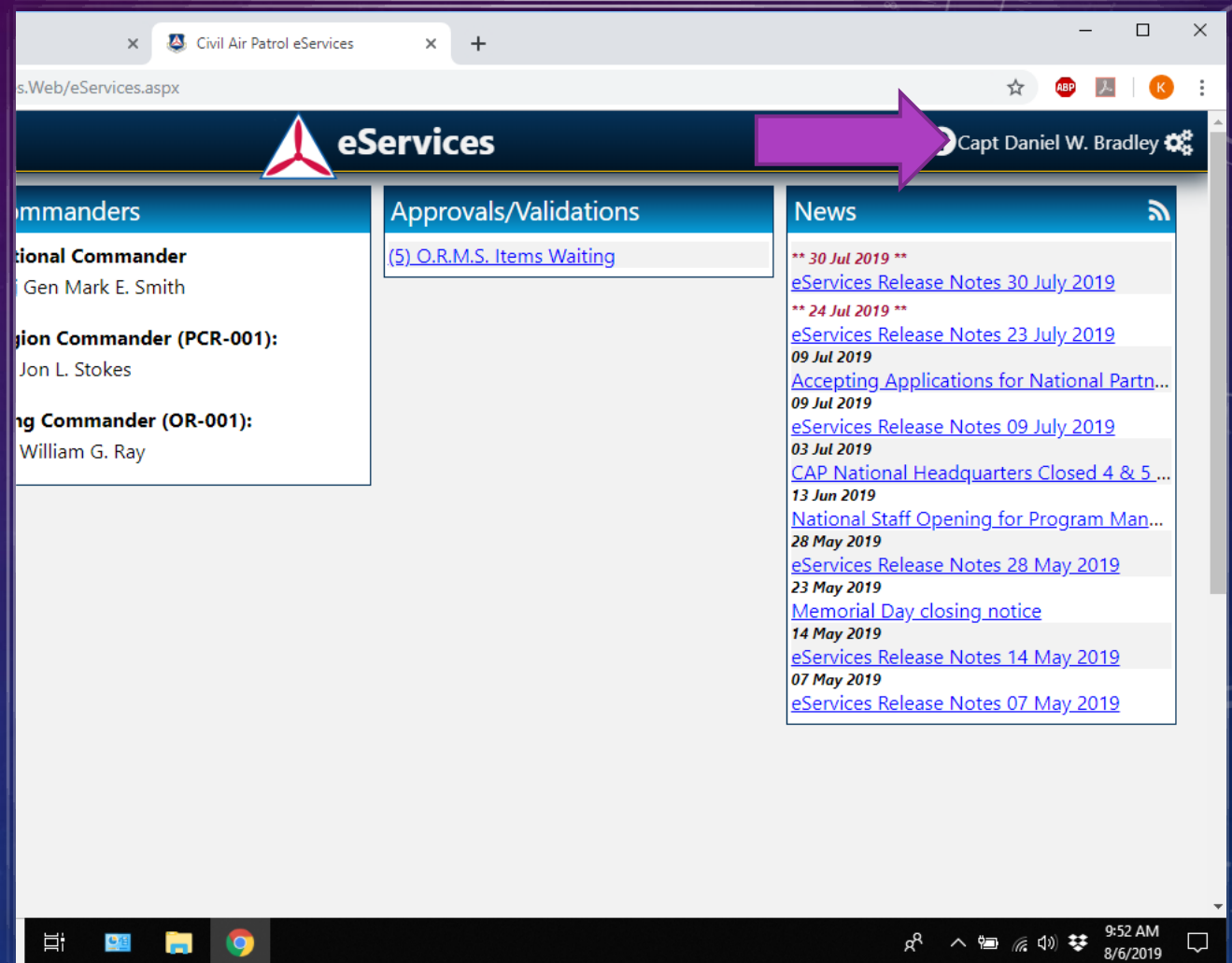
# STEP ONE

Log into CAP eServices



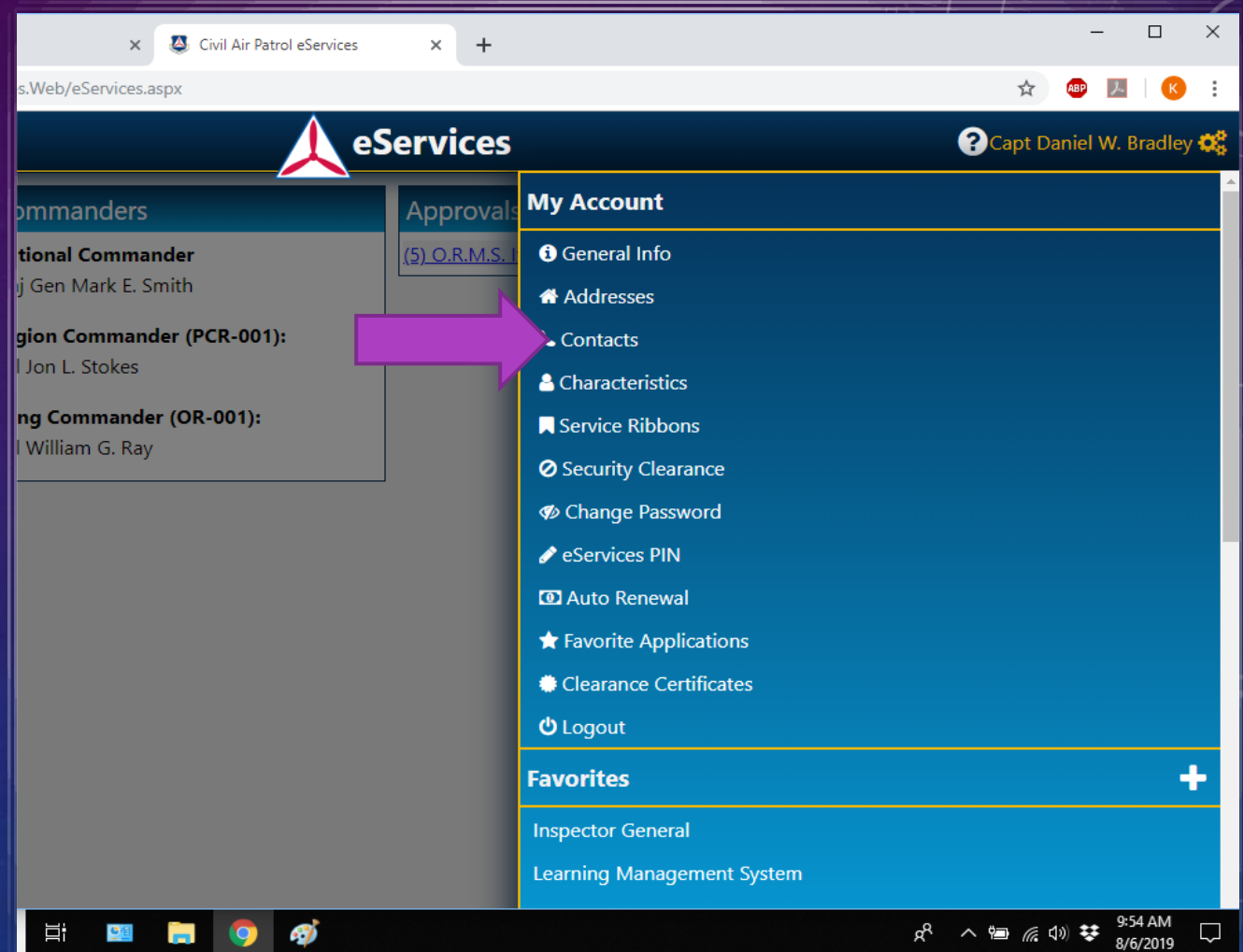
# STEP ONE

In eServices, click on your name to access your account management options



# STEP ONE

Click on Contacts



# STEP ONE

Select EMAIL using the options on the bottom left drop-down menu

The screenshot shows the 'eServices Home > My Account > Contacts' page. The 'Current Contacts' table has the following data:

| Type       | Priority  | Contact                     | Contact Name    | Do Not Contact |
|------------|-----------|-----------------------------|-----------------|----------------|
| CELL PHONE | PRIMARY   | (360) 241-4934              |                 |                |
| EMAIL      | PRIMARY   | daniel.bradley@orwg.cap.gov |                 | False          |
|            | SECONDARY | dwbradley85@hotmail.com     |                 | True           |
|            | EMERGENCY | (360) 624-0264              | Karista Bradley |                |

