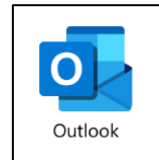


WDTVS and 20tva User Accounts – How to Access Email

Please refer to the steps below to access your new TV Production email address on the web, your computer, or your mobile device.

Webmail

To access via the web, either log in to <https://myapps.microsoft.com> and select **Outlook** or go directly to <https://outlook.office.com>.

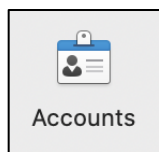


Desktop – Outlook (macOS)

If you have a studio-provided machine, Outlook is installed by default.

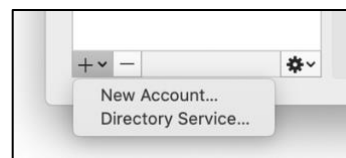
STEP 1

Open the **Outlook** menu and select **Preferences**, then click **Accounts**.



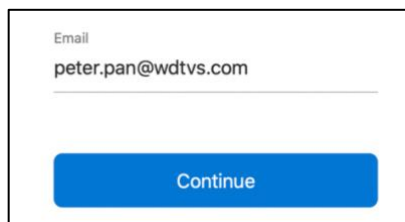
STEP 2

Click the plus sign (+) and then select **New Account**.



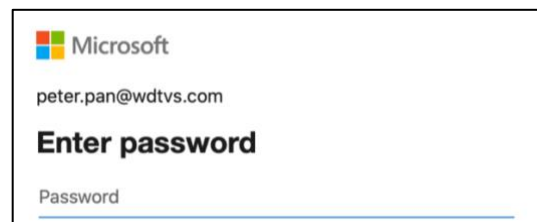
STEP 3

Enter your new TV Production email address and click **Continue**.



STEP 4

Enter your password and then click **Sign in** to proceed.



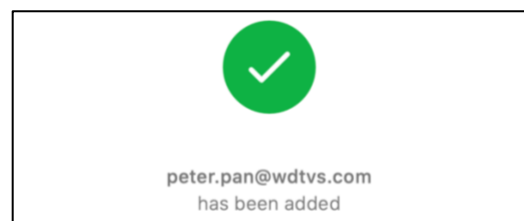
STEP 5

Open the **Authenticator** app on your mobile device to approve your access.



STEP 6

Your account is now available! Click **Done** to finish setup.



Any questions? Contact our team at it.support@wdtvs.com.

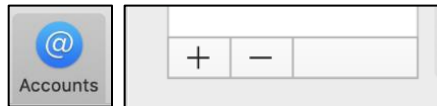
Last updated March 18, 2022

WDTVS and 20tva User Accounts – How to Access Email

Desktop – Apple Mail (macOS)

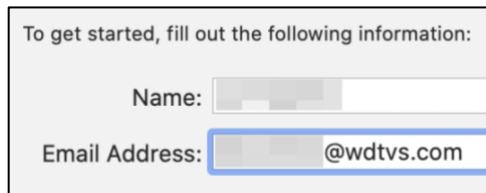
Apple Mail is included with macOS by default.

STEP 1



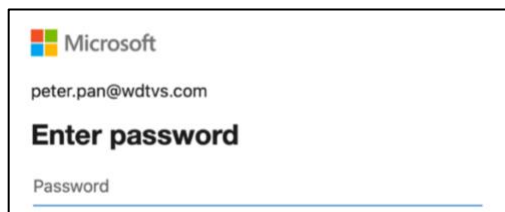
Open the **Mail** menu and select **Preferences**, then **Accounts**. Click the plus sign (+) to add a new account.

STEP 3



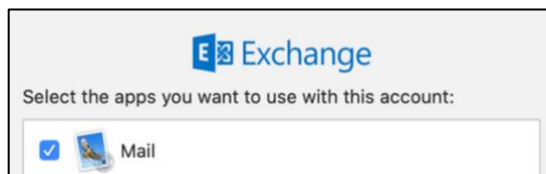
Enter your name and new email address, then click **Sign In**.

STEP 5



Enter your password and **Sign In**.

STEP 7



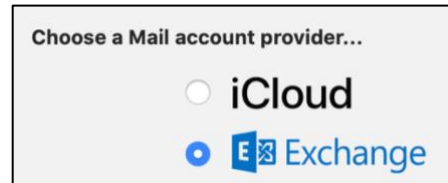
Select the apps you want to use with your new account, then click **Done**.

Desktop – Outlook (Windows)

Any questions? Contact our team at it.support@wdtvs.com.

