Office 365

Configuring a Mobile Device
# Table of Contents

- **iPhone, iPad, or iPad Touch**
  - Remove Your Account ................................................................. 3
  - Add Your Account ................................................................. 6
- **Android Phone** ............................................................................. 11
  - Remove Your Account ................................................................. 11
  - Add Your Account ................................................................. 14
- **Windows Phone** ........................................................................... 23
  - Remove Your Account ................................................................. 23
  - Add Your Account ................................................................. 26
- **Blackberry** ................................................................................... 33
  - Remove Your Account ................................................................. 33
  - Add Your Account ................................................................. 38
iPhone, iPad, or iPad Touch

Remove Your Account

1. Tap **Settings > Mail, Contacts, Calendar**.
2. Tap the e-mail account you wish to remove.
3. Scroll towards the bottom of the window and click **Delete Account**.
4. A Delete Account warning will appear, click **Delete from My iPhone** to complete the process.
Add Your Account

If you are using an iOS device, we recommend you utilize the Outlook for iOS app. There are known calendaring issues when using the default Mail and Calendar apps on an iOS device.

1. Tap Settings > Mail, Contacts, Calendars > Add Account.
2. Tap **Exchange**.
3. Enter the information in the **E-mail**, **Password** and **Description** boxes.
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account.
5. Your account should auto-configure. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**.
   - If it does not auto-configure, continue on to step 6.
6. Enter the information below:
   - **Email**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Server**: outlook.office365.com
   - **Domain**: Leave this field empty.
   - **Username**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Password**: This is the password for your e-mail account.

7. Tap **Done** on the upper-right corner of the screen.

8. Your account should configure and you should see the screen on step 5.
Android Phone

Remove Your Account

The screenshots are from Android Marshmallow. The screens may differ on other versions of Android.

1. On your device click **Settings > Account**.
2. Tap the e-mail account you wish to remove. Click on **Account settings**.

![Android Phone Settings](image1.png)

![Android Phone Account Settings](image2.png)
3. Tap the three dots in the top right corner and select **Remove account**.
4. The Remove account window will appear. Click **Remove Account**.
Add Your Account

The screenshots are from Android Marshmallow. The screens may differ on other versions of Android.

1. On your device click Settings > Accounts > Add account.
2. Tap **Exchange** or **Microsoft Exchange** (depending on device).
3. Enter your University email address and then click **Manual Setup**.
4. On the setup page enter the following information:
   - **Username**: Your @miami.edu, if it's not already there (i.e. s.ibis@miami.edu).
   - **Password**: Your password.
   - **Server Address**: outlook.office365.com
   - **Port**: 443
   - **Security type**: SSL/TLS

5. Click **Next**.
6. Your account should verify. On the next screen, you will be able to set notifications and sync settings for your account. Uncheck the options you wish to disable. Click **Next** to complete the setup.
7. You may be taken to a “Your account is set up and email is on its way!” You may change the account name on your phone if you wish. Click **Next**.
   - If you do not see this screen, skip to step 10.
8. If you receive a message regarding updating your security settings click **OK**.
9. You will be taken to the Activate device administrator screen. Click **Activate**.
10. Your device is now connected to your Office 365 account and will begin downloading your mailbox. It may take ten to fifteen minutes after you set up your account before you can send or receive e-mail.
Windows Phone

Remove Your Account

These instructions are for devices running Windows Phone 8 and higher.

1. On Start, swipe to the App list and select **Settings**.
2. Then select **e-mail + accounts**.
3. Tap and hold on the email account you want to delete.
4. Two options will appear sync and delete. Choose **delete**.
Add Your Account

These instructions are for Windows Phone 8 and higher.

1. On Start, swipe to the App list and select **Settings**.
2. Then select **e-mail + accounts**.
3. Tap **Outlook**.
   - Tap **Exchange** if you’re using Windows Phone 8.1 or higher.
4. Enter your University address (i.e. s.ibis@miami.edu) and password and tap **sign in**.
   - If you receive a message asking “Do you want to use this account in the Store with Xbox tap **No**.
5. Your account should auto-configure. Tap **done**. Your account should appear and start synching.
   - If setup does not successfully configure, continue to step 6.
6. If your e-mail account cannot be set up automatically, you’ll see the message, “We couldn’t find your settings”. Select Advanced.
7. Enter the following information:
   - **E-mail address**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Password**: This is the password for your e-mail account.
   - **User name**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Domain**: Leave this field blank.
   - **Server**: Enter outlook.office365.com
   - Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.

8. Click the **check mark** or select **sign in**.

9. Tap **OK** if Exchange ActiveSync asks you to enforce policies or set a password.
10. Your account should configure and you should see the screen on step 5.
Blackberry

Remove Your Account

These instructions are for Blackberry 10 smartphones.

1. On your device navigate to the Settings menu.
2. Select **Accounts** from the list.
3. Tap the e-mail account you wish to remove.
4. Click **Delete** at the bottom of the screen.
5. The Delete account window will appear. Click **Delete**.

![Delete account window]

6. You will be taken back to either the Accounts or Add Account screen when the deletion has completed.
Add Your Account

1. On your device navigate to the Settings menu.
2. Select **Accounts** from the list.
3. Tap on **Add Account** at the bottom of the screen.
   - If you have no accounts on your device, then you will automatically be taken to the Add Account window.
4. Tap **Email, Calendar and Contacts**.
5. Type in your @miami.edu address in the Email Address field (e.g. s.ibis@miami.edu).
6. Tap on Advanced on the bottom of the screen.
7. Select **Microsoft Exchange ActiveSync**.
8. Enter the information below:
   - **Description**: Provide one if you’d like.
   - **Domain**: Leave this field empty.
   - **Username**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Email Address**: This is your full e-mail address (e.g. s.ibis@miami.edu).
   - **Password**: This is the password for your e-mail account.
   - **Server Address**: outlook.office365.com
   - **Port**: Leave it as 443.
   - **Use SSL** should be ticked to the right.
   - **Use VPN** should be ticked to the left.
   - **Push** should be ticked to the right.

9. Tap **Next** on the upper-right corner of the screen.
10. Your account should configure. Choose the type of information you want to synchronize between your account and your device, and then touch **Done**.
11. You may be asked to assign a Device Password. Enter in a password. It must be at least 4 characters.
12. Click OK when done.
13. Your account should start synchronizing.