



## **Office 365**

**Configuring a Secondary Mailbox to a Mobile Device**

## Table of Contents

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**Adding A Secondary Office 365 Mailbox to A Mobile Device ..... 3**  
    **iPhone, iPad, or iPod Touch..... 3**  
    **Android..... 13**

**Removing A Secondary Office 365 Mailbox from A Mobile Device..... 20**  
    **iPhone, iPad, or iPod Touch..... 20**  
    **Android..... 23**

## Adding a Secondary Office 365 Mailbox to a Mobile Device

Follow these steps to add an additional Office 365 mailbox to a mobile device only if you have been granted access to the Office 365 account on the server.

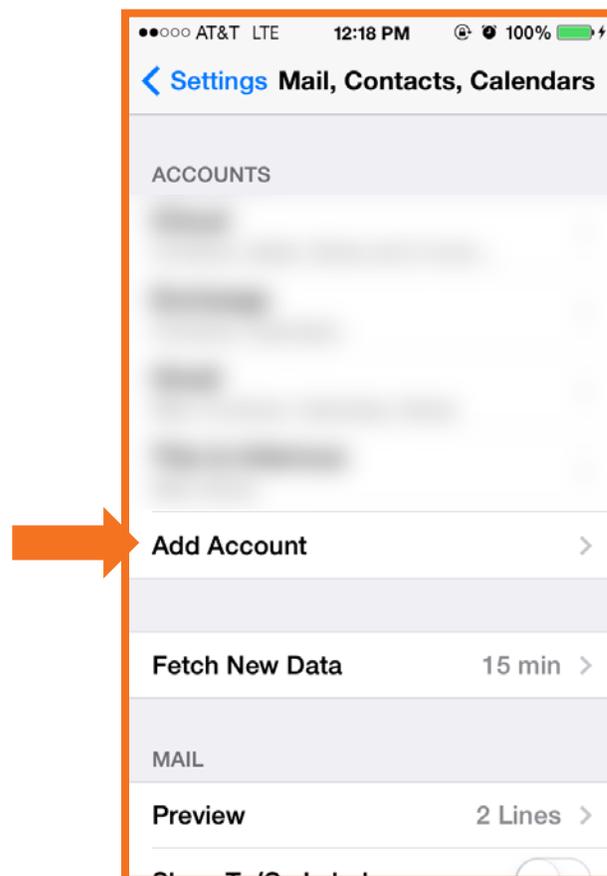
If you do not currently have access to the mailbox on the server, please have the owner of the mailbox submit an email to [itsupportcenter@miami.edu](mailto:itsupportcenter@miami.edu) or call them at 305-284-6565 requesting you be given full access to the mailbox.

Once you have been granted access to the mailbox on the server, follow the steps below.

