



# Four ways to use your @adelaidebushwalkers.org email account

How to activate and use your  
Adelaide Bushwalkers email address

Official @adelaidebushwalkers.org email addresses  
are available to Committee members and  
Non-Committee roles at the discretion of ABW.

There are three main ways to use your Adelaide Bushwalkers email address, and a fourth way which is a combination method.

**Method 1: Use as webmail - refer to page 4**

Regularly log in to outlook.com to read and reply to your emails.

**Method 2: Forward all emails to your personal account - refer to page 5**

Whenever an email is sent to `firstname.surname@adelaidebushwalkers.org`, it can be instantly forwarded to your personal account.

**Method 4: Use your own email program - refer to page 6**

Set up your email program, like Outlook or Apple Mail to send and receive your email. Whenever an email is sent to `firstname.surname@adelaidebushwalkers.org`, it will be received in your email program, and you can reply to it using that ABW email address.

**Method 3: Combination of Methods 1 & 2 - refer to page 5**

Forward all emails to your personal account, but selectively log into Outlook.com to make an 'official' reply.

**To Activate Your Email Address - refer to page 3**

Regardless of which method you use, there are some initial steps to activate your email account.

You will need to sign into the outlook.com interface at least once and apply some settings in order to use any of the four methods.

# To Activate Your Email Address

Regardless of which method you use to use your ABW email, there are some initial steps to activate your email account.

Ease of use:     Easy  
Set-up time:    5 - 10 minutes

## Step 1: Sign In

Sign in at outlook.com with your `firstname.surname@adelaidebushwalkers.org` email address, and the password you have been provided with.

**TIP:** Don't try to sign in by adding @outlook.com to your email address - enter your login email address as `firstname.surname@adelaidebushwalkers.org`.

**MORE:** You can also sign in at hotmail.com, live.com and ninemsn.com.au.

## Step 2: Change your password, set up your account

Outlook.com will ask you to change your password, and answer questions about yourself.

## Step 3: Proceed with one of the following 4 methods

### Method 1: Use as webmail - refer to page 4

Regularly log in to outlook.com to read and reply to your emails.

### Method 2: Forward all emails to your personal account - refer to page 5

Whenever an email is sent to `firstname.surname@adelaidebushwalkers.org`, it can be instantly forwarded to your personal account.

### Method 3: Combination of Methods 1 & 2 - refer to page 5

Forward all emails to your personal account, but selectively log into Outlook.com to make an 'official' reply.

### Method 4: Use your own email program - refer to page 6

Set up your email program, like Outlook or Apple Mail to send and receive your email. Whenever an email is sent to `firstname.surname@adelaidebushwalkers.org`, it will be received in your email program, and you can reply to it using that ABW email address.

### Verifying your account

You might be asked to verify you account, by entering a mobile phone number.

It will send you an sms code. Once you've entered it, outlook.com might continue to ask you verify your account.

**TIP:** If you've already verified your account once, just sign out, and sign back in again for the verification to take effect.

## Method 1: Use as webmail

Regularly log in to outlook.com to read and reply to your emails.

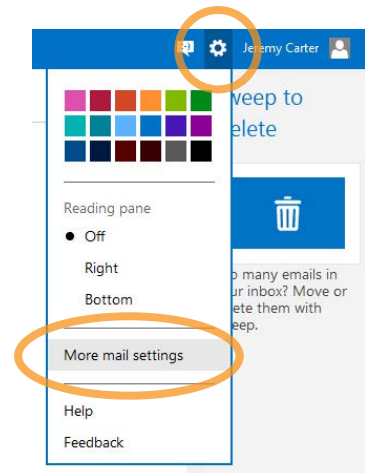
Ease of use: Easy  
Set-up time: 5 - 10 minutes

Follow steps 1 and 2 from page 3, 'To Activate Your Email Address'

### Step 1: Set the correct timezone

Unfortunately, even though you just told Outlook.com country you lived in, unless you're familiar with the happenings in the downtown city of Monrovia in Liberia, in West Africa, you'll want to change your timezone.

