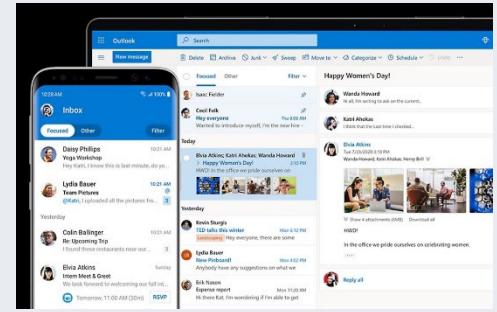


# Outlook Email FAQ's



## Will I get a new email address?

No, your e-mail address will remain the same as it is with GroupWise. You'll continue to use your current email and password and you do not need to worry about signing up for a new account!

## Will my email view be different?

Not much, GroupWise and Outlook email home screens are very similar in appearance. [Check out the view and customization tips here.](#)

## How will I access the Microsoft Outlook Cloud platform?

You can access Outlook in the cloud at [outlook.office.com](https://outlook.office.com).

## How do I access Outlook on my cell phone?

Follow these steps to download and use Outlook on your phone:

[Android setup](#)

[iOS setup](#)

If you need help with this process just contact LCIS Help Desk and we'll be happy to help!

## How do I set up my signature in Outlook email?

In Outlook for Windows, you can create one or more personalized signatures for your email messages. Your signature can include text, links, pictures, and images (such as your handwritten signature or a logo).

You can add signatures manually to individual messages, or you can have a signature automatically added to every message that you send. Follow this link for step by step directions on how to [set up your email signature](#).

## How do I assign proxy access to my email?

In Outlook, proxy access is referred to as Delegate Access. Read here for more on the functions of [Delegate Access](#) and how to make someone your delegate.

## Where can I find more training for Outlook?

You can contact the LCIS Help Desk for help at [lcishelpdesk@co.lucas.oh.us](mailto:lcishelpdesk@co.lucas.oh.us), 419-213-4037, or you can visit [Microsoft Outlook Training](#) web site.