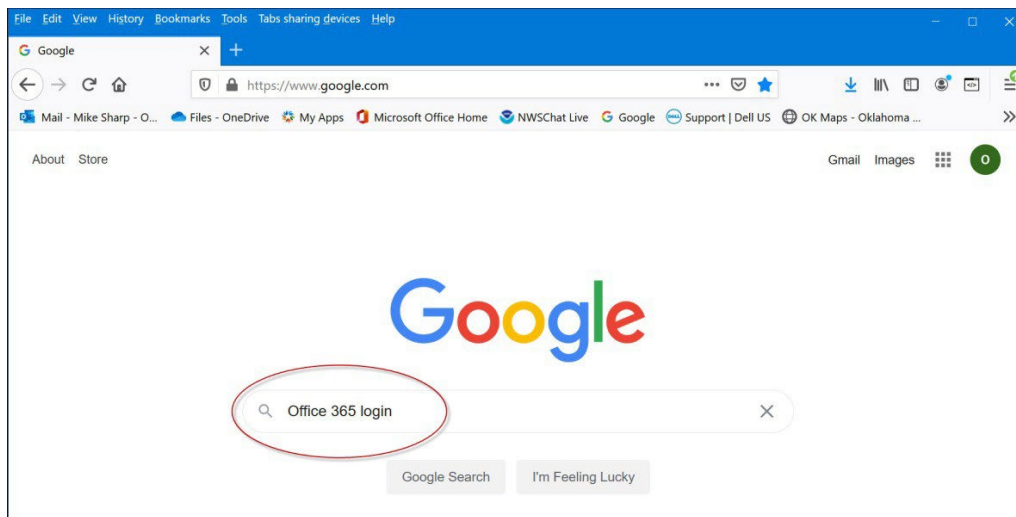# Initial Set-Up of Web Mail in Microsoft Office 365 (O365)
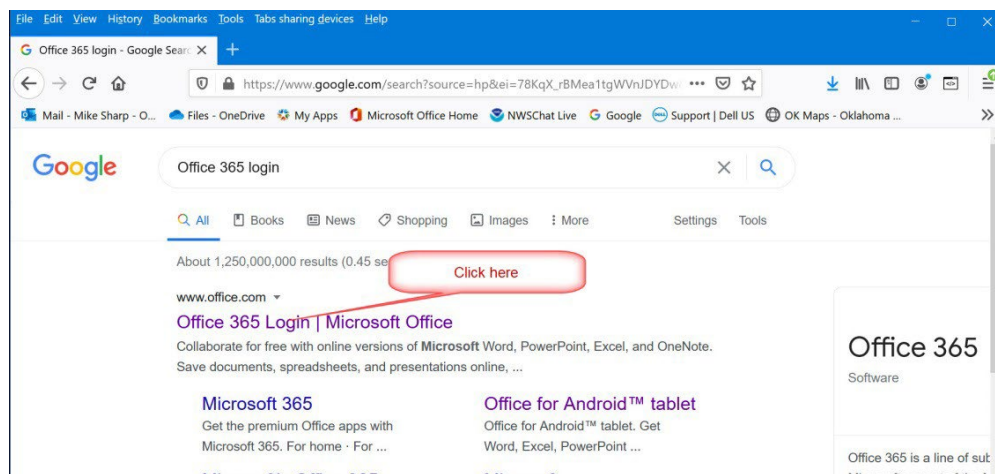
The Oklahoma Office of Management and Enterprise Services (OMES) supplies email services to the Oklahoma Conservation Commission and the 84 Conservation Districts. Conservation Districts receive their email service solely through Microsoft Web Mail.