1. Select the cog settings icon near the top right
2. Click on 'More mail settings'
3. Click on 'Account details (password, addresses, time zone)' (under the heading 'Managing your account')
4. Click on 'Edit personal info'
5. Answer at least the Time zone question. Optionally you can leave everything else blank.



### Verifying your account

You might be asked to verify your account, by entering a mobile phone number.

It will send you an sms code. Once you've entered it, outlook.com might continue to ask you verify your account.

**TIP:** If you've already verified your account once, just sign out, and sign back in again for the verification to take effect.

### Step 2: Setting up your email signature

Setting up your email signature - refer to page 8.

## Method 2: Forward all emails to your personal account

Whenever an email is sent to `firstname.surname@adelaidebushwalkers.org`, it will be instantly forwarded to your personal account

Ease of use:     Easy  
Set-up time:    5 minutes

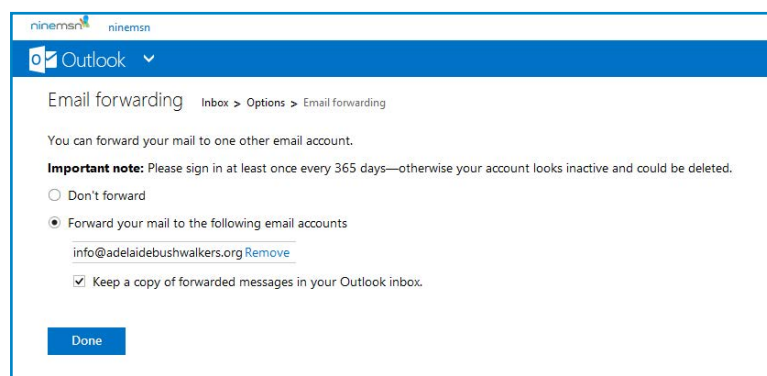
Once you have activated your account (page 3), you can set up this option.

### Step 1: Set up Email Forwarding

1. Select the cog settings icon near the top right
2. Click on 'More mail settings'
3. Click on 'Email forwarding' (under the heading 'Managing your account')
4. Enter your personal email address

**You must verify your account to access the email forwarding feature.**

**TIP:** If you've already verified your account once, just sign out, and sign back in again for the verification to take effect.



## Method 3: Combination of Methods 1 & 2

Forward all emails to your personal account, but selectively log into Outlook.com to make an 'official' reply.

Follow steps 1 to 4 above

5. Tick the 'Keep a copy of forwarded messages in your Outlook inbox.' checkbox, so you can log-in and reply to a particular email, thereby replying using your official ABW email address

## Method 4: Use your own email program

Set up your email program, like Outlook or Apple Mail to send and receive your email. Whenever an email is sent to [firstname.surname@adelaidebushwalkers.org](mailto:firstname.surname@adelaidebushwalkers.org), it will be received in your email program, and you can reply to it using that ABW email address.

Ease of use:     Advanced

Set-up time:    20 minutes (quicker for a smartphone app, longer for desktop email program)

To connect an app (like your desktop Outlook program or a smartphone app) to check your email, you need an App password (a password for each and every app).

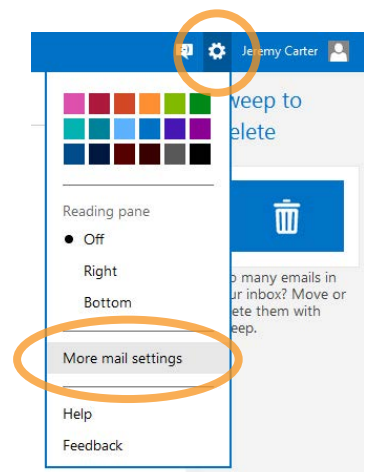
To get an App password, you must have activated two-step verification.

### Step 1: To activate two-step verification

1. In your account settings (More mail settings)
2. Click on 'Account details (password, addresses, time zone)' (under the 'Managing your account' heading)
3. Click on 'Security info' (under the 'Overview' left hand menu)
4. Click on 'Set up two-step verification' (on the page on the right hand side)
5. Follow the instructions. There are multiple avenues to use, sms is probably the easiest, although using an authenticator app on your smartphone (like Google's) is quick)

Now you can set up your smartphone to receive these [@adelaidebushwalkers.org.au](mailto:@adelaidebushwalkers.org.au) emails

To set up a desktop email program like Outlook continue reading on the next page.



