

Accessing your PEF Email

Computer Instructions:

Go to <https://www.outlook.com> and click the sign in button.

If this is the first time accessing your email account, you will be asked to enter your cellphone number to setup two factor authentication (2FA), whenever you access your email from a new device the 2FA will text you an authentication code as part of your login.

Here is a short video overview. [Video link](#)

iPhone Instructions:

Outlook App

Step 1.

Remove the old PEF account, if this is your first time setting up an account on your phone, skip to step 2.

1. Open the Outlook app
2. Click the logo on the top left and go to settings (cogwheel) at the bottom of the screen.
3. Click your mail account, scroll to the bottom, and click DELETE ACCOUNT
4. Click DELETE to confirm

Step 2.

1. Open the Outlook app or download it from the App Store
2. Enter your PEF email address (@pef.org)
3. Tap **Add Account**
4. At the PEF sign-in screen, enter your password
5. Choose **Maybe later** when asked if you would like to add another account
6. Allow Notifications if you want to be notified when new mail is sent to you
7. Your email will load

Built-in Mail App

Step 1.

Remove the old PEF account, if this is your first time setting up an account on your phone, skip to step 2.

1. Tap **Settings**
 - a. **iPhone:** Scroll down to **Mail**, click **Accounts**
 - b. **iPad:** Scroll down to **Accounts & Passwords**

2. Select your PEF email account and delete it

Step 2.

1. Tap **Settings**
 - a. **iPhone:** Scroll down to **Mail**
 - b. **iPad:** Scroll down to **Accounts & Passwords**
2. Tap **Add Account**.
3. Choose **Microsoft Exchange**.
4. Enter your email address and configure the Description however you would like (we recommend PEF).
5. Tap next, and you will get a prompt to Configure Manually, or to Sign In. Choose **Sign In***
6. You will be redirected to a Microsoft site where you will enter your PEF email.
7. A PEF-branded site will open, enter your password.
8. Next you will be asked what data you want to sync. Be sure to UNCHECK the Contacts option, as this might overwrite your iPhone contacts.
9. Allow Notifications if you want to be notified when new mail is sent to you

* If you receive the error, "Exchange Account - Unable to verify account information" after clicking **Sign in**, try the following steps:

1. Open a web browser
2. Go to login.microsoftonline.com
3. Sign out
4. Return to the mail set up

Android Instructions:

Outlook App

Step 1.

Remove the old PEF account, if this is your first time setting up an account on your phone, skip to step 2.

5. Open the Outlook app
6. Click the logo on the top left and go to settings (cogwheel) at the bottom of the screen.
7. Click your mail account, scroll to the bottom, and click DELETE ACCOUNT
8. Click DELETE to confirm

Step 2.

Add the new PEF account

1. Open the Outlook app, or download it from the Google Play Store
2. Tap Add Account.
3. Enter your @pef.org email address and tap Continue>
4. Enter your password and tap Sign in
5. Activate device administrator, click Activate
6. Tap maybe later when asked to add another account
7. Your email will load

If you would like assistance from the MIS department, you can reach out via email to MIS_Service@pef.org or call 518-785-1900 ext. 308, and we'll be happy to help.