

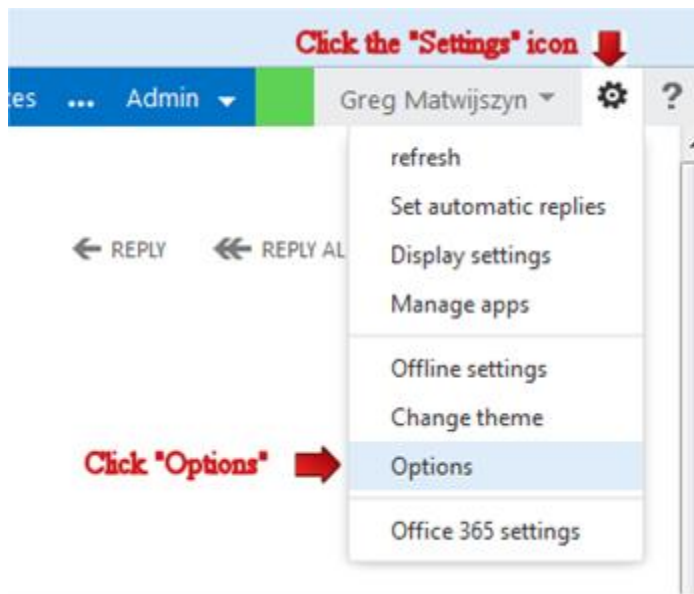
Get OWA to send you text alerts

1. Open Outlook Web Access in your browser. Office365.berkeleycollege.edu
2. Log in using your Office 365 username and password.