Each Conservation District has a shared email address/inbox, example: jacksonccd@conservation.ok.gov. The district email account is managed as a shared account with certain district employees being given access to the shared account via firstname.lastname@conservation.ok.gov email accounts. This personal state email account, if setup properly, will allow access to the shared district email account. There are separate instructions at the end of this guide on how to access this shared district account but first you need to have your new state email account setup.
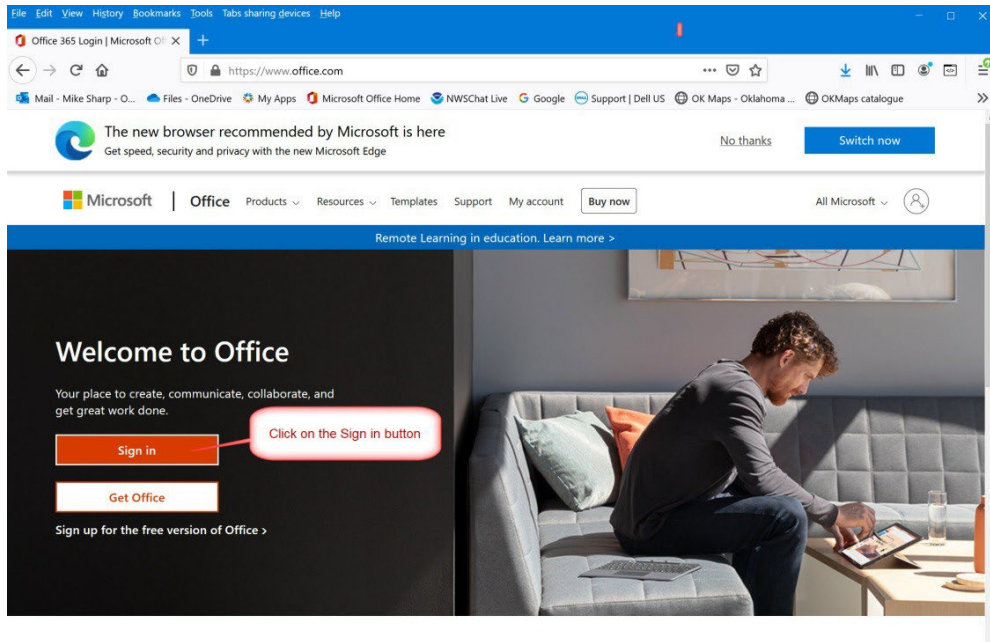
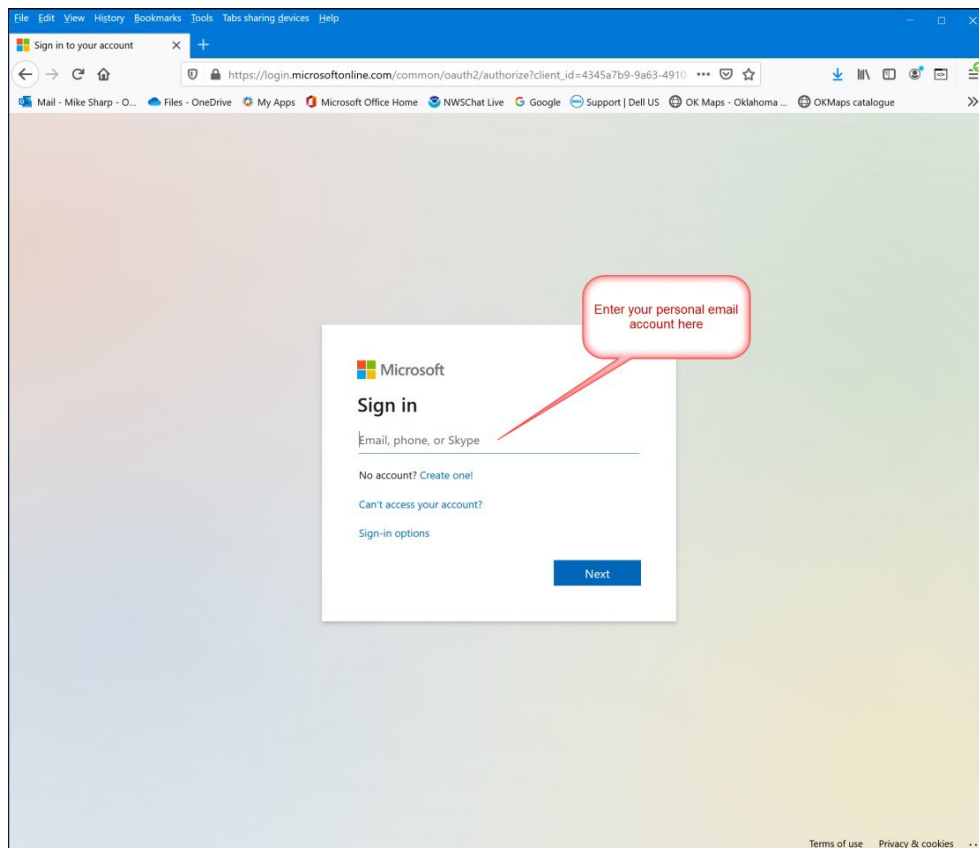To get started, open your browser and search for *Office 365 login* as shown in the example below.