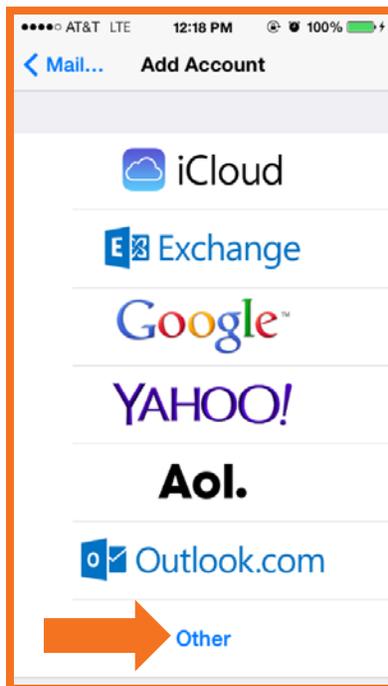
### iPhone, iPad, or iPod Touch

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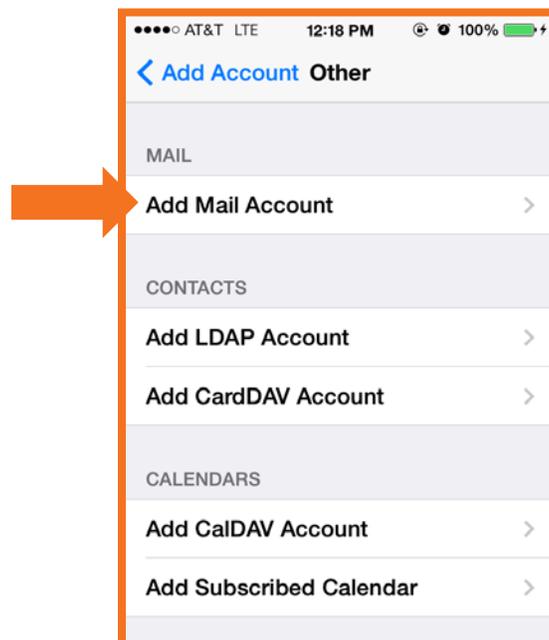
1. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
  - If you are on iOS 10.3, tap **Settings > Mail > Accounts > Add Account**



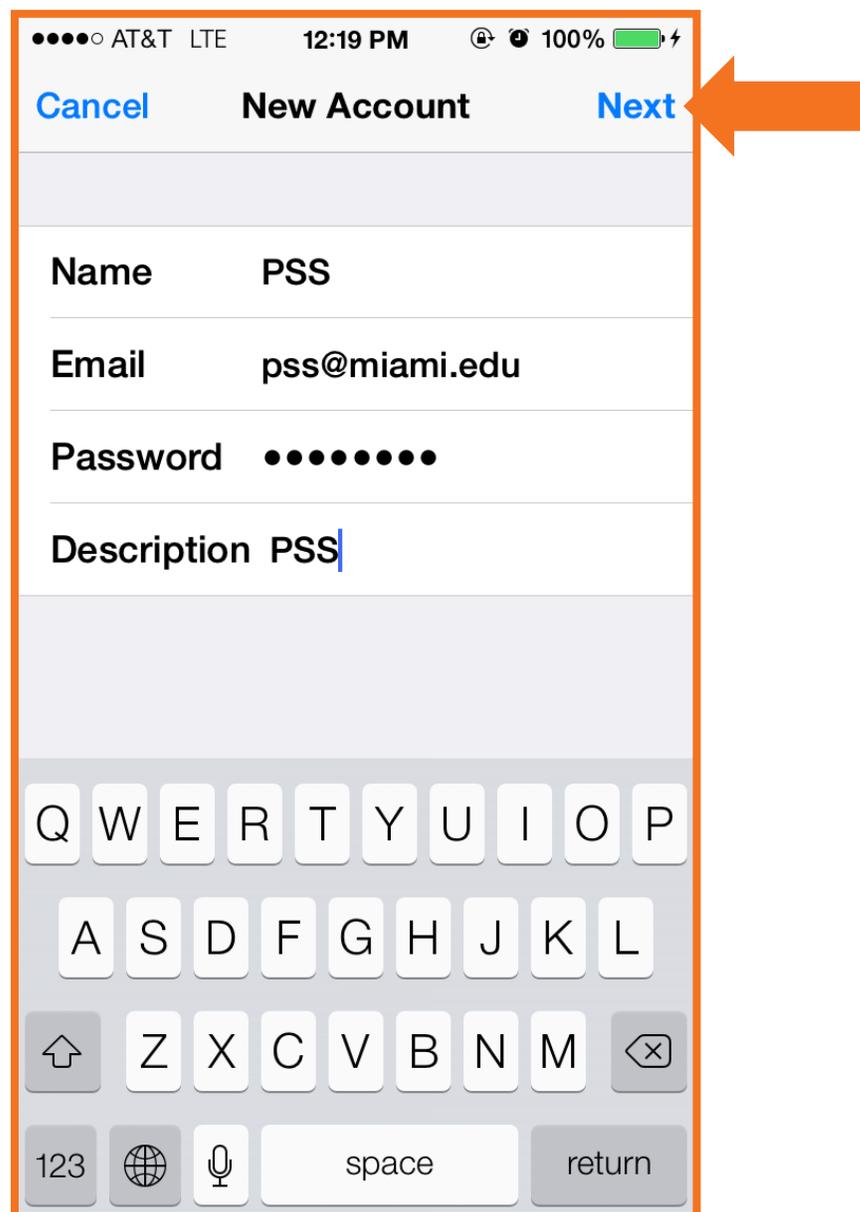
2. Tap **Other**.



