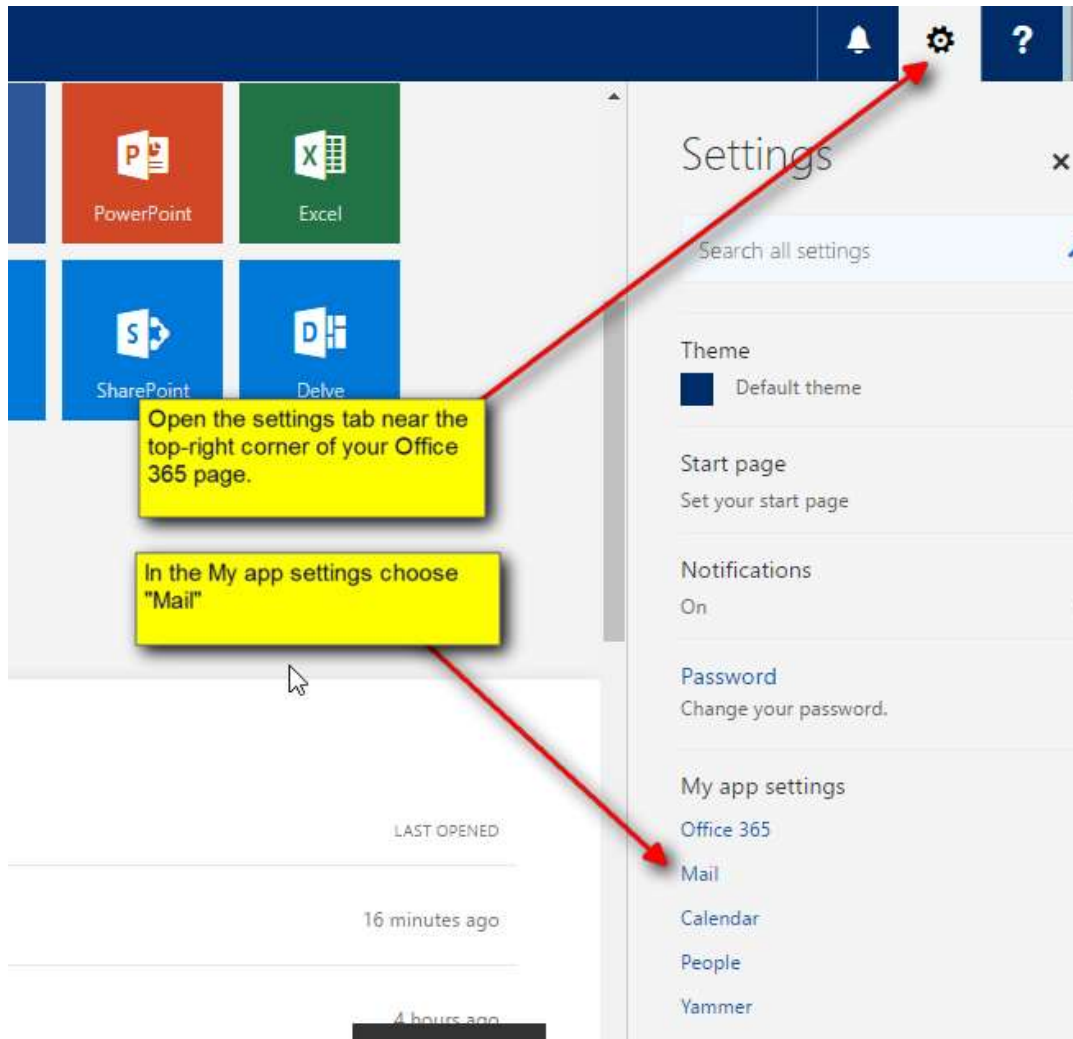
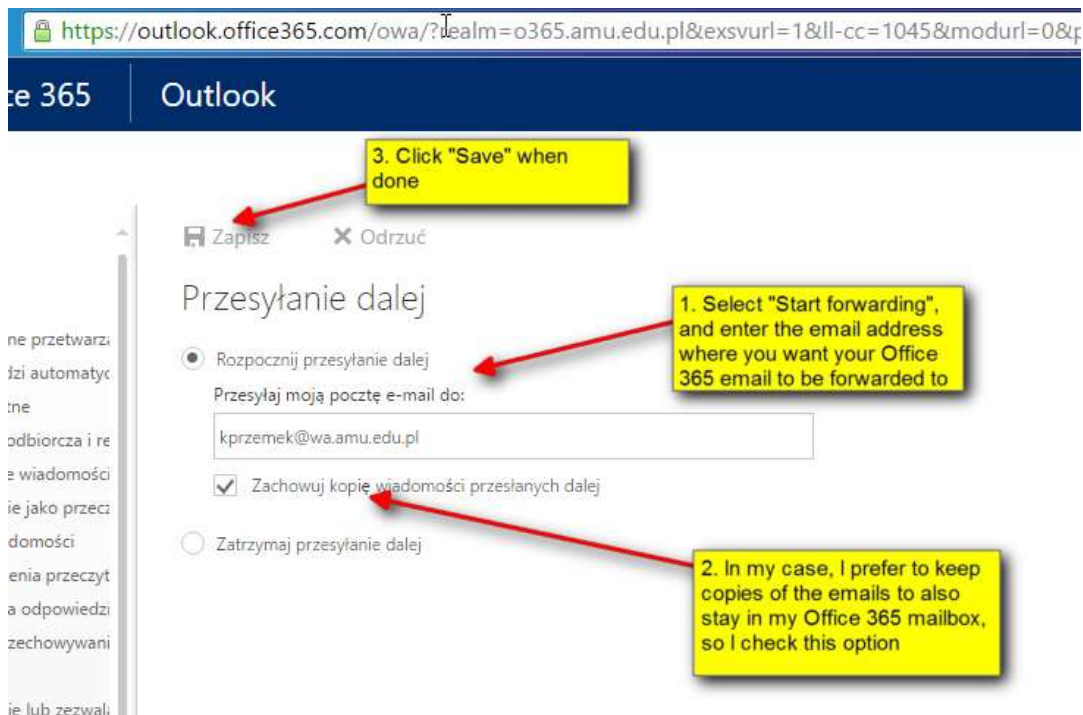
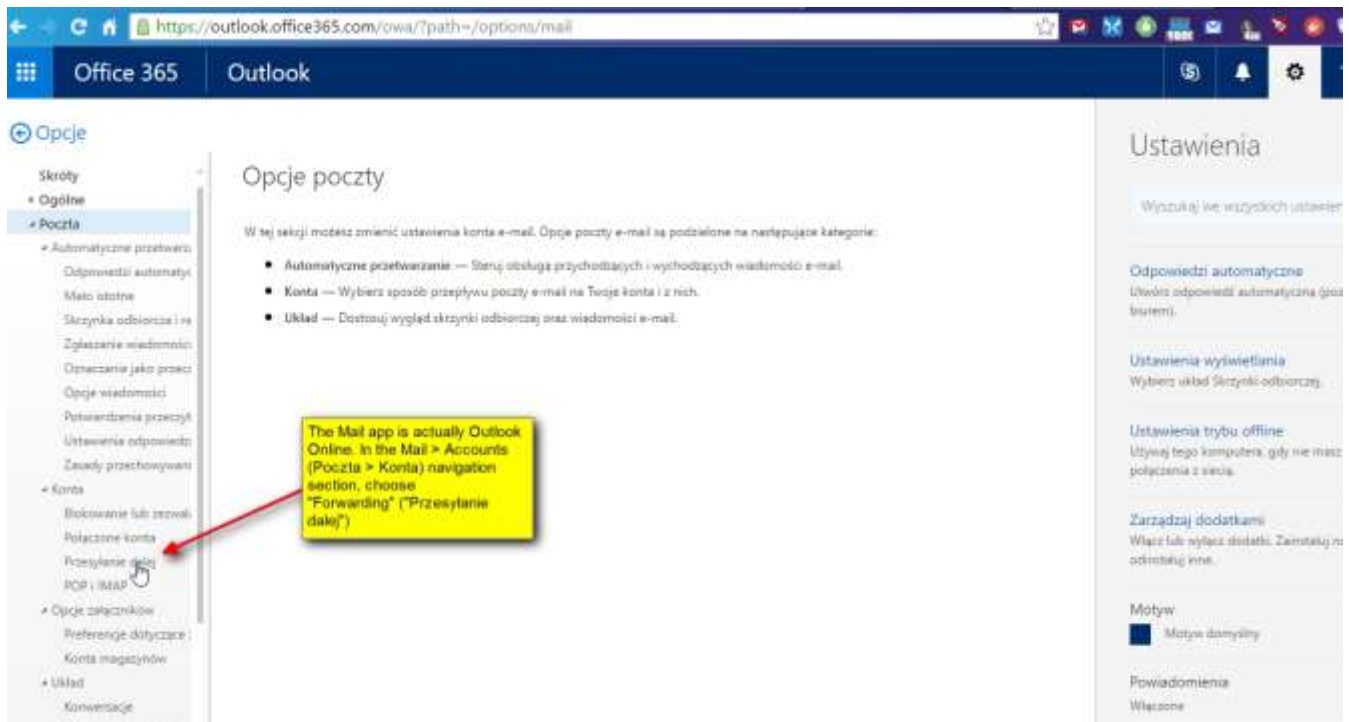


## Receiving email from AMU Office365

**STAFF:** In order to use Office365 efficiently, you need to make sure that notifications and emails sent to your AMU Office365 account ("username@o365.amu.edu.pl") will transfer to the email account you normally use. Here's the procedure I myself have followed:





Note: These instructions for Staff will only enable you to **receive** AMU Office365 ("@o365.amu.edu.pl") email - together with your regular email. If you would like to use the Office365 interface also for sending your WA or AMU email, you will need to configure your Office365 Mail app differently – contact WA Computer Centre for details, and/or consult the instructions (in Polish) at <http://www.office365.amu.edu.pl/instrukcje.htm> .

This ends the tutorial for WA Staff on ensuring reception of email and notifications from WA Office365.

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Edited by: Przemysław Kaszubski