

Dear Advocate,

We are pleased to be providing the CASASpeaks4Kids.com domain name for your CASA email. This will make it easier for other agencies to communicate and identify all of us as CASA representatives/GALs.

Please follow the steps outlined below to get started!

**1. Logon to [outlook.office365.com](https://outlook.office365.com) using your new email address and temporary password.**

(Your User Name is your first initial followed by your last name followed by @CASASpeaks4Kids.com, which is not case sensitive.)

**User Name:** [firstinitiallastname@CASASpeaks4Kids.com](mailto:firstinitiallastname@CASASpeaks4Kids.com)

**Temporary Password:** [ChangeMe!](#)

Your temporary password is good for 90 days. You will be prompted to change your password the first time you login to the portal.

**2. Setup your phone to access your new email account. Click on the appropriate link for instructions.**

(FYI: iPhone setup is easy, android varies based on the phone type. We will be happy to help guide you through this process).

[How to set up an email account on your iPhone](#)

*iPhone Tips*

- a. Choose Exchange as the email provider
- b. Enter your email address (i.e. [msmith@casaspeaks4kids.com](mailto:msmith@casaspeaks4kids.com)) and password

[How to set up an email account on an Android Phone](#)

*Android Tips*

- a. Choose Exchange as the Account Type
- b. Domain/username: your new email address (i.e. [msmith@casaspeaks4kids.com](mailto:msmith@casaspeaks4kids.com))
- c. Enter your password
- d. The Server Address is: outlook.office365.com

3. **Forward your current email to your new casasp4kids.com email address. Click on the appropriate link below for instructions if you choose to do this.**

[How to forward gmail to another account](#)

[How to forward att mail to another account](#)

[How to forward yahoo mail to another account](#)

[How to forward MSN/Hotmail/Live.com/Outlook.com to another account](#)

4. **You are now ready to use your new CASASpeaks4Kids.com email address!**

If you have any questions or encounter any issues, please don't hesitate to call me or your case supervisor.

5. **If you would like to set up an email signature, here is an example:**

**First Last Name**

Guardian Ad Litem/Child Advocate

CASA Child Advocates of Montgomery County

Email: [YOUREMAILADDRESS@CASASpeaks4Kids.com](mailto:YOUREMAILADDRESS@CASASpeaks4Kids.com)

Phone: XXX-XXX-XXXX (optional)

[www.casasp4kids.com](http://www.casasp4kids.com)