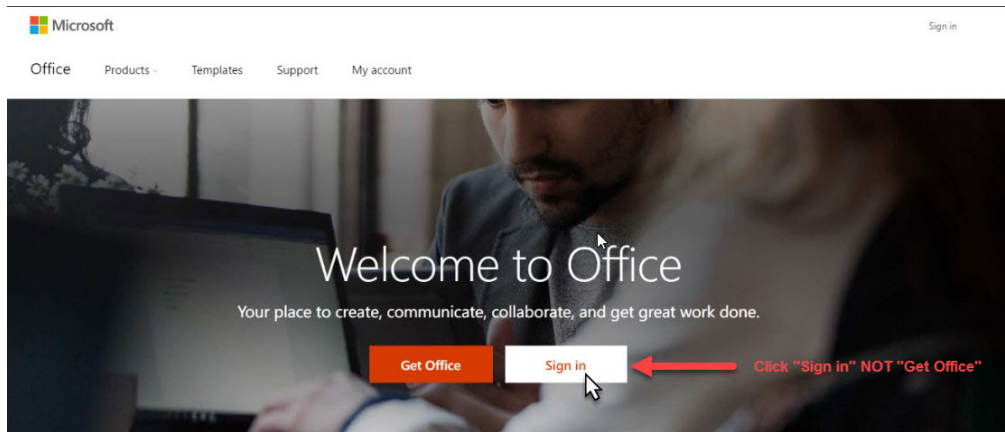


## Outlook 365 Email Access

**Please note – Do not delete any emails in this temporary system. We will not have the ability to recover a deleted email.**

1. Once you have been imported into the system, please go to <https://www.office.com>.



2. Sign in with the following info:
  - a. Username: [your SG email]@saint-gobain.io
  - b. Password: Welcome1



Work or school, or personal Microsoft account

@saint-gobain.io ends with ".io" not ".com"

.....

Keep me signed in

Sign in Back

[Can't access your account?](#)

3. You will be asked to change your default password.



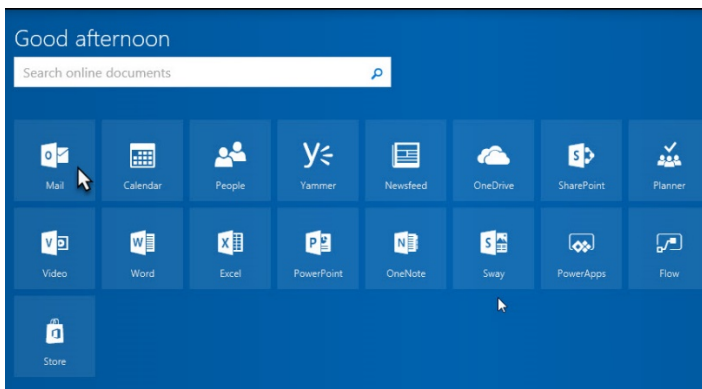
## Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

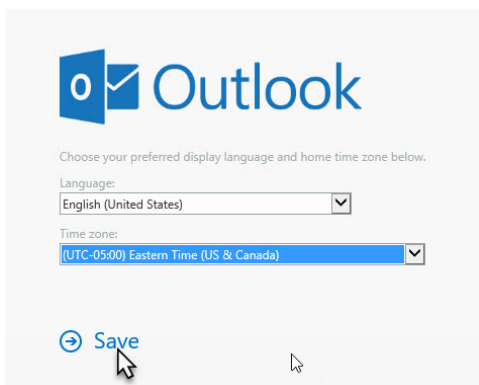
  
  
  

