Office 365 Mail ActiveSync Setup

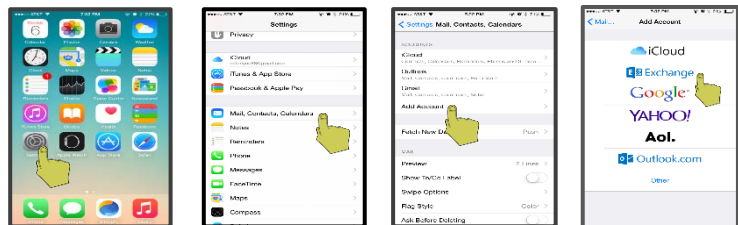| Scope: BOR, CSCU, CCC, COSC, CSU	Revision Date: 7/13/2016

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1. Introduction

This document will provide step-by-step instructions on how to setup Office 365 Mail ActiveSync on your Smart Devices.

2. Connecting to Office 365 Mail on iPhone and iPad
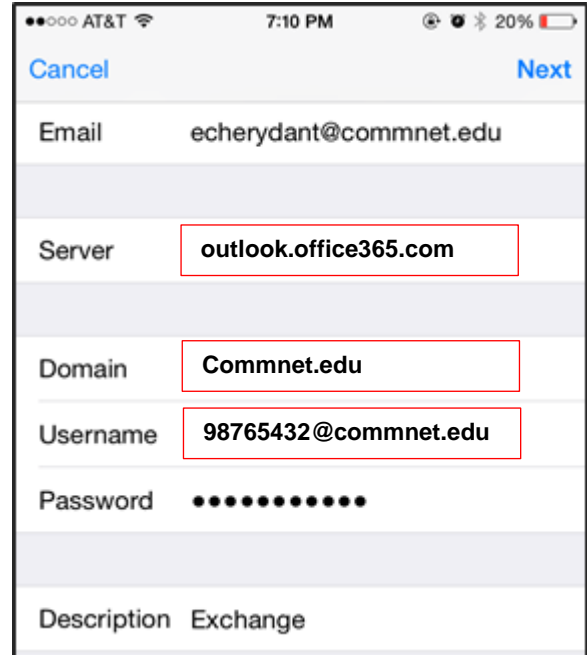

- Tap the "Settings" icon
- Tap "Mail, Contacts, Calendars"
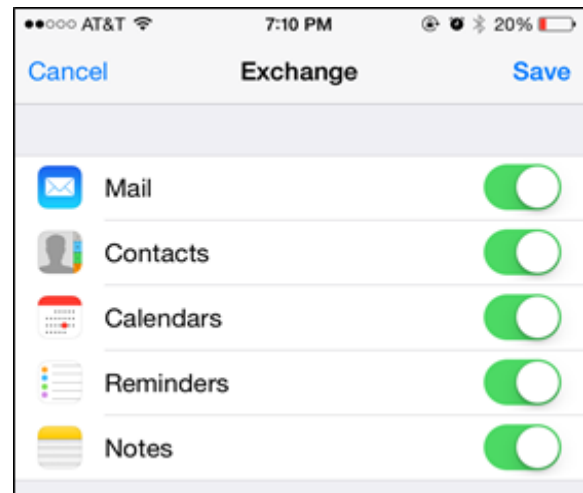- Tap "Add Account"
- Tap "Exchange"

- Enter your Office 365 e-mail address and password
- Use any Description you prefer (ie. School E-Mail, Work, Exchange)
- Tap "Next"
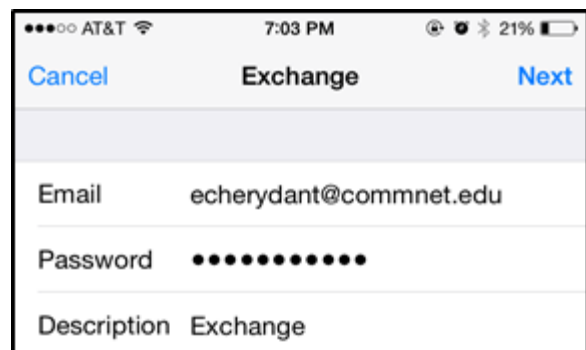
- Your e-mail should already be filled in. Verify that it's entered correctly
- Enter "outlook.office365.com" in the **Server** field as seen in the image
- Enter "Commnet.edu" in the **Domain** field as seen in the image
- Use your full NetID for **Username**, then insert your password
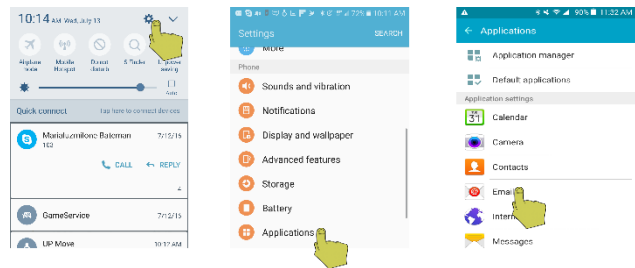- Tap **Next**