The result of your search should look something like this. Select the Office 365 Login as shown below.
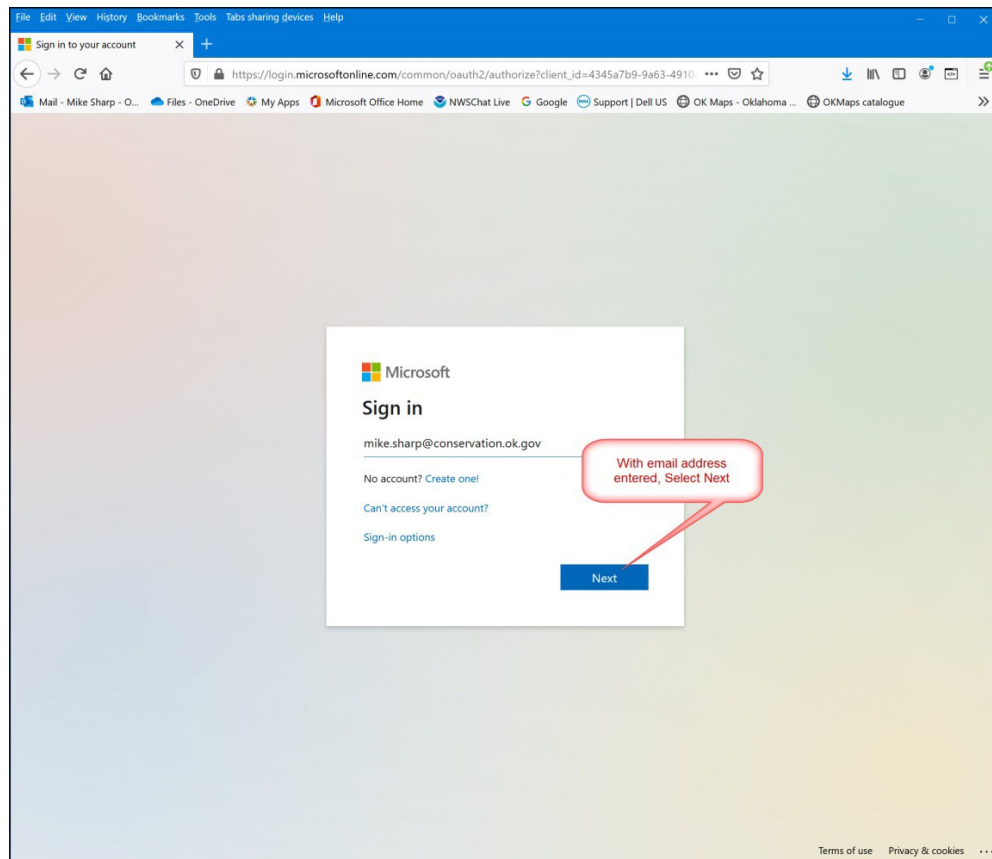