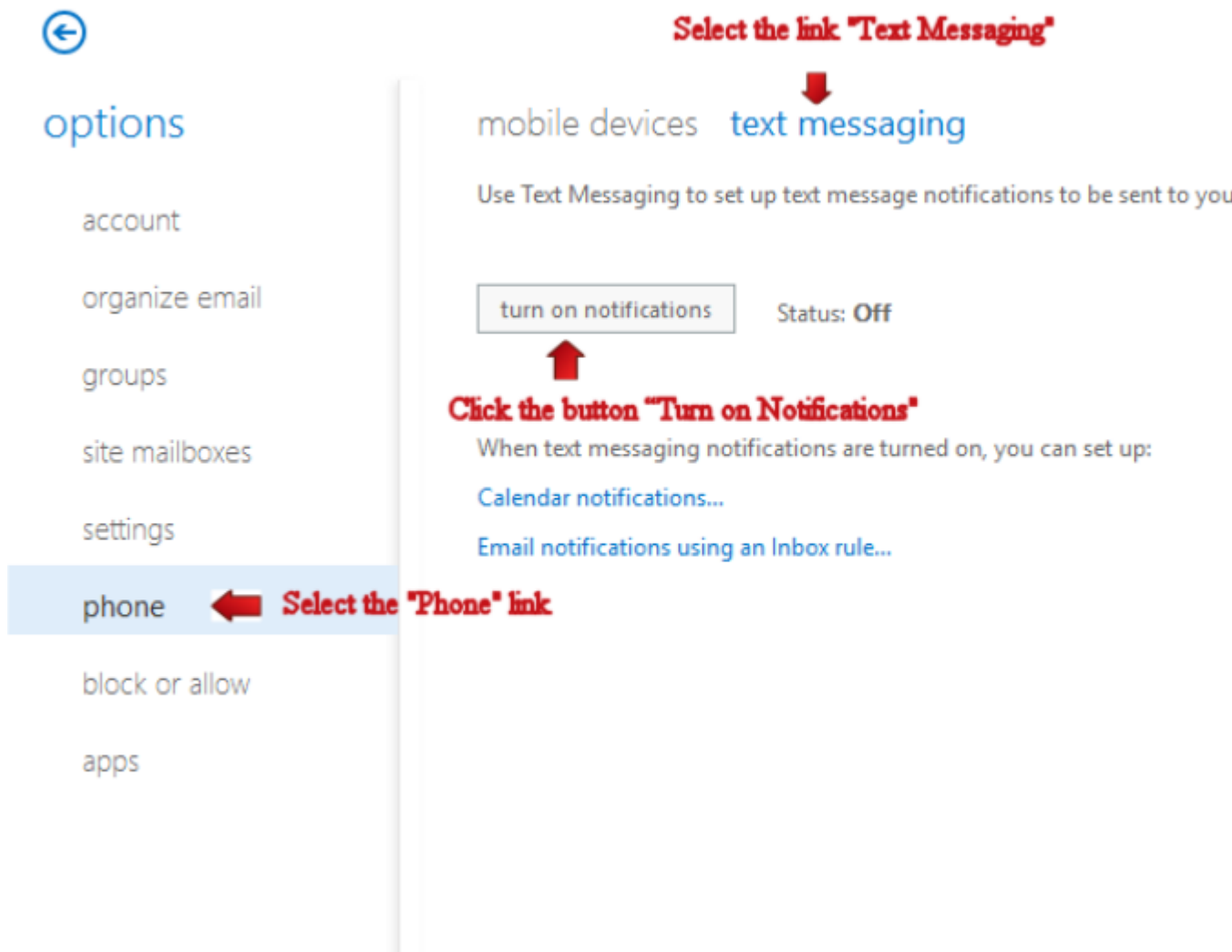
3. Click the “**Settings**” icon



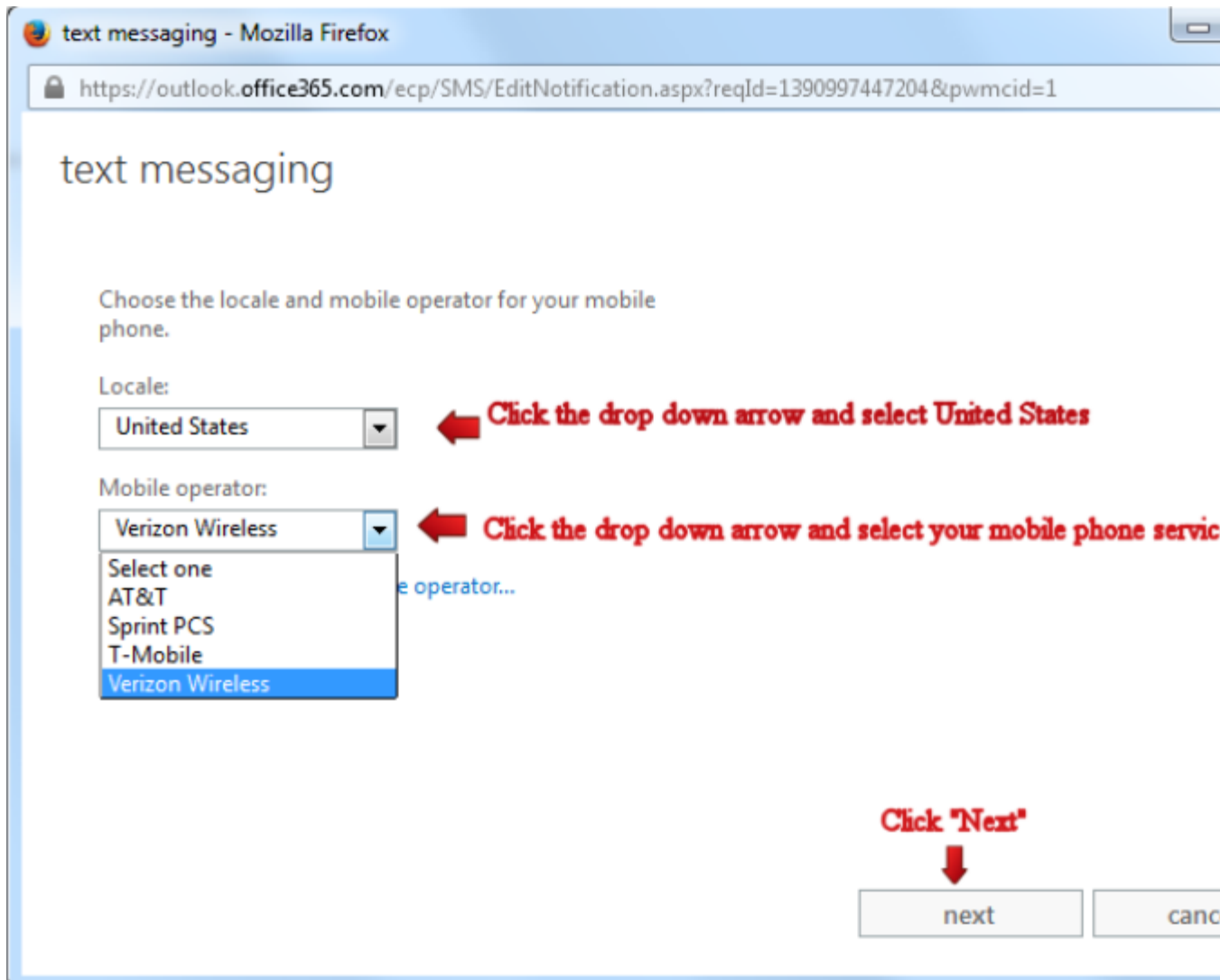
4. Select the “**Options**” link