3. Tap **Add Mail Account**.



4. Enter in the following information:
  - **Name field:** Name of the Departmental Mailbox.
  - **Email:** The shared mailbox address. (e.g. pss@miami.edu).
  - **Password:** Your user account email password. (e.g. password for username@miami.edu).
  - **Description:** Provide one if you would like.
5. Tap **Next**.



6. Under Incoming Mail Server enter the following information:
  - **Host name:** outlook.office365.com
  - **User name:** your email address/departmental mailbox email address (e.g. username@miami.edu/pss@miami.edu).
  - **Password:** Enter in the password for your email account if it is not already filled in.
7. Under Outgoing Mail Server enter the following information:
  - **Host name:** smtp.office365.com
  - **User name:** Your email address (e.g. username@miami.edu)
  - **Password:** Your user account/email password.
8. Tap **Next**.

AT&T LTE 12:21 PM 100%

Cancel New Account Next

Email pss@miami.edu

Description PSS

INCOMING MAIL SERVER

Host Name outlook.office365.com

User Name username@miami.edu/pss...

Password ●●●●●●

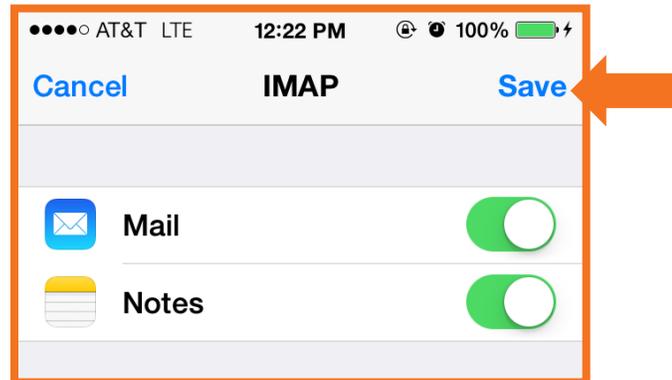
OUTGOING MAIL SERVER

Host Name smtp.office365.com

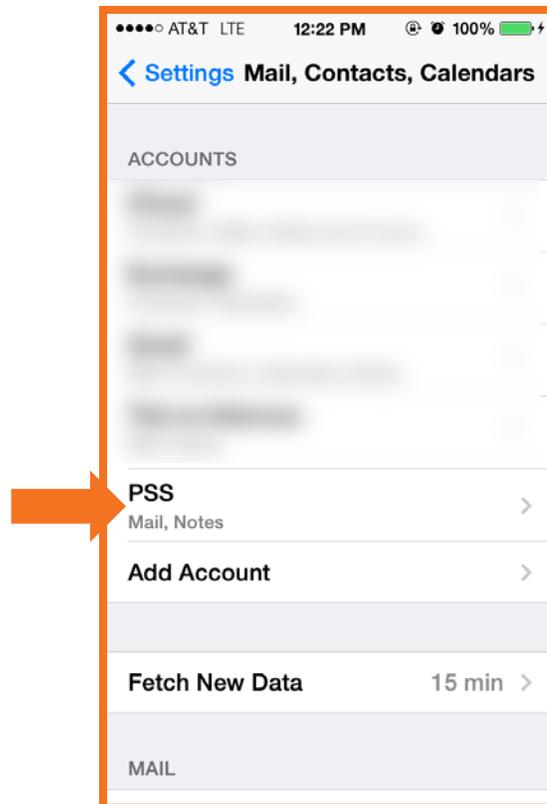
User Name username@miami.edu

Password ●●●●●●

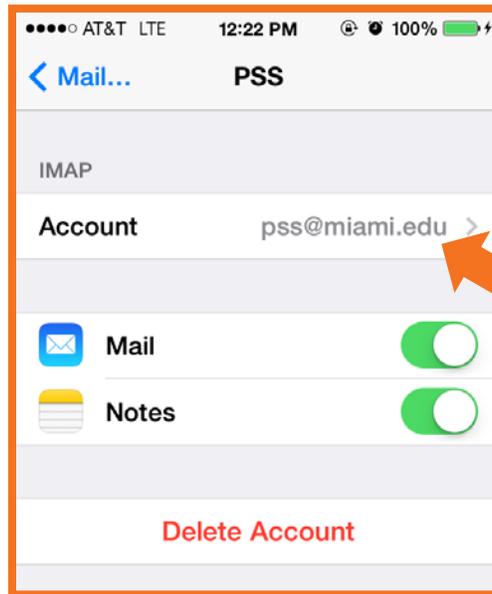
- When you tap **Next** it will say “Verifying.” It may tell you the password is incorrect. If it does, tap **Save** to continue onto the next screen where you can enable/disable Mail & Notes.
- After enabling/disabling Mail & Notes to your preference, tap **Save**.