On the next page you should see is the Sign In page. Click on the Sign In button.
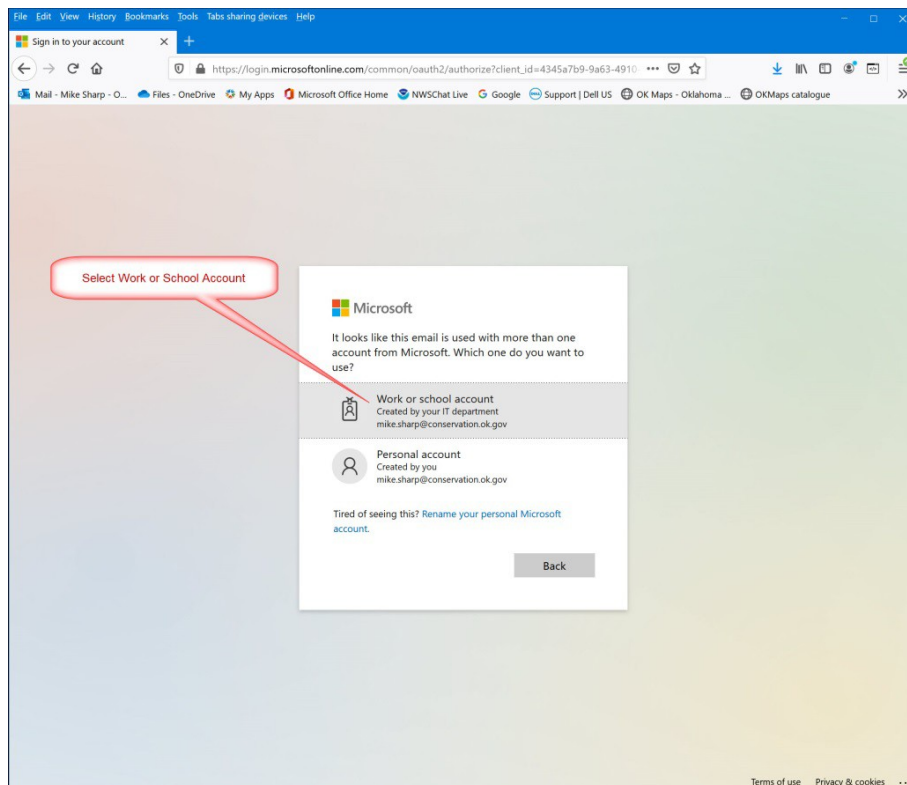