Below the table is a form for adding a new contact:

| Squadron | Account | Status        |
|----------|---------|---------------|
| OR-001   | n/a     | Not Requested |

Form fields for a new contact:

- \*Priority: --Select--
- \*Contact: --Select--
- Ext.: [ ]
- Contact Name: [ ]
- Do Not Contact for [ ]

A purple arrow points to the 'EMAIL' option in the dropdown menu.

# STEP ONE

Select the priority as PRIMARY

PowerPoint | Presentation.pptx | Civil Air Patrol eServices

https://www.capnhq.gov/CAP.eServices.Web/MyAccount/ContactInfo.aspx

Menu eServices

eServices Home > My Account > Contacts

### Current Contacts

| Type       | Priority  | Contact                     | Contact Name    | Do Not Contact |
|------------|-----------|-----------------------------|-----------------|----------------|
| CELL PHONE | PRIMARY   | (360) 241-4934              |                 |                |
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| Squadron | Account | Status        |
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| OR-001   | n/a     | Not Requested |

\*Priority: --Select--   \*Contact: --Select--   Ext.:   Contact Name:    Do Not Contact for

Save New Contact

# STEP ONE

Enter the email address you currently have access to.

Your welcome email will be sent here.

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https://www.capnhq.gov/CAP.eServices.Web/MyAccount/ContactInfo.aspx

Menu eServices

eServices Home > My Account > Contacts

### Current Contacts

| Type               | Priority  | Contact                     | Contact Name    | Do Not Contact |
|--------------------|-----------|-----------------------------|-----------------|----------------|
| CELL PHONE         | PRIMARY   | (360) 241-4934              |                 |                |
| EMAIL              | PRIMARY   | daniel.bradley@orwg.cap.gov |                 | False          |
| ALPHA PAGER        | SECONDARY | dwbradley85@hotmail.com     |                 | True           |
| ASSISTANT          | EMERGENCY | (360) 624-0264              | Karista Bradley |                |
| CADET PARENT EMAIL |           |                             |                 |                |
| CADET PARENT PHONE |           |                             |                 |                |
| CELL PHONE         |           |                             |                 |                |
| DIGITAL PAGER      |           |                             |                 |                |
| EMAIL              |           |                             |                 |                |
| HOME FAX           |           |                             |                 |                |
| HOME PHONE         |           |                             |                 |                |
| INSTANT MESSENGER  |           |                             |                 |                |
| ISDN               |           |                             |                 |                |
| RADIO              |           |                             |                 |                |
| TELEX              |           |                             |                 |                |
| WORK FAX           |           |                             |                 |                |
| WORK PHONE         |           |                             |                 |                |

| Squadron | Account | Status        |
|----------|---------|---------------|
| OR-001   | a       | Not Requested |

\*Priority: --Select-- \*Contact:  Ext.:  Contact Name:   Do Not Contact for

Save New Contact



# STEP ONE

Then click Save New Contact

The screenshot shows the 'eServices Home > My Account > Contacts' page. The 'Current Contacts' table has the following data:

| Type       | Priority  | Contact                     | Contact Name    | Do Not Contact |
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| Squadron | Account | Status        |
|----------|---------|---------------|
| OR-001   | n/a     | Not Requested |

Form fields below the table:

- \*Priority: --Select--
- \*Contact: --Select--
- Ext.: [ ]
- Contact Name: [ ]
- Do Not Contact for

A purple arrow points to the 'Save New Contact' button at the bottom left of the page.