- Tap on the account you just created.

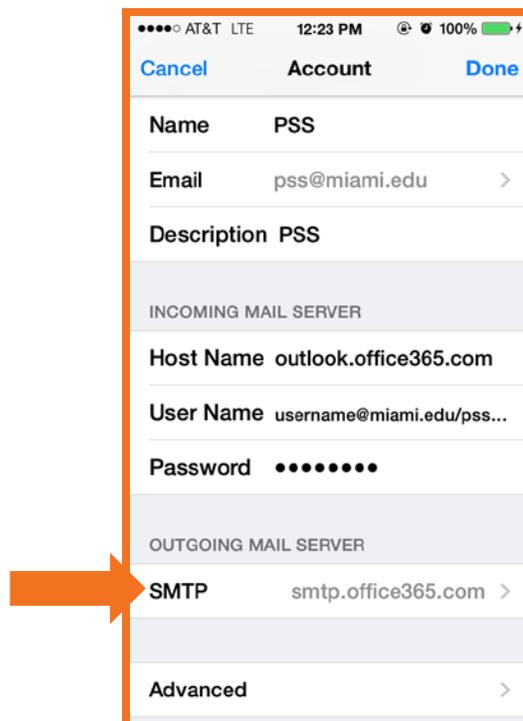


12. Tap on the email address.

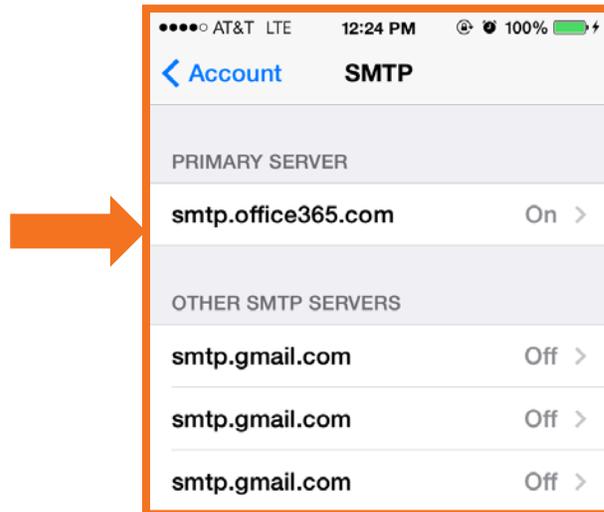


13. You should now see all the IMAP Account information and Incoming/Outgoing Mail Server information.

14. Under Outgoing Mail Server, tap on the **SMTP** server name.

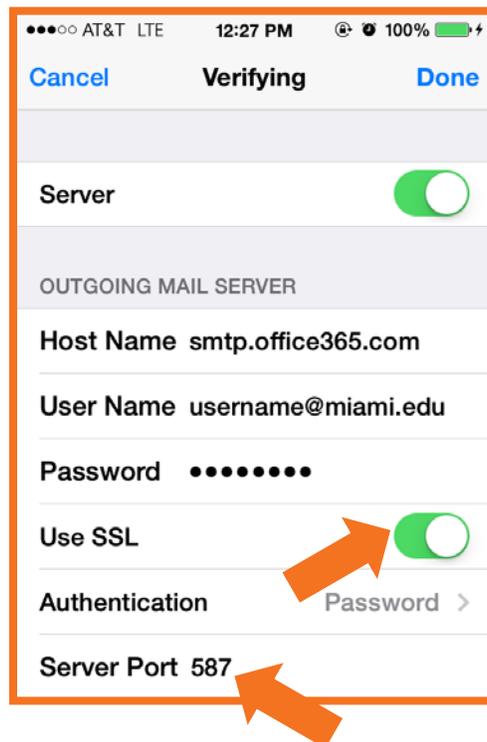


15. Tap on the address listed under **Primary Server**.

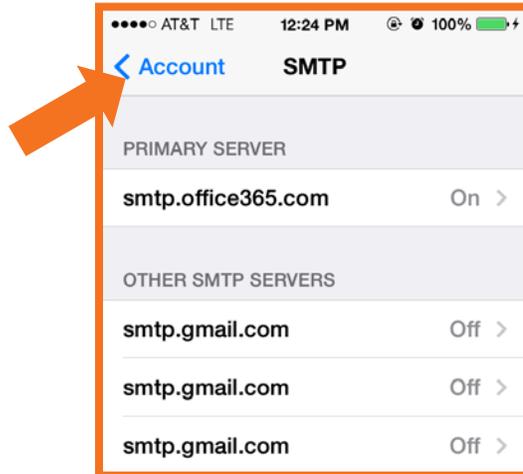


16. Tap the notch to the right of **Use SSL** if it does not already show a green background next to the switch and enter 587 as the **Server Port** if it is not already there.

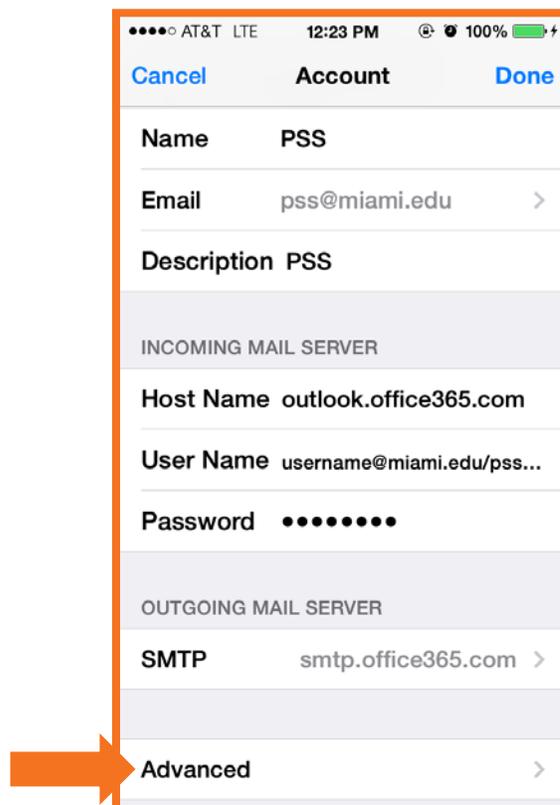
17. Tap **Done**. Everything will verify and it will take you back to the SMTP page.