Update password and sign in

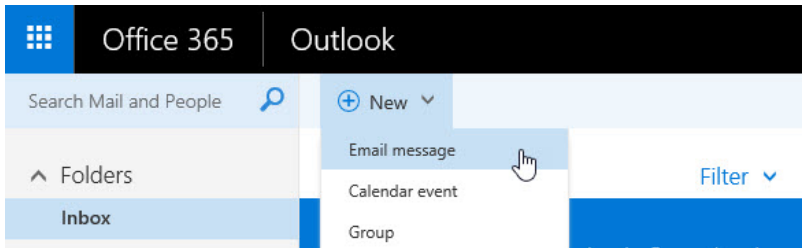
### 4. Click Mail



### 5. Select your Language and Time Zone



### 6. To compose a message, click "New" followed by Email message.

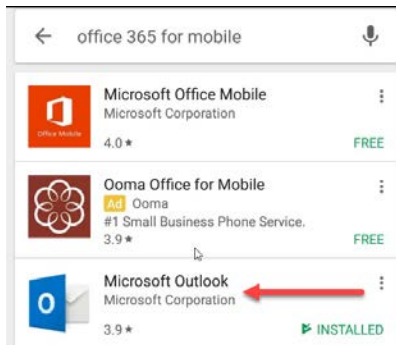


## To Install Outlook 365 on Android Device

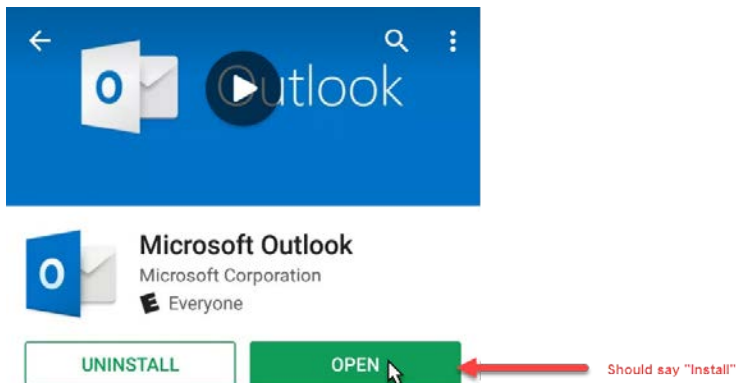
1. Open the Google Play Store



2. Search for "office 365"



3. Click install



4. After installation completes, please login with the following info:
  - a. Username: [your SG email]@saint-gobain.io
  - b. Password: Welcome1 (if first time logging in – if not, use password you set after logging in the first time)

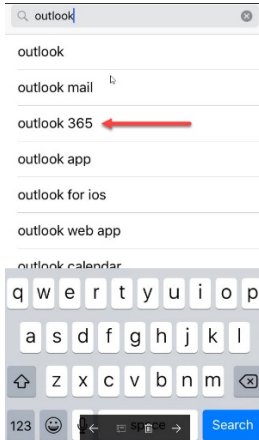


## To Install Outlook 365 on iOS Device

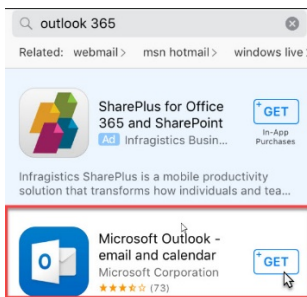
1. Go to Apps Store



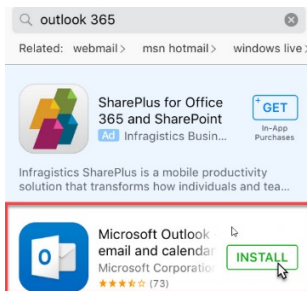
2. Search for Outlook



3. Select Get for Outlook 365



4. Select Install



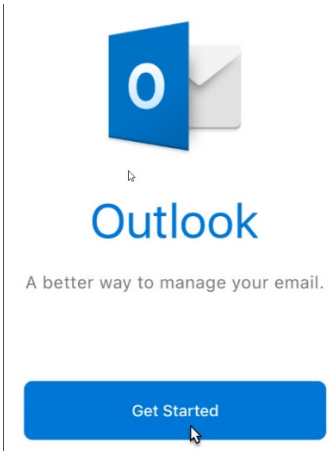
5. Installation will begin



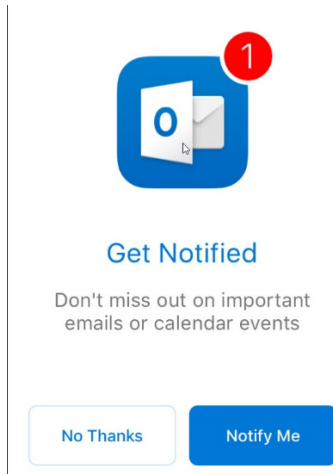
6. After install completes, select Open



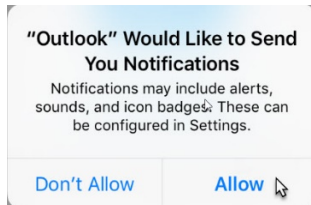
7. Click "Get Started"



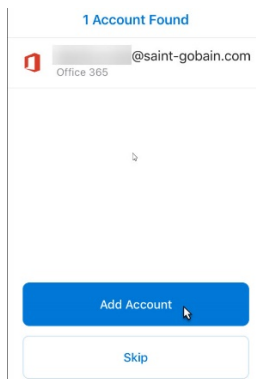
8. Select Notify if you want email notifications