On the Sign In page type in your new state email address as shown below. It should be in the form of *firstname.lastname@conservation.ok.gov*.
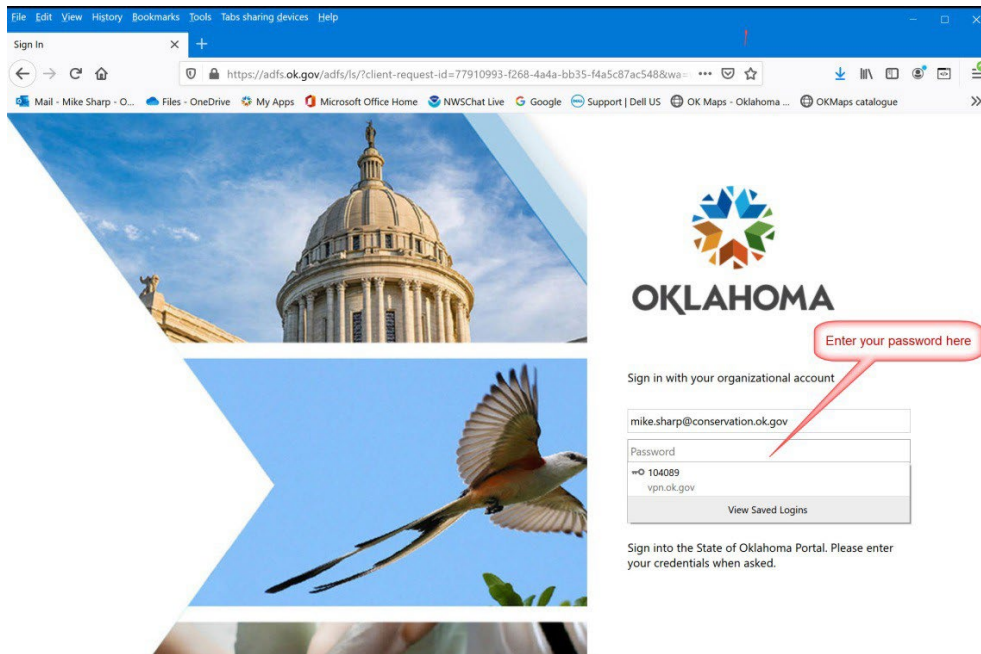
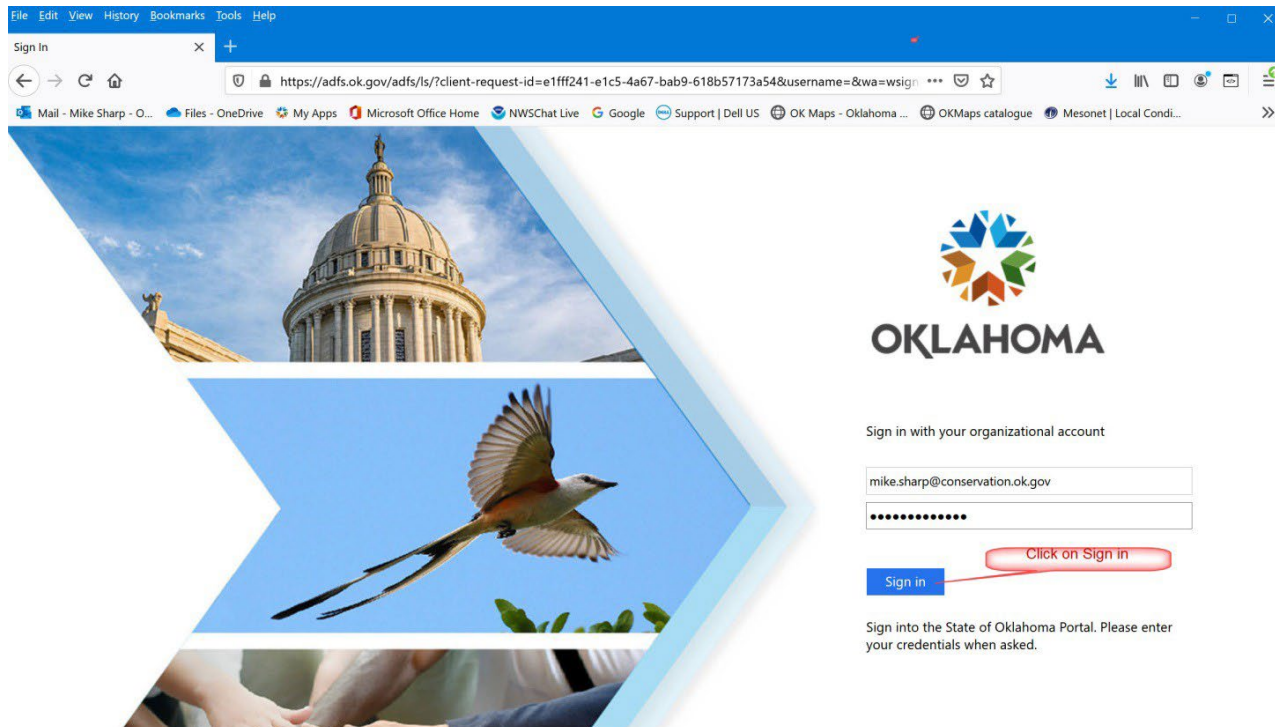After entering your email address, click on the Next button.

