



**MAJLIS ANSARULLAH
UNITED KINGDOM**

Department of
Information Technology

A quick-start guide to your:

- ✓ Official Email Account Access
- ✓ AMIS portal

V1.2



Section 1a Email

We use Microsoft O365 to handle our email infrastructure

How to access your emails

STEP 1 In your internet browser, copy & paste this url:
<https://www.office.com/>

STEP 2 Enter your ANSARULLAH Email address:
Something like this: maal.masroor@ansarullahuk.org

STEP 3 Enter your password:
See your mobile phone SMS (text message)

All done!

If you need to setup this email account on your phone/mobile-device:

1. Install the MS AUTHENTICATOR APP on your device
2. On your device, select to ADD A NEW EMAIL ACCOUNT
3. Follow the instructions as prompted
4. The following slides are intended to assist you

Need more help?

Complete the form using this url:

<https://helpdesk.ansarullahuk.org/support-form/>



Section 2 AMIS

We use AMIS – Ansarullah Management Information Systems for

- ✓ Monthly Reports
- ✓ Tajneed
- ✓ Income
- ✓ Individual Member Questionnaire Statistics
- ✓ Taleem Paper Statistics

How to access AMIS

STEP 1 In your internet browser, copy & paste this url:
<https://connect.ansarullah.co.uk/>

STEP 2 Enter your AMIS username:
You received this in the reply to the ticket you initially raised

STEP 3 Enter your AMIS password:
You received this in the reply to the ticket you initially raised

All done!

Need more help?

Complete the form using this url:

<https://helpdesk.ansarullahuk.org/support-form/>



Section 1b Email

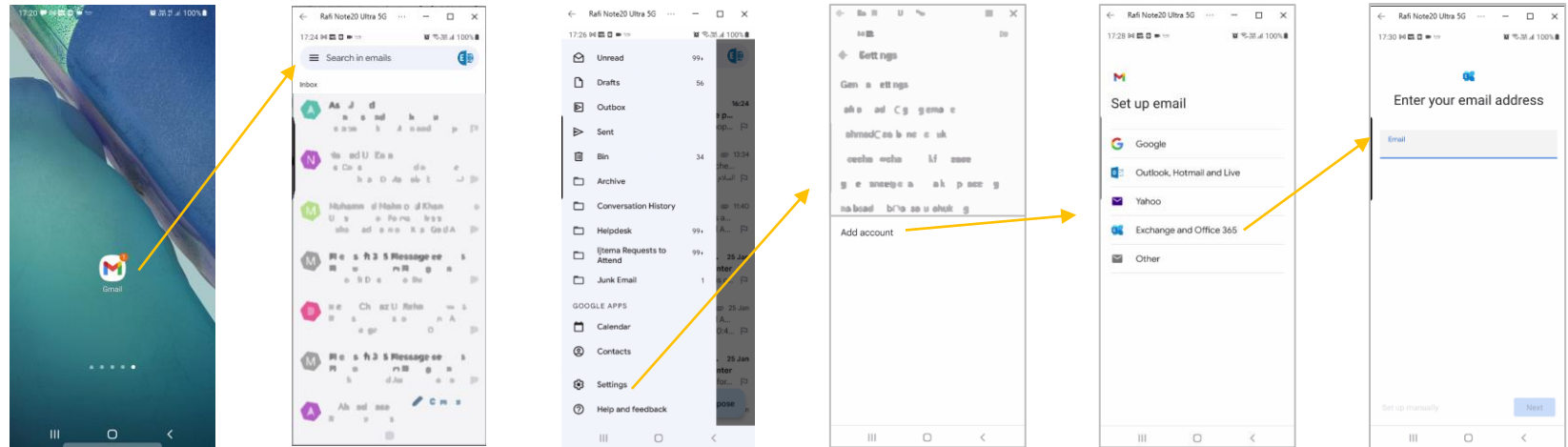
→ Email setup on your mobile phone/device

STEP 1 Search for “Microsoft Authenticator” from your google play or app store on your phone/mobile, and then **INSTALL** the app

STEP 2 Add a NEW EMAIL account on your phone/device

Using Android

- Open your existing email client
- Find and click SETTINGS
- Click ADD ACCOUNT
- Select EXCHANGE
- Type your email address
- Type you Email Password
- Click Sign-in
- Follow the prompts





Section 1b Email

→ Email setup on your mobile phone/device

Using iOS

- Open SETTINGS
- Click MAIL
- Click ACCOUNTS
- Click ADD ACCOUNT
- Click MICROSOFT EXCHANGE
- Follow the prompts