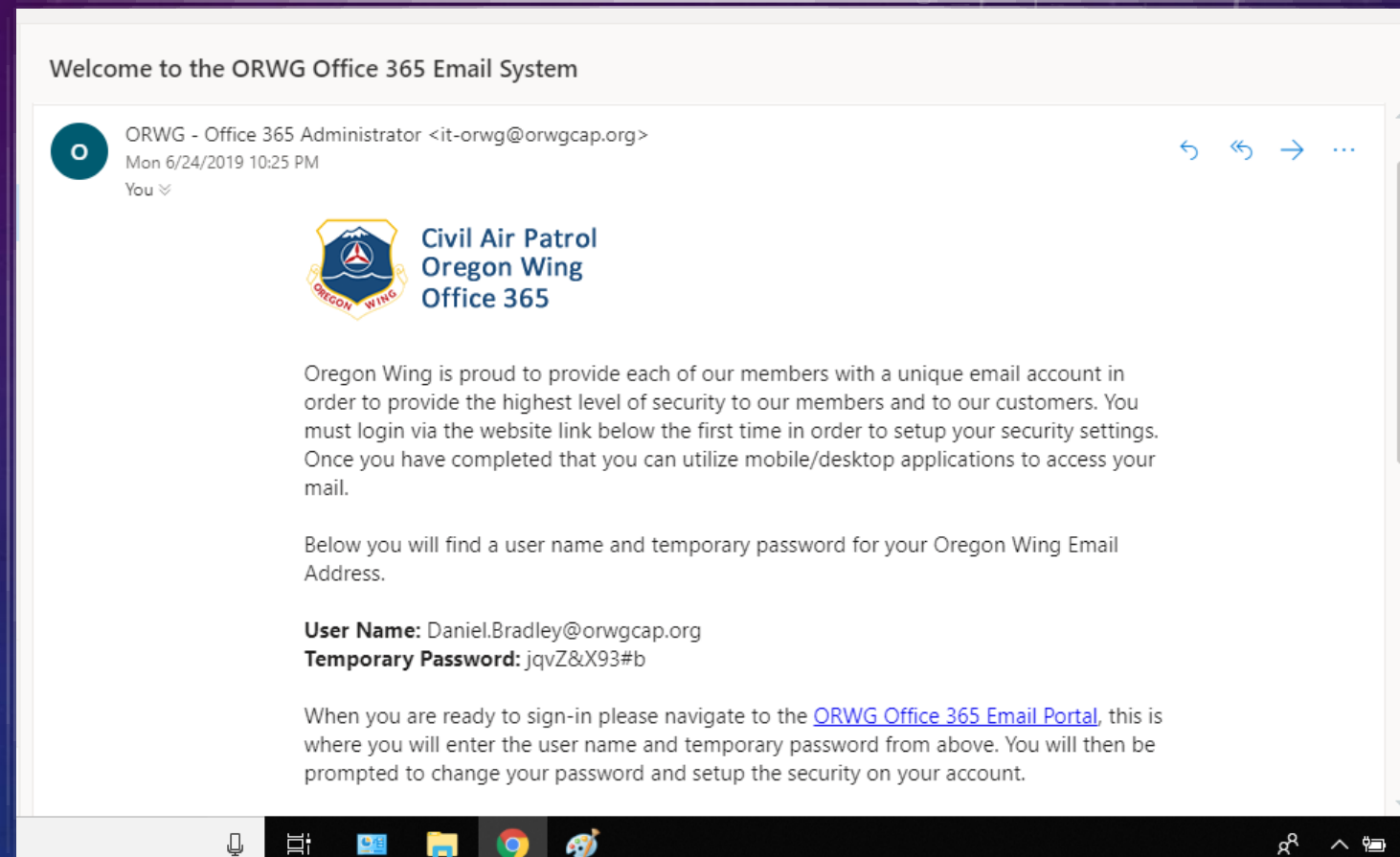
## STEP TWO – WAITING... FOR THE WELCOME EMAIL

- Once you have entered your NON-CAP email in step one, the welcome email should be sent out within 24 hours.
- If you do not receive the welcome email, check your spam or junk folder
- Default email address will be [first.last@orwgcap.org](mailto:first.last@orwgcap.org)
  - This address required if you will be doing any fund raising.
- If you wish to have a @orwg.cap.gov address or encounter any difficulties, contact ORWG/IT [it-orwg@orwgcap.org](mailto:it-orwg@orwgcap.org)
  - Remember, the .gov email address cannot be used for fund raising purposes