- If you are seeing this screen, the authentication worked and your email is now linked
- Click Save to complete the setup
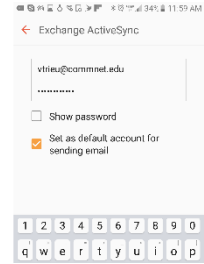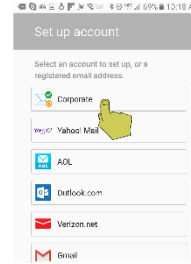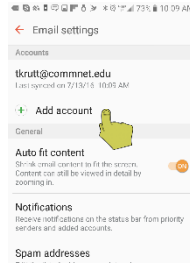- To view your emails, use the **Mail** app

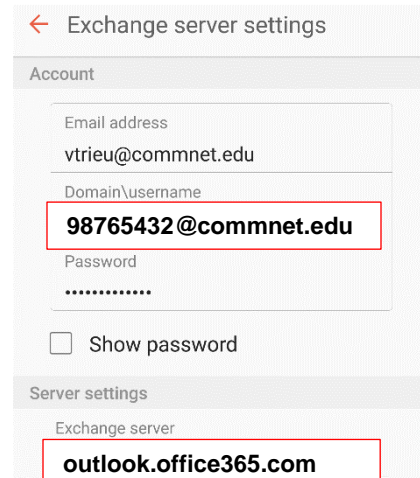## 3. Connecting to Office 365 Mail on Android devices

- Tap the "Settings" icon
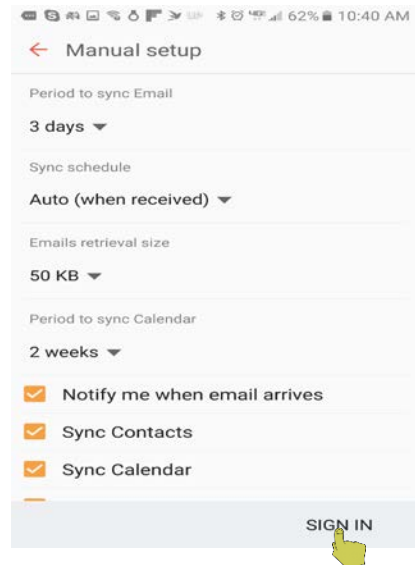- Tap "Applications"
- Tap "Email"

- Click "Add Account" if applicable
- Tap "Corporate" Mail
- Enter your Office 365 e-mail address and password
- Select "Set as default account for sending email" if you prefer (Optional)
- Tap "Sign In"

- Read and Tap "OK" to the Email Activation message if applicable.
- Read and Tap "OK" to the "Unable to setup account" message if applicable
- Use your full NetID in the **Domain\username** field as seen in the image
- Enter "outlook.office365.com" in the **Exchange Server** field as seen in the image
- Tap "Sign In"
- Read and Tap "OK" to the "Remote Security Administration" message if application

← Exchange server settings

Account

Email address
vtrieu@commnet.edu

Domain\username
98765432@commnet.edu

Password
•••••••••••••

☐ Show password

Server settings

Exchange server
outlook.office365.com

- Review and Change any default settings to your preference at the Manual Setup Screen (Optional)
- Tap "Sign In" at the Manual Setup Screen.
- Click "Done" at the Edit Names Screen
- To view your emails, use the **EMail** app

← Manual setup

Period to sync Email
3 days ▼

Sync schedule
Auto (when received) ▼

Emails retrieval size
50 KB ▼

Period to sync Calendar
2 weeks ▼

☑ Notify me when email arrives
☑ Sync Contacts
☑ Sync Calendar

SIGN IN

4. Connecting to Office 365 Mail using Microsoft Outlook App

Using the Microsoft Outlook App, you can access your email, calendar, contacts, and OneDrive files from within the app.

1. Download the **Microsoft Outlook** app from the App Store. If you already have it installed, open it and then tap the navigation control at the bottom of your screen, or tap **More** > **Settings** > **Add Account**.
2. From the **Add An Account** screen, select **Office 365.**
3. Enter your full NetID and password then tap sign in.
4. Outlook then starts syncing the account to complete the process.