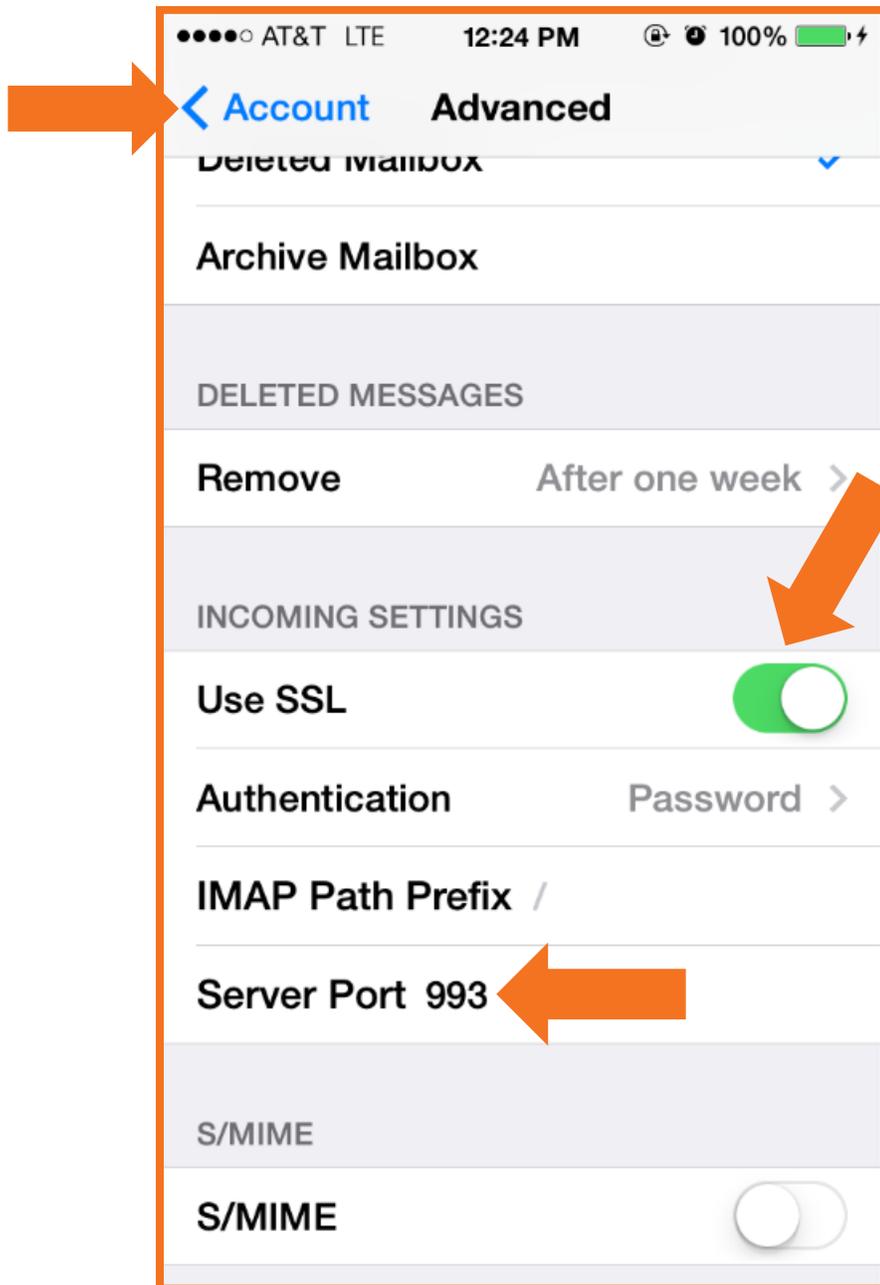
18. Tap **Account** to go back one page.