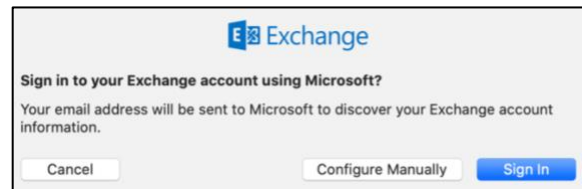
Last updated March 18, 2022

STEP 2



Select **Exchange** and then **Continue**.

STEP 4



Sign In using Microsoft to proceed.

STEP 6



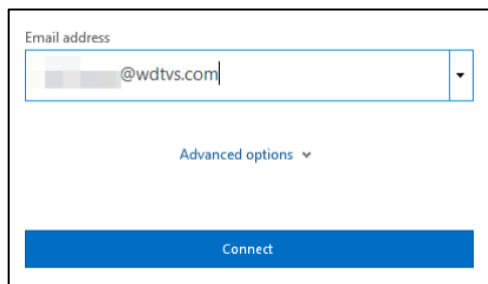
Open the **Authenticator** app on your mobile device to approve access.

STEP 8

Your account is now available!

WDTVS and 20tva User Accounts – How to Access Email

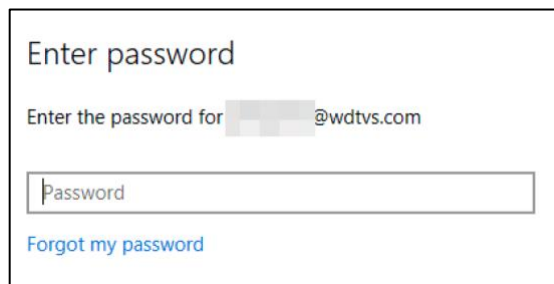
STEP 1



The screenshot shows the Outlook sign-in interface. At the top, there is a text input field labeled "Email address" containing a redacted email address followed by "@wdtvs.com". Below the field is a blue button labeled "Connect". There is also a link for "Advanced options" with a downward arrow.

Open Outlook. Enter your new email address and click **Connect**.

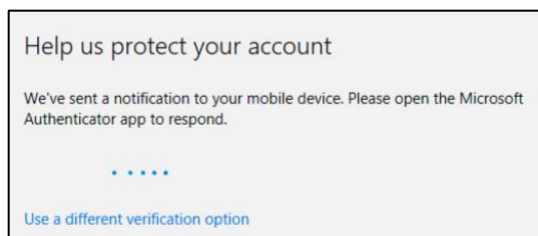
STEP 2



The screenshot shows the Outlook sign-in interface. At the top, there is a text input field labeled "Enter password". Below the field is a blue button labeled "Sign In". There is also a link for "Forgot my password".

Enter your password and click **Sign In**.

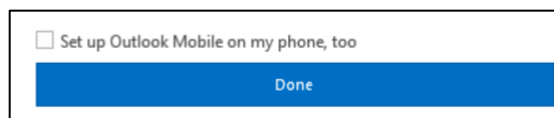
STEP 3



The screenshot shows the Outlook sign-in interface. At the top, there is a text input field labeled "Enter password". Below the field is a blue button labeled "Sign In". There is also a link for "Forgot my password".

Open **Authenticator** and approve the login request.

STEP 4



The screenshot shows the Outlook sign-in interface. At the top, there is a text input field labeled "Enter password". Below the field is a blue button labeled "Sign In". There is also a link for "Forgot my password".

Uncheck **Set up Outlook Mobile** and then click **Done**.

STEP 5

You now have access to email

Any questions? Contact our team at it.support@wdtvs.com.

Last updated March 18, 2022

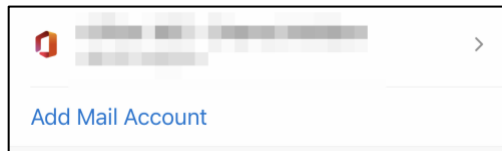
WDTVS and 20tva User Accounts – How to Access Email

Mobile – Outlook

Outlook is available as a free download in app stores for mobile devices.

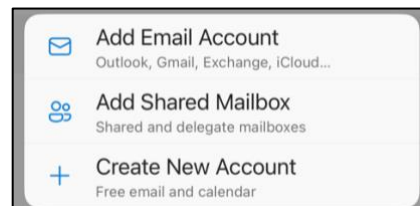
STEP 1

Open the app **Settings** (on iOS, tap the icon at the top left to open the sidebar, then look for a gear icon). Next, tap **Add Mail Account**.



