

Setting up Office 365 on mobile device

Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. If you had previously setup your work e-mail on your phone/tablet, you'll need to remove it completely before adding the new one. If this is the first time you are setting it up on a device proceed to step 4.
2. Tap Settings > Mail > Accounts > (in earlier versions of iOS go to Settings > Mail, Contacts, and Calendars >)
3. Tap the account name for your work e-mail account, scroll to the bottom and tap Delete Account.
4. Now add your new account. Tap Settings > Mail > Accounts > Add Account.
5. Tap Exchange or Microsoft Exchange
6. Type the information requested in the Email and Password boxes. You need to type your full email address in the Email box (for example, jdoe@domain.com).
7. Tap Next on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. If you get a certificate error that reads "Unable to verify Identity" click "Cancel". If you do not get this error, Go to step 9
8. On the account detail screen, ensure that the Username field is populated with your full e-mail address.
9. Choose the type of information you want to synchronize between your account and your device, and then touch Save. By default, Mail, Contacts, and Calendar information are synchronized.

Android Users

1. If you had previously setup your work e-mail on your phone/tablet, you'll need to remove it completely before adding the new one.
If this is the first time you are setting it up on a device proceed to step 4.
2. From the Applications menu, select Email. This application may be named Mail on some versions of Android.
3. Select the old mail account and then select remove or delete.
4. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
5. Type your full email address, for example jdoe@domain.com and your password, and then select **Next**.
6. Select **Exchange account**. This option may be named Exchange ActiveSync on some versions of Android.
7. Enter the following account information and select **Next**.
8. **Domain\Username** Type your full email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full email address in the **Username** box.
9. **Password** Use the password that you use to access your account.
10. **Exchange Server** Use the address of your Exchange server. Use **outlook.office365.com** for your server name.

11. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
12. **Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
13. **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
14. **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
15. **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
16. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.

NOTE You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.