



Texas Wing, Civil Air Patrol Instructions for accessing new Microsoft Office 365 account



IMPORTANT ITEMS:

Username

Your username is your CAPID with the new Texas Wing domain, e.g. 123456@txwg.cap.gov.
(This is different from your primary email address, noted below.)

Initial password

Your initial password is: **TxwgCAP1!**

You will be prompted to enter a new password immediately during sign up.

Primary email address

Your primary email address is your first name "dot" last name as presented in CAP eServices, e.g. first.last@txwg.cap.gov. Once you have signed on, please check your email address from the Outlook application to ensure the configured email address is correct before you start actively using it. While we will not deviate from the first.last standard, we will work exceptions based on what is in eServices (e.g. bob.lastname instead of robert.lastname). If you have questions or a request on your primary email address, please contact Texas Wing IT at it-requests@txwg.cap.gov

Announcement email

The original wing-wide announcement for this service can be viewed at:
<http://txwgcap.bmeurl.co/A4101BF>

Frequently asked questions

A FAQ document has been created and posted at:

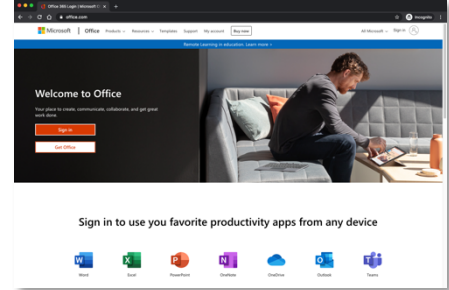
<https://www.txwgcap.org/wp-content/uploads/2020/04/CAP-TXWG-IT-O365-FAQ.pdf>

Continue below for detailed instructions to activate your new account:

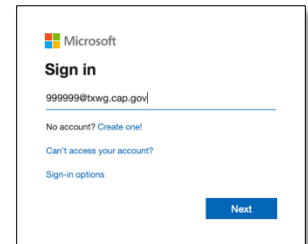
INITIAL LOGIN INSTRUCTIONS:

1) Go to <https://www.office.com> to login to your new account.

If you are a current Office 365 user for personal or business use, you may need to log out from that account and then log in using your new Texas Wing username. Future logins will remember that you are using multiple Office 365 accounts and ask you which account you would like to login with. Note that you can use different browsers (e.g. Firefox for personal/business, Chrome for CAP Texas Wing) to have logged in sessions with both accounts at the same time.

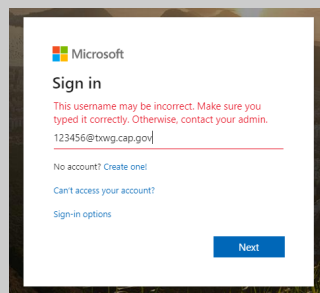


2) Click the **Sign in** button on the Office home screen, and enter your CAP Texas Wing **username** in the form CAPID@txwg.cap.gov, e.g. 123456@txwg.cap.gov. Click **Next**.

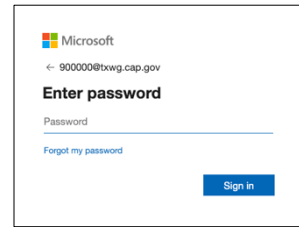


NOTE

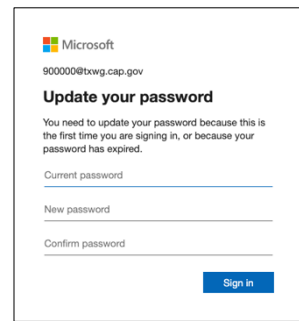
If you receive a message *“This username may be incorrect. Make sure you typed it correctly. Otherwise, contact your admin.”*, please send an email to it-requests@txwg.cap.gov to ensure your account was provisioned correctly.



4) Enter your initial **password** provided here for your account: **TxwgCAP1!**



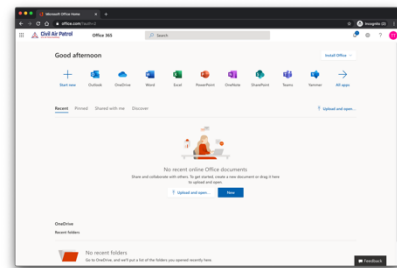
5) You will be prompted to change your password.



6) If you are prompted to “Stay signed in?” you may answer to your preference.

7) You will now be presented with the Microsoft Office 365 home page for Texas Wing, Civil Air Patrol. This, at <https://www.office.com> will be your primary portal for working within your new Office 365 environment. You will see common applications like Outlook, OneDrive, Word, Excel, PowerPoint, etc. along the top with further links to all applications.

To access all Office 365 web-based applications from anywhere within the Office 365 environment, use the app launcher icon (☰) at the top left.



8) As a reminder, please review the Frequently Asked Questions (FAQ) document noted above in the Important Items section. It is recommended that you begin to use this new account and email address as your primary email and regularly login as we will be bringing up more services in the near future within Texas Wing that require use of the new @txwg.cap.gov account.