Get OWA to send you text alerts

- 1. Open Outlook Web Access in your browser. Office365.berkeleycollege.edu
- 2. Log in using your Office 365 username and password.
- 3. Click the "Settings" icon



4. Select the "**Options**" link



- 5. Select the "**Phone**" link
- 6. Select the link "Text Messaging"
- 7. Click the button "Turn on Notifications"

€	Select the link "Text Messaging"
options	mobile devices text messaging
account	Use Text Messaging to set up text message notifications to be sent to you
organize email	turn on notifications Status: Off
groups	Tick the button "Turn on Notifications"
site mailboxes	When text messaging notifications are turned on, you can set up:
settings	Calendar notifications Email notifications using an Inbox rule
phone 🛑	Select the "Phone" link
block or allow	
apps	

- 8. Under Locale: Click the drop down arrow and select United States
 9. Under Mobile Operator: Click the drop down arrow and select your mobile phone service. (Example Verizon)
- 10. Click "Next".

😻 text messaging - Mozilla Firefox	
https://outlook.office365.com/ecp/SMS/EditNotification.aspx?reqId=1390997447204&pwmcid=1	
text messaging	
Choose the locale and mobile operator for your mobile phone.	
Locale: United States Click the drop down arrow and select United States	
Mobile operator:	
Verizon Wireless 🔽 🕶 Click the drop down arrow and select your mobile phone	servic
Select one AT&T e operator Sprint PCS	
Verizon Wireless	
Click "Next"	
next	cano

11. Enter your phone number and click "Next"

🕘 text messaging - Mozilla Firefox	
https://outlook.office365.com/ecp/SMS/EditNotification.aspx?reqId=1390997447204&pwmcid=1	
text messaging	
A passcode will be sent to your phone in a text message. Normal messaging rates will apply.	
+1 862-862 8621	
Click "Next"	
back next	cancel

12. A passcode will be sent to your **Phone**.13. Type in the passcode and click "**Finish**"

6	text messaging - Mozilla Firefox	
	https://outlook.office365.com/ecp/SIMS/EditNotification.aspx?reqId=1390998664029&pwmcid=3	
	text messaging	
	A passcode has been sent to your mobile phone in a text message. Enter that code below, and then click Finish.	
	Passcode:	
	031 031 Type in the passcode	
	I didn't receive a passcode and need it sent again	
	Click "Finish"	
	back finish	cancel
L		

After you have set up OWA to send you text messages, you can look into the two different types of alerts. The first are calendar alerts. Click the link "Set up Calendar notifications" will allow you to establish rules related to your calendar. For example, you can create a rule where you will receive a text message when you have a meeting scheduled with a specific client or employee.

If you would like to receive text message alerts for your email, you can click on then link "Set up email notifications using an Inbox rule". You have many different rules you can set up. For example: You can make a rule to receive a text whenever you get an email that contains the words: Update.

To get the most out of these features we suggest you play around with them and come up with something that works for you. Don't go overboard though, as you probably don't want to be receiving text messages every few minutes. Also, it's important to be aware of how your mobile carrier charges for texts.

mobile devices text messaging

Use Text Messaging to set up text message notifications to be sent to your mobile device.

delete settings

Notifications: Receive notifications at 862/8628621

Change notification phone number...

