

Setting Up and Accessing Your Email Account

Follow these steps to log in and setup your default email account.

Webmail: <https://mail.assuregrp.com>

Username: First initial, Middle Initial, Last name, @assuregrp.com
(ie: W. Kyle Routh = wkrouth@assuregrp.com)

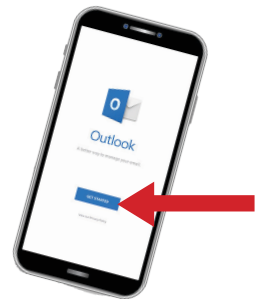
Password: Temporary password sent to your personal email account

**** Never share your password with anyone!
*** Email accounts are inactivated if unused for 60 days.**

Mobile Device Mailbox Setup

To access your assuregrp.com mailbox from your mobile device, you must use the Microsoft Outlook app rather than your default mail app.

On your mobile device, go to the App Store (iOS) or Google Play Store (Android) and install the Microsoft Outlook app. Once it downloads; open it, and tap the blue **Get Started** button.



iOS Users

Enter your email address and tap **Continue**

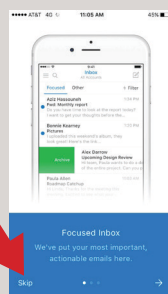
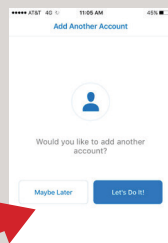
Enter your Office 365 password

Tap **Maybe Later** to skip adding another account

Go through the app tutorial using the **arrow** or click **Skip** to bypass it

Once you see the Inbox of your mailbox, you are all set!

This may take a few minutes to download mail depending on a variety of factors



Android Users

Enter your email address and tap **Continue**. *No password is required at this point.*

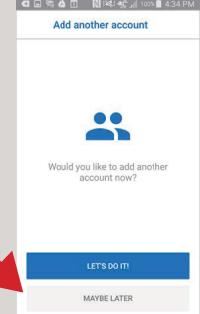
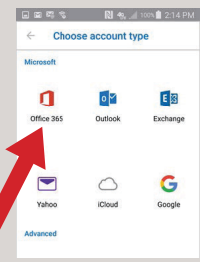
When prompted to choose an account type, tap **Office 365**

Enter your email address and tap **Sign In**

Tap **Maybe Later** to skip adding another account

A few screens of help text are presented which can be skipped and then your Inbox will display

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