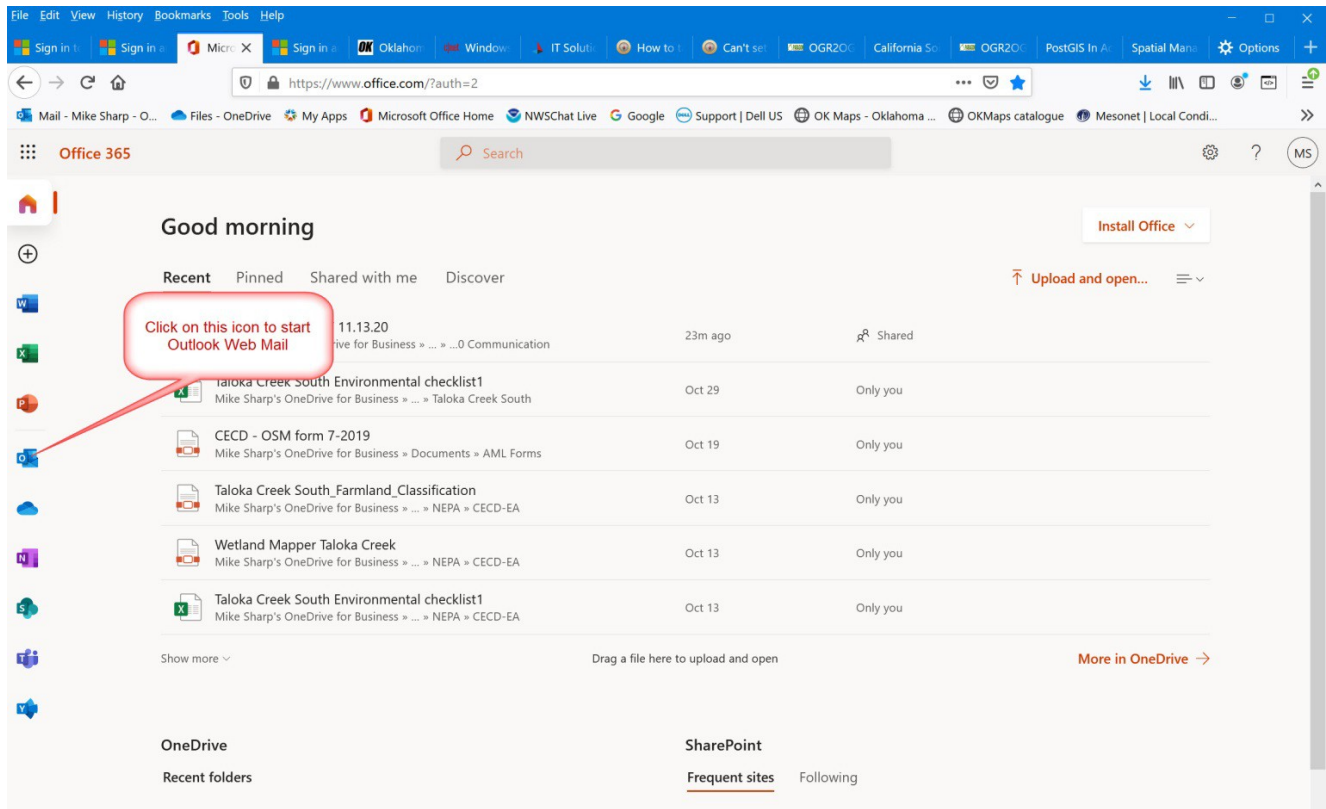On the next page select the Work or School Account option.