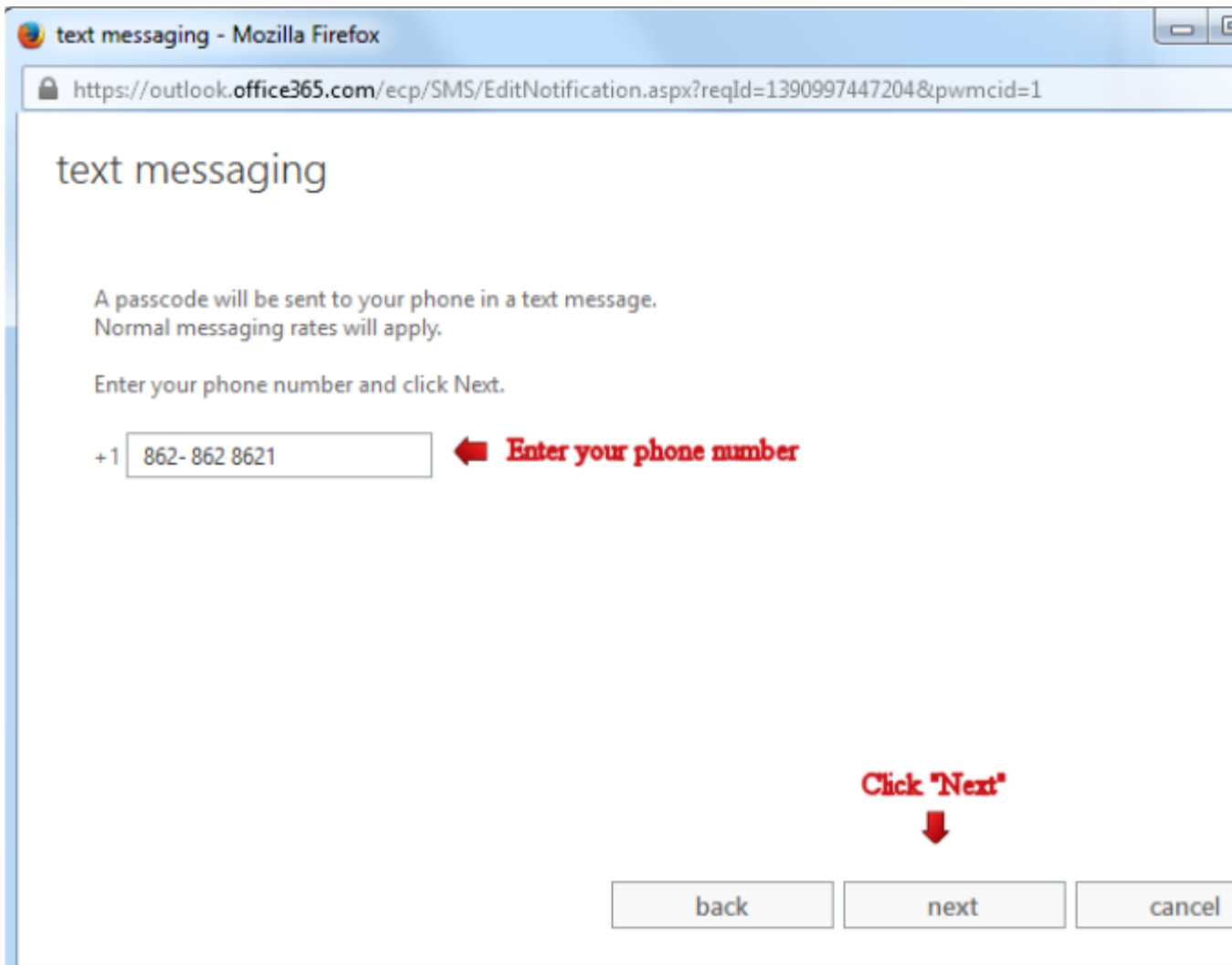
5. Select the “**Phone**” link
6. Select the link “**Text Messaging**”
7. Click the button “**Turn on Notifications**”