Microsoft account

Overview

Edit name

Account aliases

Personal info

Password

Security info

Close account

Notifications

Recent activity

Permissions

Billing

Set up your smart phone with an app password

There are a few steps you need to take to make sure all your apps and devices work with your Microsoft account. You need to create an app password for apps or devices that don't accept security codes. First, if you sync your Outlook.com email with your smartphone, choose a link below to get instructions.

Do you sync your Outlook.com email on a smart phone?

I sync my Outlook.com email on an Android phone

I sync my Outlook.com email on an iPhone

I sync my Outlook.com email on a BlackBerry phone

If you don't sync your Outlook.com email with a smartphone, tap or click Next.

Next

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web designer & developer

strategy design build

## Step 2: To set up a desktop email program like Outlook

To set up your desktop Outlook program, click 'Next' (under the 'If you don't sync your Outlook.com email with a smartphone, tap or click Next.' message)

1. Return to the 'Security info' menu item. Notice there is now an 'App passwords' area on the page
2. Use the app password as your password in your email program
3. If you use more than one email program, you'll need an App password for each

## Step 3: Enter your email address, mail server and App Password in your email program

The way to do this method varies from one email program to another.

1. If the option is provided, select the add "Outlook.com" address. *When using Microsoft Outlook, you must use this route (don't use 'Add a Microsoft Exchange Account' or 'Add a POP3 Account')*

2. Enter your ABW email address

3. Enter the incoming and outgoing Mail Server as: 'm.hotmail.com'.

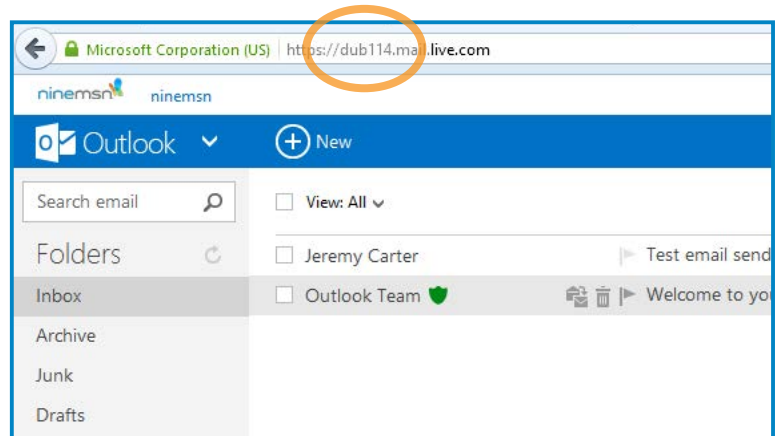
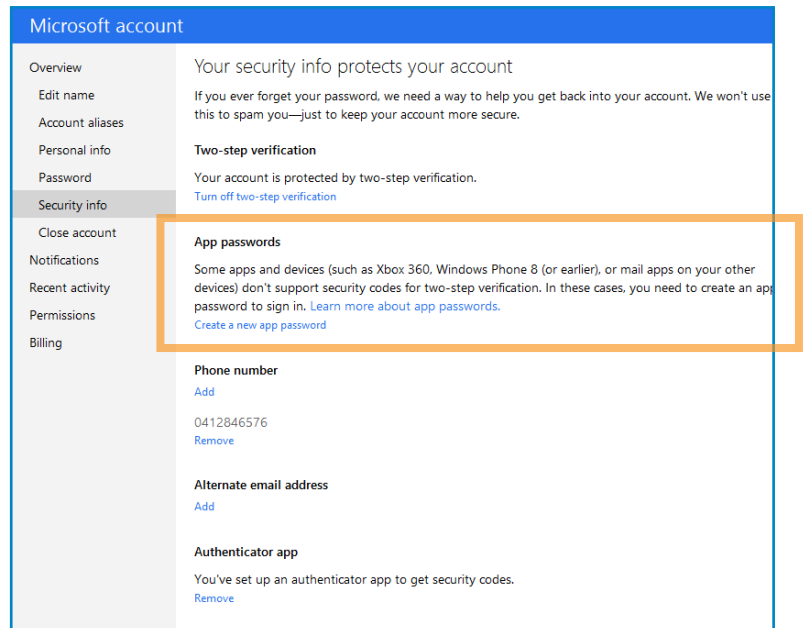
If this doesn't work, you need to enter the name of the cluster of Microsoft servers your email is hosted on. Check out the address in your browser's location bar when you are logged into your Outlook.com inbox.

