Town of Southborough
Technology Department
17 Common Street
Southborough, Massachusetts 01772

Accessing Town Email

The Town of Southborough utilizes Exchange Online (or Office 365) for its email system. There are several ways to access your Town Email Account.

Webmail

1. Go to https://outlook.office365.com
2. Enter your full email address and click next
3. If you are prompted to choose, the account type, choose an account that has been provide by your organization
4. Enter your password
5. If this is your first time logging in, you may be prompted to set up password recovery options, this will allow you to reset your own password if you should forget it in the future. This step can be skipped.

Mobile Device

Instructions for adding your Town Email to your mobile device will differ slightly depending on device type. Below are general instructions:

1. Go to your device settings
2. Find the option for Accounts (sometime Passwords & Accounts)
3. Add a new account
4. Select Exchange or Microsoft Exchange
5. Enter your full email address
6. If prompted to set up manually or sign in, choose sign in
7. Enter your password
8. Choose the sync option

Note: you may be prompted to allow administrative access to your device. This may include the ability to perform a remote wipe of your device. There are 2 people with the ability to initiate this action. The first is you (the Owner of the device) and the other is the Technology Manager. It is important to know that under no circumstance will the Technology Manager perform a remote wipe of personal device. Town issued devices may be wiped with written request of an employee's supervisor.

Other Options

POP Settings	IMAP Settings	SMTP Settings
Server name: outlook.office365.com Port: 995 Encryption method: TLS	Server name: outlook.office365.com Port: 993 Encryption method: TLS	Server name: smtp.office365.com Port: 587 Encryption method: STARTTLS