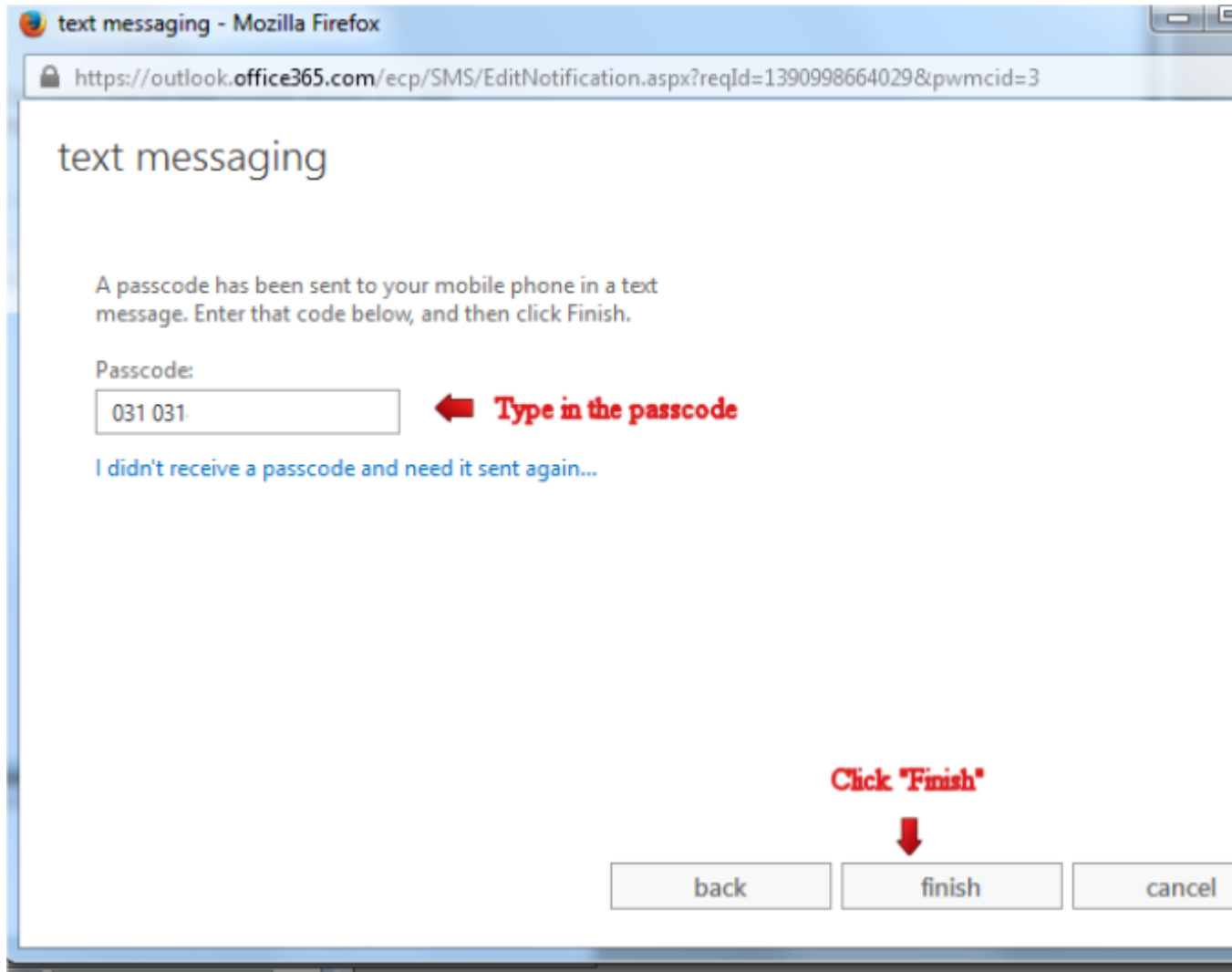
8. Under **Locale**: Click the drop down arrow and select United States
9. Under **Mobile Operator**: Click the drop down arrow and select your mobile phone service. (Example Verizon)
10. Click **"Next"**.



11. Enter your phone number and click “Next”



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



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...](#)

[Set up calendar notifications...](#) 

[Set up email notifications using an Inbox rule...](#) 