

Setup Office 365 Email Account on Smart Phone

Apple iPhone

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.
2. In the **Add Account** page, tap **Exchange**.
3. Enter your full email address, for example tony@contoso.com, and your password, and then tap **Next**.

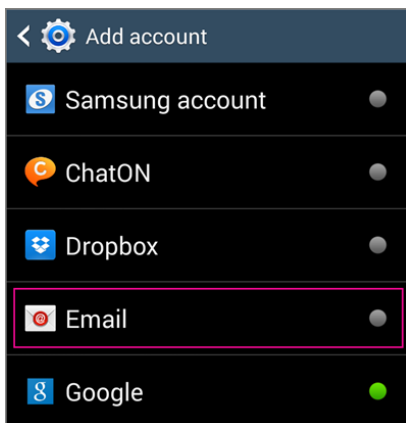
If the device can't find your settings, you need to add them. If you have an Office 365 Exchanged email account in **Server**, enter **outlook.office365.com**, and then add your **Username** and **Password**. This is the same username and password you use for work or school.

4. By default, **Mail, Contacts, and Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Note If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

Android

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.



2. Type your full email address, for example tony@contoso.com, type your password, and then tap **Next**.
3. Select **Exchange**.

4. If prompted, accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device can't connect, enter the following account information, and then select **Next**.
 - **Domain\Username** Type your full email address in this box, for example, tony@contoso.com. 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.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Use the address of your Exchange server. If you aren't sure what your server address is, check with your administrator.

Exchange server settings

Email address
tony@contoso.com

Domain\username
tony@contoso.com

Password
.....

Exchange server
outlook.office365.com

Use secure connection (SSL)

Use client certificate

Client certificate

Mobile device ID

- Depending how your Exchange administrator set up your account, you might receive a message about additional security features. Select **OK** to continue.
5. As soon as the device verifies the server settings, the **Account Options** page opens. Select the options for how you want to receive your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
 6. If you see **Activate device administrator?** page, select **Activate**.
 7. Give the account a name, and then tap **Done**.