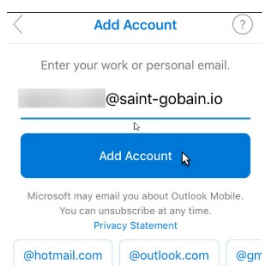
9. Select Allow



10. Select Add account, if prompted

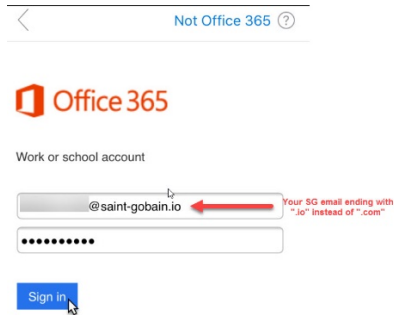


11. Enter your SG email ending with .io instead of .com and click Add account.

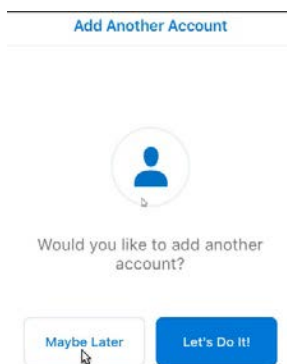


12. Login with the following info:

- a. Username: [your SG email]@saint-gobain.io
- b. Password: Welcome1 (if first time logging in – if not, use password you set after logging in the first time)

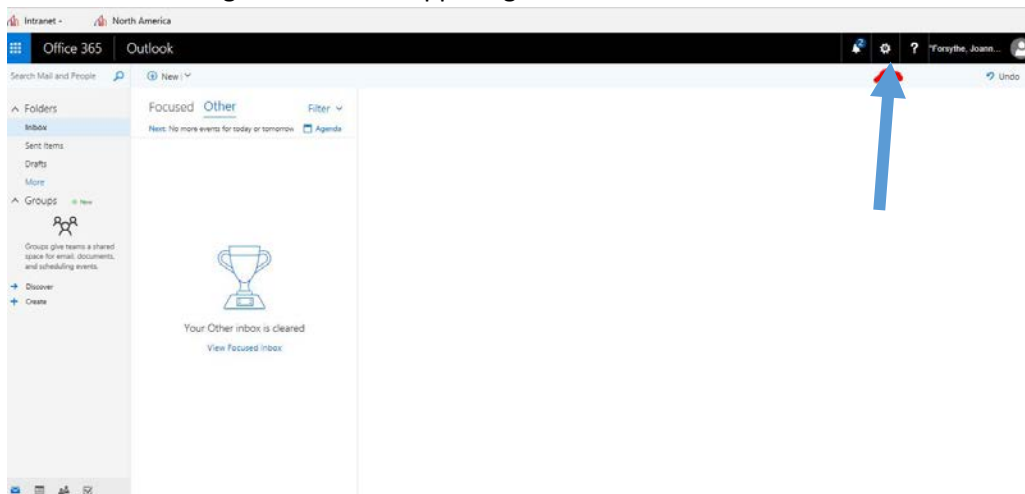


### 13. Select maybe later



## To Add the Legal Notice Disclaimer to your signature

1. Click on the Settings wheel in the upper right hand corner of the Office 365 Outlook window



2. Scroll down and click on Mail



Search Mail and People

New

Undo

Folders

Inbox

Sent Items

Drafts

More

Groups

Groups give teams a shared space for email, documents, and scheduling events.

Discover

Create

Focused Other Filter

Next: No more events for today or tomorrow Agenda



Your Other inbox is cleared

View Focused Inbox

Settings

Search all settings

Automatic replies  
Create an automatic reply (Out of office) message.

Display settings  
Choose how your Inbox should be organized.

Offline settings  
Use this computer when you're not connected to a network.

Manage Apps  
Connect Outlook to your favorite apps.

Manage Connectors  
Connect Outlook to your favorite services.

Theme  
Default theme

Notifications  
On

Your app settings

Office 365

Mail

Calendar



### 3. Click on Email signature



### 4. Copy and Paste in the text below into the empty text box and hit Save

***This is a temporary email address. Saint-Gobain, like other large companies around the world experienced a cyber-attack on Tuesday, June 27th. The company has isolated its information technology systems to protect its data. It is continuing to investigate and is working diligently to provide a resolution as soon as possible.***

***The information in this email may be confidential and/or legally privileged. If this message is marked "CONFIDENTIAL", do not forward without prior approval for the sender. This message has been sent for the sole use of the intended recipient(s). If you have received this email in error, please contact the sender by reply email and destroy all copies of the original message. Please also be advised that emails are not a secure form for communication, and may contain errors.***