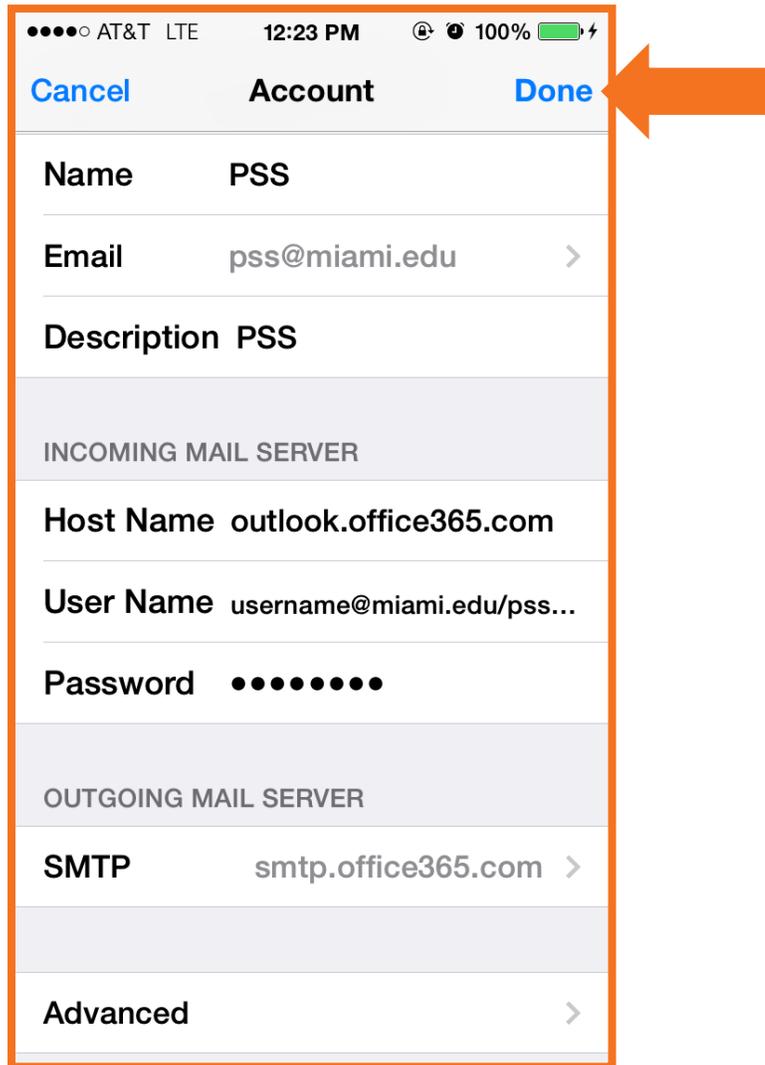
19. Tap **Advanced**.