## STEP THREE

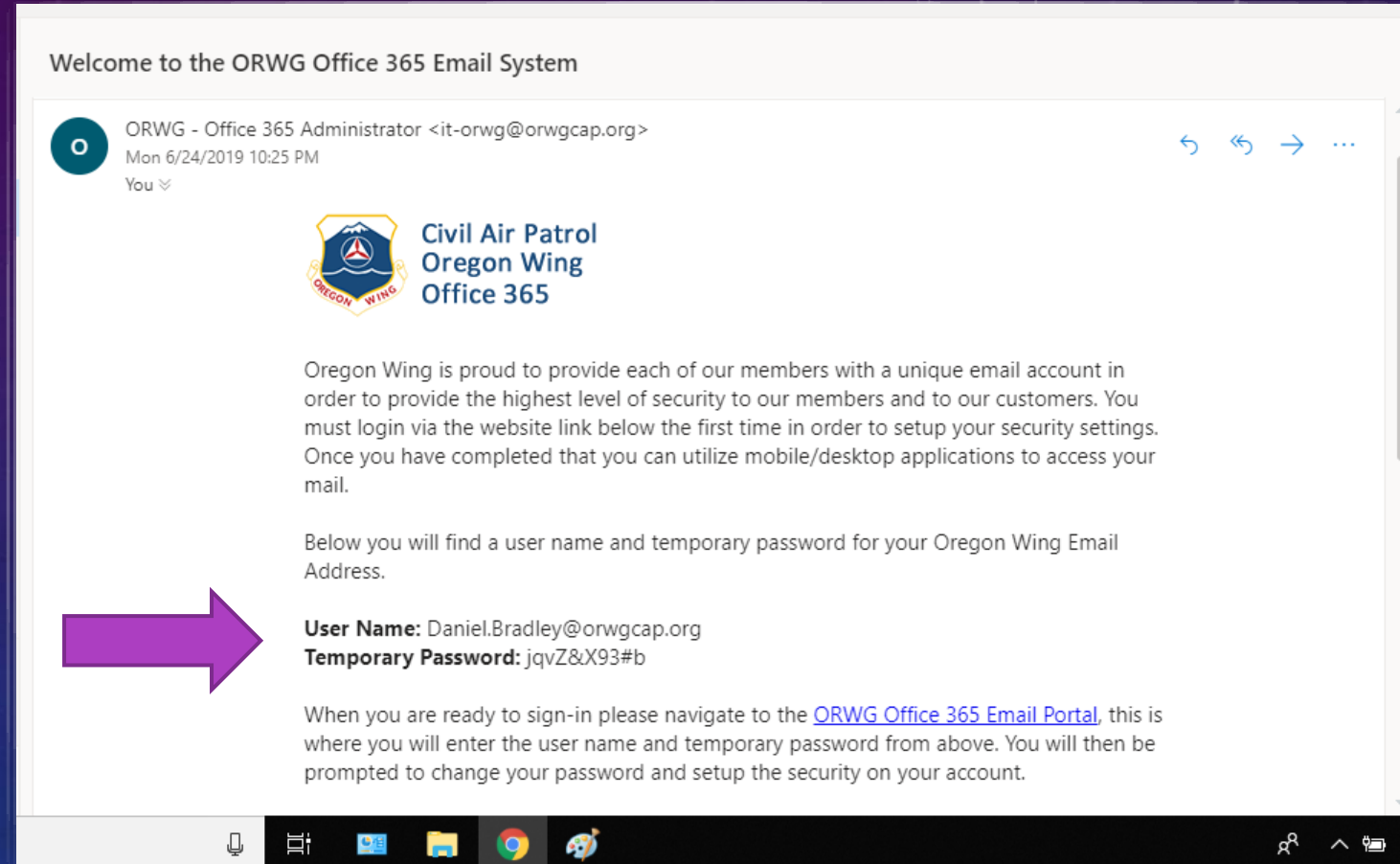
You should get a welcome email that looks like this at the email address entered in eServices.