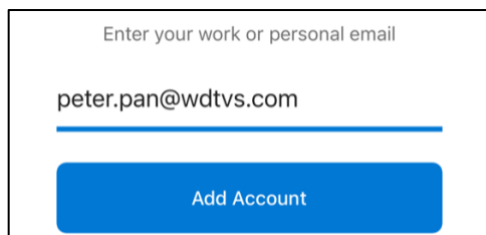
STEP 2

Tap **Add Email Account**.



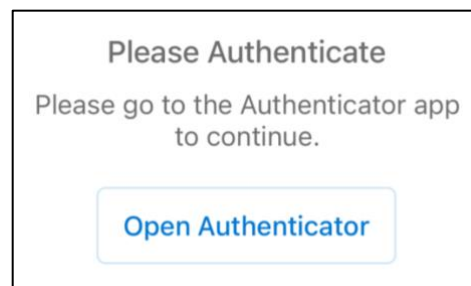
STEP 3

Enter your new TV Production email address and click **Add Account**.



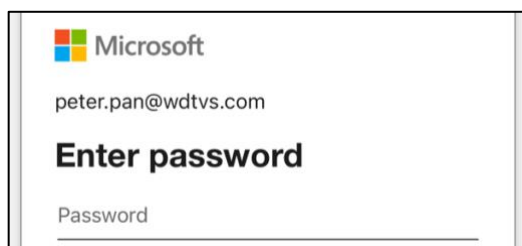
STEP 4

Tap to open **Authenticator**.



STEP 5

Enter your password and then **Sign in**.



STEP 6

Approve the sign-in request.



STEP 7

Your account is now available!

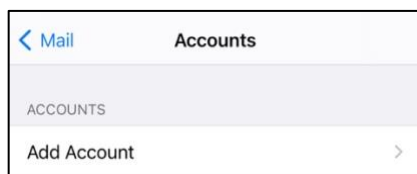
Any questions? Contact our team at it.support@wdtvs.com.

Last updated March 18, 2022

WDTVS and 20tva User Accounts – How to Access Email

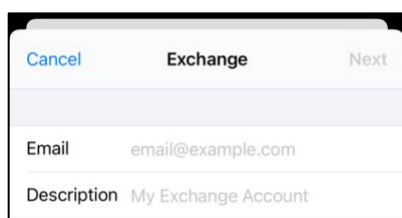
Mobile – Apple Mail (iOS)

STEP 1



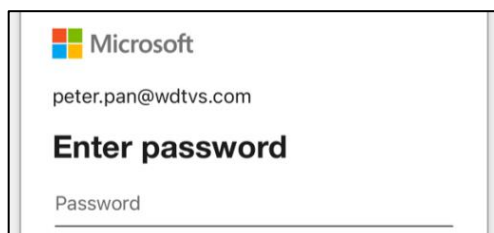
Go to **Settings > Mail > Accounts** and select **Add Account**.

STEP 3



Enter your new email address and a description, then select **Next**.

STEP 5



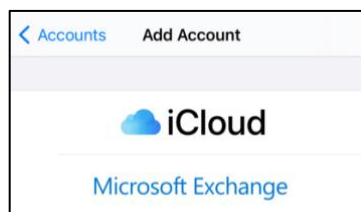
Enter your password and then **Sign In**.

STEP 7



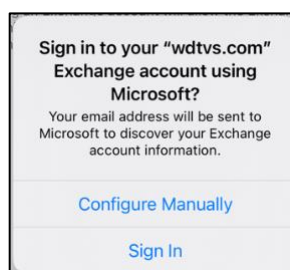
Select the apps you want to use with your new account, then click **Save**.

STEP 2



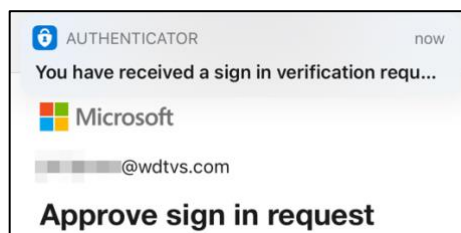
Select **Microsoft Exchange**.

STEP 4



Sign In using Microsoft to proceed.

STEP 6



Open **Authenticator** to approve access.

STEP 8

Your account is now available!

Any questions? Contact our team at it.support@wdtvs.com.

Last updated March 18, 2022