20. Tap the notch to the right of Use SSL if it does not already show a green background next to the switch and enter 993 as the Server Port if it is not already there. Tap **Account**.



21. Tap **Done** to save your changes.

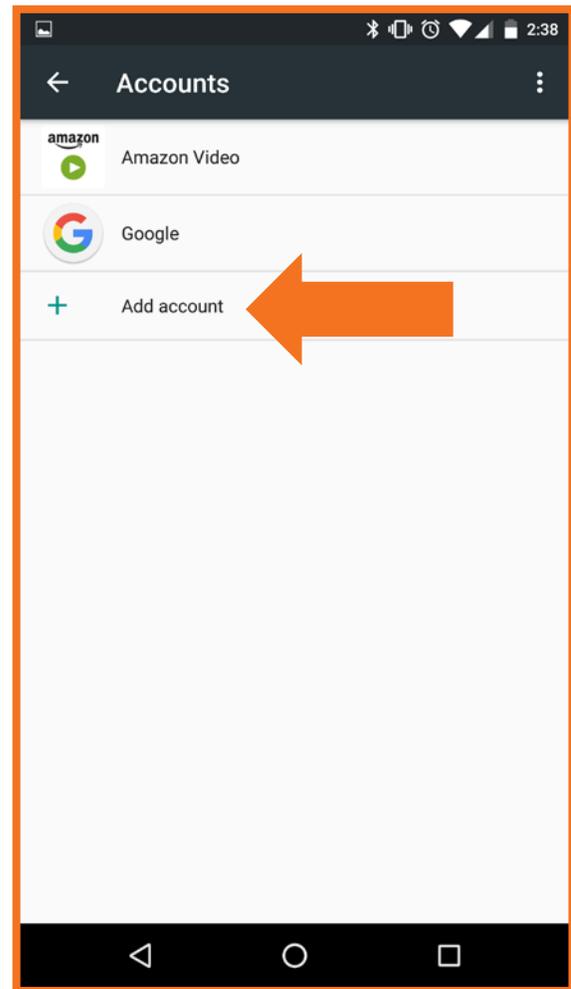
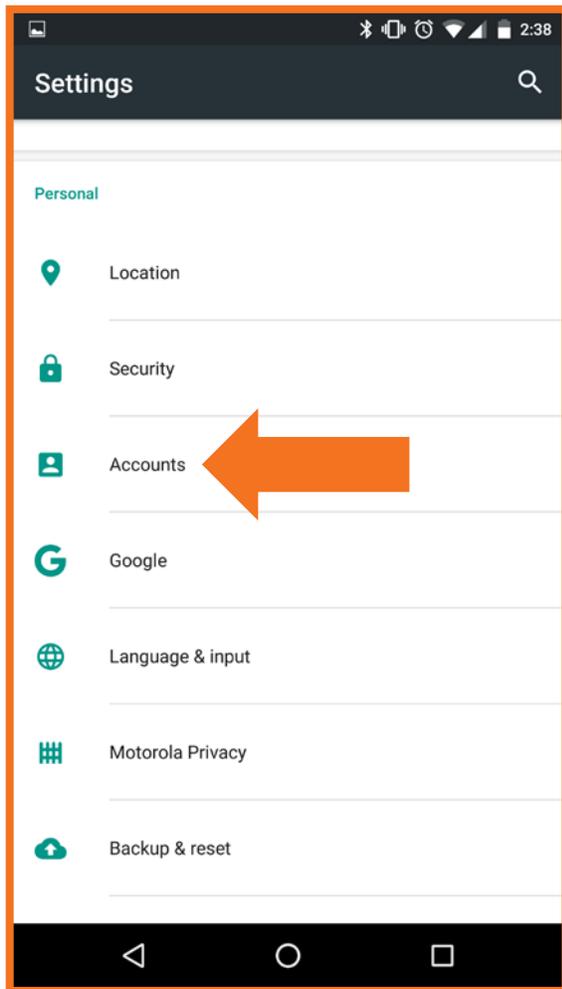