(May take up to 24 hours, check your spam or junk folder if you do not receive the email.)




## STEP THREE

Your new email address is the User Name. A temporary password is provided.




Welcome to the ORWG Office 365 Email System

ORWG - Office 365 Administrator <it-orwg@orwgcap.org>  
Mon 6/24/2019 10:25 PM  
You

 **Civil Air Patrol  
Oregon Wing  
Office 365**

Oregon Wing is proud to provide each of our members with a unique email account in order to provide the highest level of security to our members and to our customers. You must login via the website link below the first time in order to setup your security settings. Once you have completed that you can utilize mobile/desktop applications to access your mail.

Below you will find a user name and temporary password for your Oregon Wing Email Address.

 **User Name:** Daniel.Bradley@orwgcap.org  
**Temporary Password:** jqvZ&X93#b


When you are ready to sign-in please navigate to the [ORWG Office 365 Email Portal](#), this is where you will enter the user name and temporary password from above. You will then be prompted to change your password and setup the security on your account.

## STEP THREE

Click on this link to access the Office 365 portal.

Welcome to the ORWG Office 365 Email System

ORWG - Office 365 Administrator <it-orwg@orwgcap.org>  
Mon 6/24/2019 10:25 PM  
You ▾


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**User Name:** Daniel.Bradley@orwgcap.org  
**Temporary Password:** jqvZ&X93#b

When you are ready to sign-in please navigate to the [ORWG Office 365 Email Portal](#), this is where you will enter the user name and temporary password from above. You will then be prompted to change your password and setup the security on your account.



## STEP FOUR – INITIAL LOGIN

- Enter your email address (username) supplied in the welcome email, and the temporary password.
- You will be prompted to enter a new password and setup account security.
- Once you have setup your account security you should see the Office 365 Home page.

# STEP FOUR – INITIAL LOGIN

OFFICE 365 HOME PAGE



Mail - Bradley, Daniel W Capt | Presentation.pptx | Civil Air Patrol eServices | Mail - Daniel Bradley - Outlook | Micro

https://www.office.com/?auth=2&home=1

Office 365 Search

Good morning

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

Dynamics 365 Flow People PowerApps All apps

Recommended

You edited this Just now  
New or transitional setup for ORWG Office 365  
August 2019  
Oregon Director of Information Technology & Oregon Director of Operations

You edited this Thu at 2:36 PM  
Flight Operations  
Capt Daniel Bradley (D) Director of Operations