Options

- Shortcuts
- General
- Mail
  - Automatic processing
    - Automatic replies
    - Undo send
    - Inbox and sweep rules
    - Junk email reporting
    - Mark as read
    - Message options
    - Read receipts
    - Reply settings
    - Retention policies
  - Accounts
    - Block or allow
    - Connected accounts
    - Forwarding
    - POP and IMAP
  - Attachment options
  - Storage accounts
  - Layout
    - Conversations
    - Email signature**
    - Focused inbox
    - Link preview
    - Message format
    - Message list
    - Quick actions
    - Reading pane

Save Discard

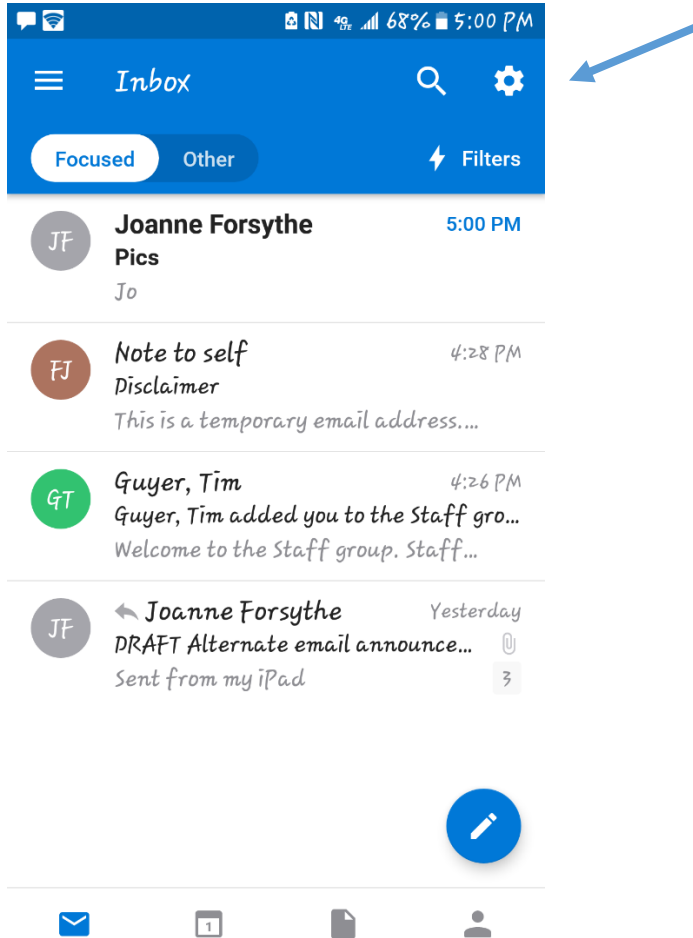
Email signature

- Automatically include my signature on new messages I compose
- Automatically include my signature on messages I forward or reply to

*This is a temporary email address. Saint-Gobain, like other large companies around the world experienced a cyber-attack on Tuesday, June 27<sup>th</sup>. The company has isolated its information technology systems to protect its data. It is continuing to investigate and is working diligently to provide a resolution as soon as possible. The information in this email may be confidential and/or legally privileged. If this message is marked "CONFIDENTIAL", do not forward without prior*

## To Add the Legal Notice Disclaimer to your signature on an Android

1. Click on the Settings Wheel



2. Click on Signature



## Settings



Help & feedback

### Accounts



joanne.s.forsythe@saint-gobain  
.io  
Office 365



ADD ACCOUNT

### Mail



Notifications



Signature

This is a temporary email address. Sai...