In the next screen enter your email password. You will need to contact the OMES service desk to get your new temporary password; contact information is located at the bottom of this guide. Once your email account is setup you can change your password. You will also be required to set-up two-factor authentication; we suggest that you use your personal cell phone and request to be receive a text message.
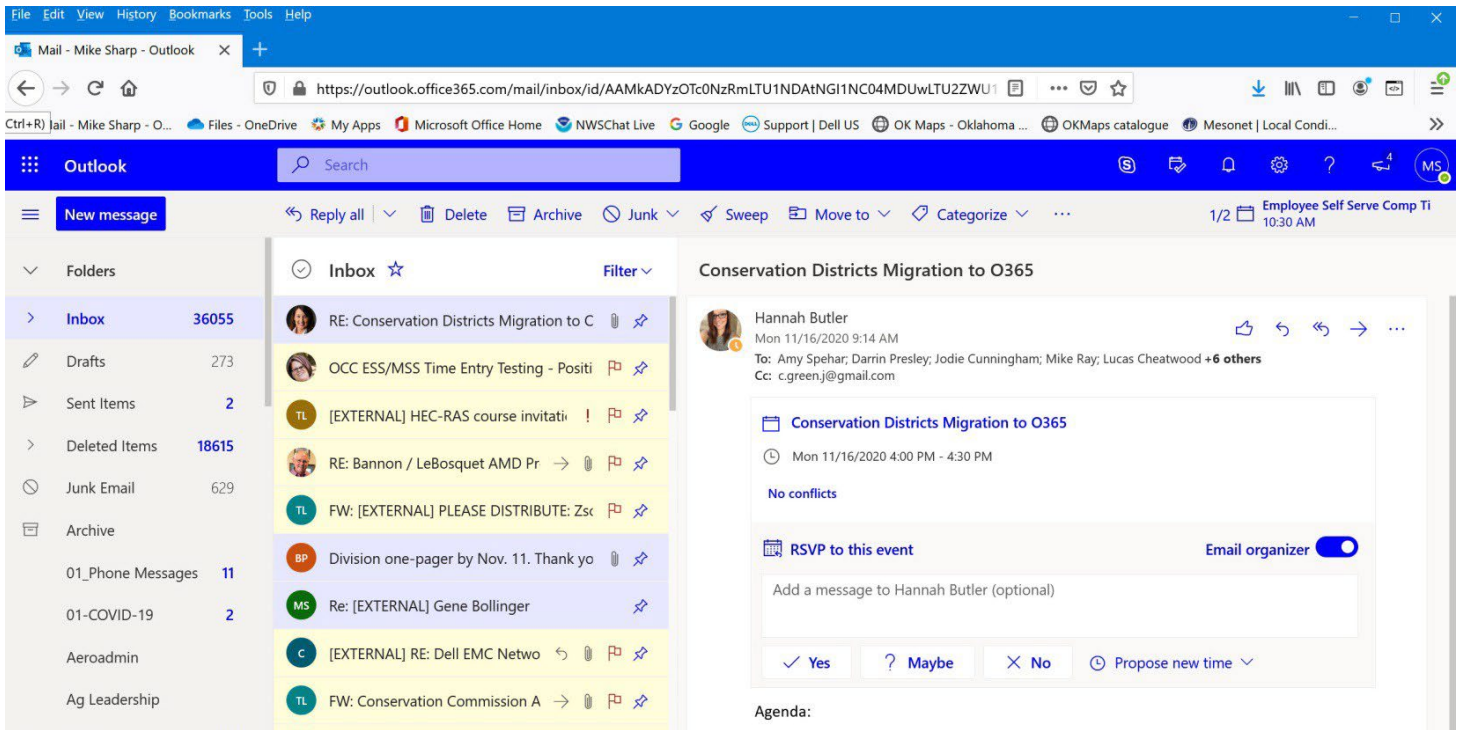

After entering your password select the Sign In button.

The O365 home page should now be visible. Click on the Outlook icon to launch the Web Mail application.

Your email should now be visible in the Outlook Web Mail application. Please be sure to bookmark this page so you can easily access it.

Here is a guide that will explain some of the features of this new look of web mail and the various components.

[Outlook QuickStart Guide](#)

You will next need to go through the steps to access the District email; the instructions for doing so are on the attachment titled "Shared Mailbox Setup."

When contacting the OMES Service Desk, you will likely be required to provide your contractor ID. This is a 5-digit number ending in "C" that has been provided to you along with your new email address.

OMES Service Desk

For questions or technology requests call us; [Live Chat](#) and type "speak with a live agent" to directly speak with a service desk representative; or check out our [customer portal](#).
Local: 405-521-HELP (4357)
Toll-free: 866-521-2444
ServiceDesk@omes.ok.gov