You edited this Thu at 12:04 PM  
OR PilotSummaryReport 10.1.2018

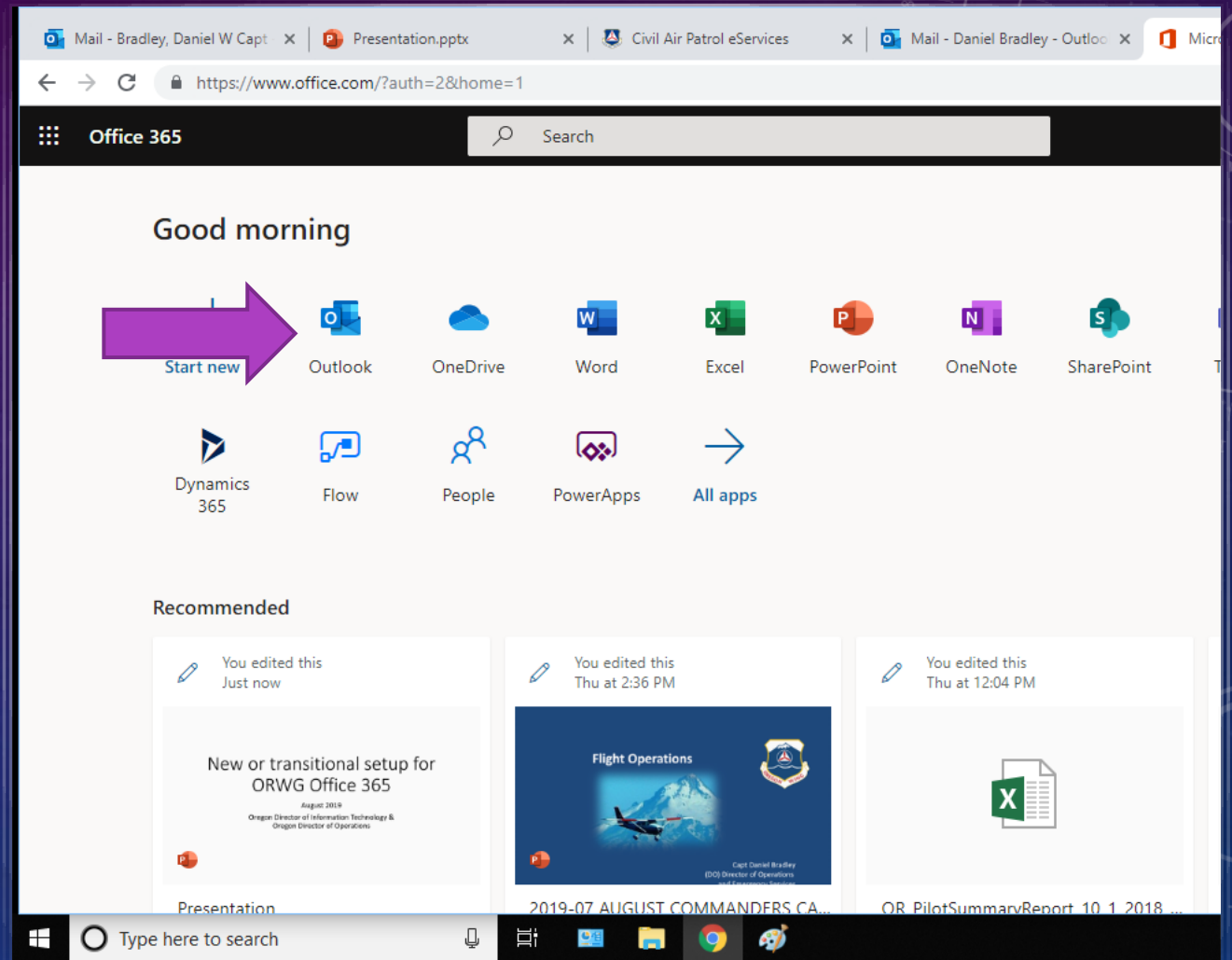
Windows search bar: Type here to search

## STEP FOUR – INITIAL LOGIN

Email can be accessed via this Outlook icon.

Or you can go directly to the Outlook OWA address:

[outlook.office.com](https://outlook.office.com)



The screenshot shows the Microsoft Office 365 home page in a web browser. The browser's address bar displays the URL <https://www.office.com/?auth=2&home=1>. The page header includes the "Office 365" logo and a search bar. The main content area features a "Good morning" greeting and a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and SharePoint. A large purple arrow points to the Outlook icon, which is labeled "Start new" below it. Below this row are icons for Dynamics 365, Flow, People, PowerApps, and All apps. The "Recommended" section displays three recent document thumbnails, each with a pencil icon and a timestamp indicating when the user last edited the document. The thumbnails include titles like "New or transitional setup for ORWG Office 365" and "Flight Operations". The Windows taskbar is visible at the bottom of the screen.



## STEP FIVE- THE FINAL STEP

- Using the same process as in step one, replace your primary eServices email with your new email address.
- You should keep the NON-CAP email as a secondary email contact.
- MAKE A FAVORITE OR SAVE A SHORTCUT ON YOUR DESKTOP FOR OFFICE.COM
  - Access to all the applications are via a web browser.
  - You can add the mail account to your existing Microsoft Outlook

# OFFICE 365 ONLINE TRAINING

## Microsoft Office 365 Training

- Search for [Office 365 basics – video training](https://support.office.com/en-us/article/office-365-basics-video-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb)

NOTE: The training is based on the full subscription of Office 365. CAP only has a license to run the web-based apps.