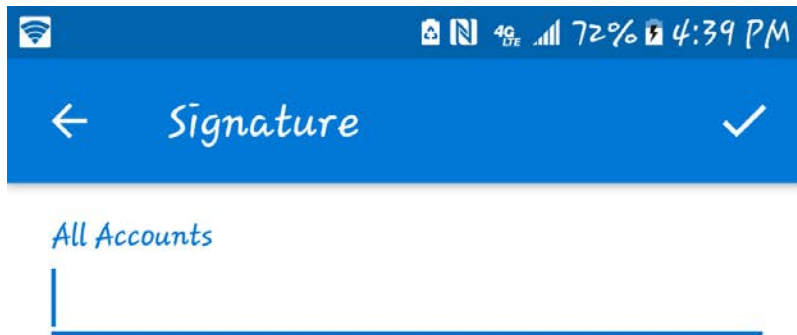
Swipe options



Focused Inbox

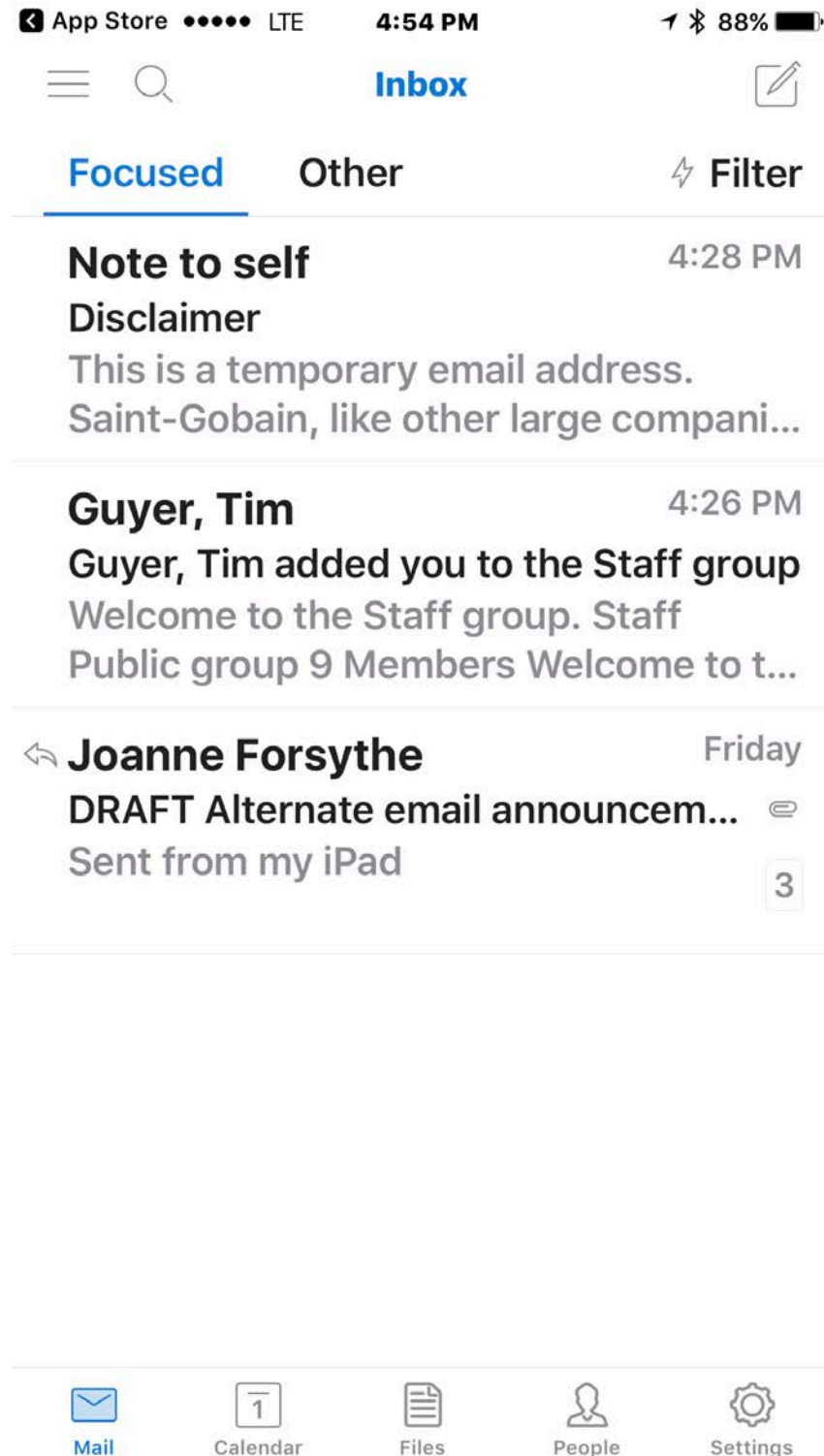


3. Paste in the wording and click on the Check Mark



## [To Add the Legal Notice Disclaimer to your signature on an IOS device](#)

1. Click on the Settings wheel at the bottom of your inbox screen.




2. Click on Signature

## Settings

Help & Feedback >

Accounts

 joanne.s.forsythe@saint-go... >  
Office 365

Add Account

Mail

Notifications >

Default joanne.s.forsythe@saint... >

Signature Get Outlook for iOS >

Swipe Options Schedule / Archive >

Focused Inbox  

Badge Count Focused Inbox >



Mail



Calendar



Files



People



Settings

3. Paste in the text in the blank space and arrow back to your mailbox





## Signature

This is a temporary email address.  
Saint-Gobain, like other large  
companies around the world