Use the alphabetical characters, after https:// and before 'mail.live.com', and prefix this to '-m.hotmail.com'. Ignore any numbers. So if your address is 'https://dub114.mail.live.com/', your mail server is 'dub-m.hotmail.com'

3. Enter your App password (your regular password won't work)

## Step 4: Setting up your email signature

Setting up your email signature - refer to page 8.



# Setting up your email signature

## Apply the ABW templated signature

Ease of use: Medium  
Set-up time: 3 - 10 minutes

**Once you have followed either Method 1, 2 or 4, you can set up your email signature.**

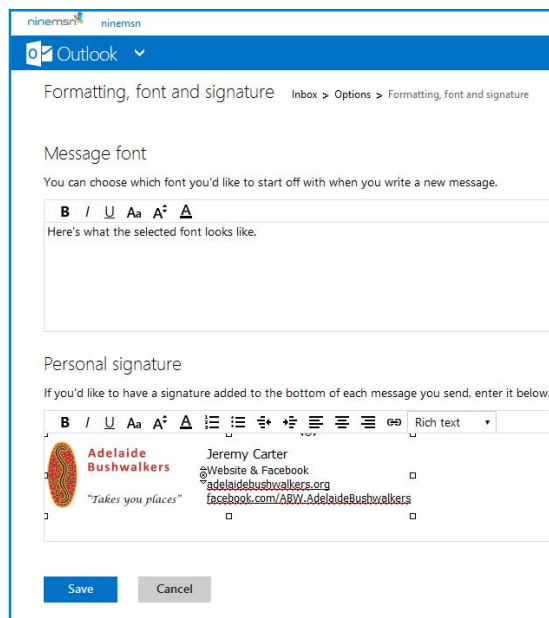
There are two steps here. One is on the ABW website (to get copy the signature template), and the other is in Outlook.com (to insert the signature template).

**If you are using Method 1: Outlook.com, you must verify your account to access the signature feature.**

**TIP:** If you've already verified your account once, just sign out, and sign back in again for the verification to take effect.

### Step 1: Getting the Signature Template

1. Log into your membership account on the ABW website.
2. Visit your account page
3. At the bottom of the side menu, click on the 'Your ABW email account' menu option
4. Follow the link to get the email signature
5. Select all of the signature, including the image (a quick way is to press the ctrl key and the 'a' key, ie select all). Copy this.

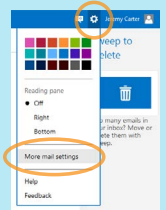


### Inserting the Signature Template

1. Open your program's signature settings

**If you are using Method 1: Outlook.com, find the settings here:**

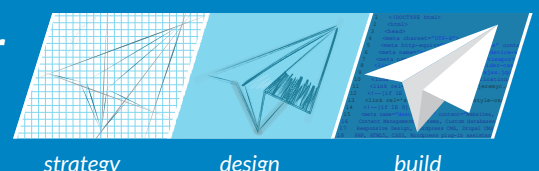
1. Select the cog settings icon near the top right
2. Click on 'More mail settings'
3. Click on 'Account details (password, addresses, time zone)' (under the heading 'Managing your account')
4. Click on 'Edit personal info'
5. Click on 'Formatting, font and signature' (under the 'Writing email' heading)



2. Having copied the signature from the ABW website, paste it into your email signature field.
3. Update your details: edit your name and title, and add a phone number and any other details you want to add after your title.

**TIP:** If you want to use Method 1: Outlook.com AND Method 4: Your Email program, you will need to update your signature in both places

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# Fly baby, fly.

Enjoy your Adelaide Bushwalkers email address.

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