## Android

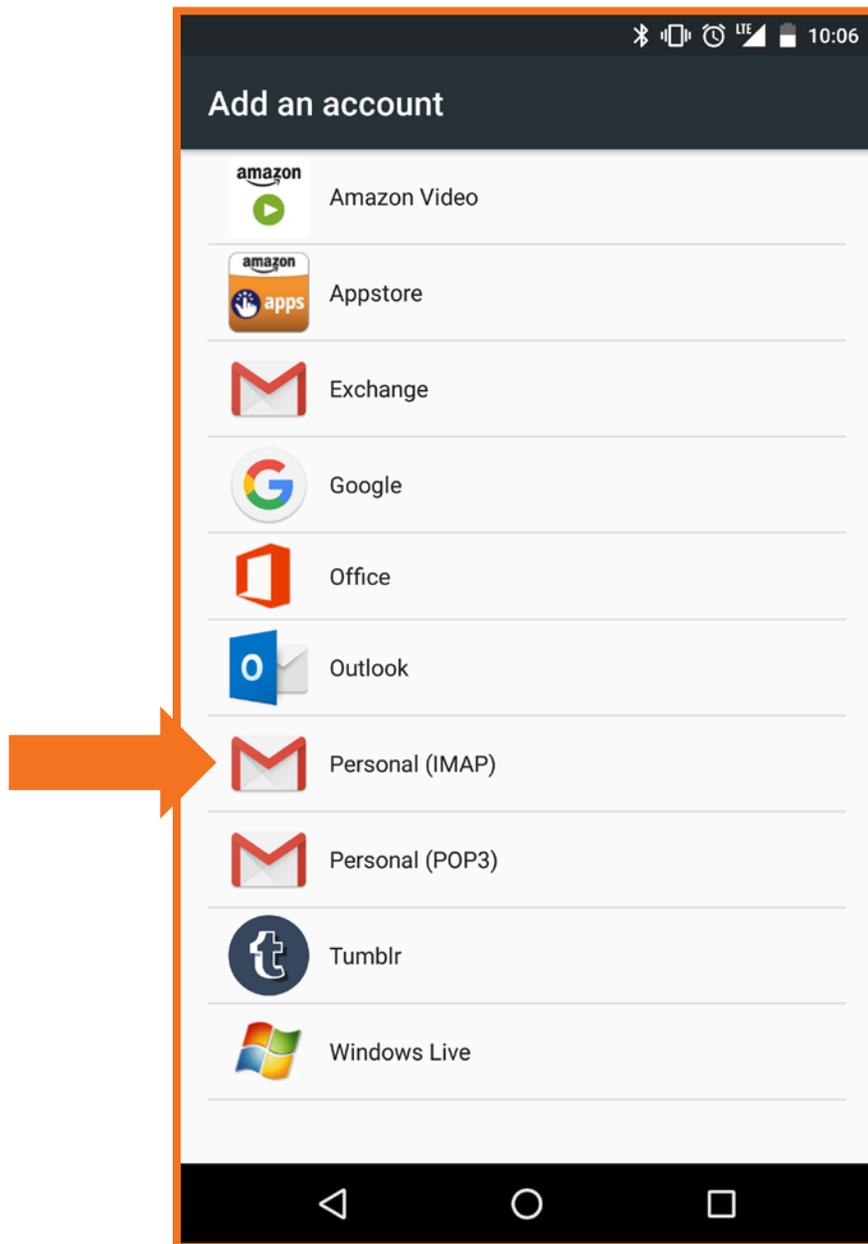
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These instructions were created using Android Marshmallow. The screens may differ on other versions of Android.

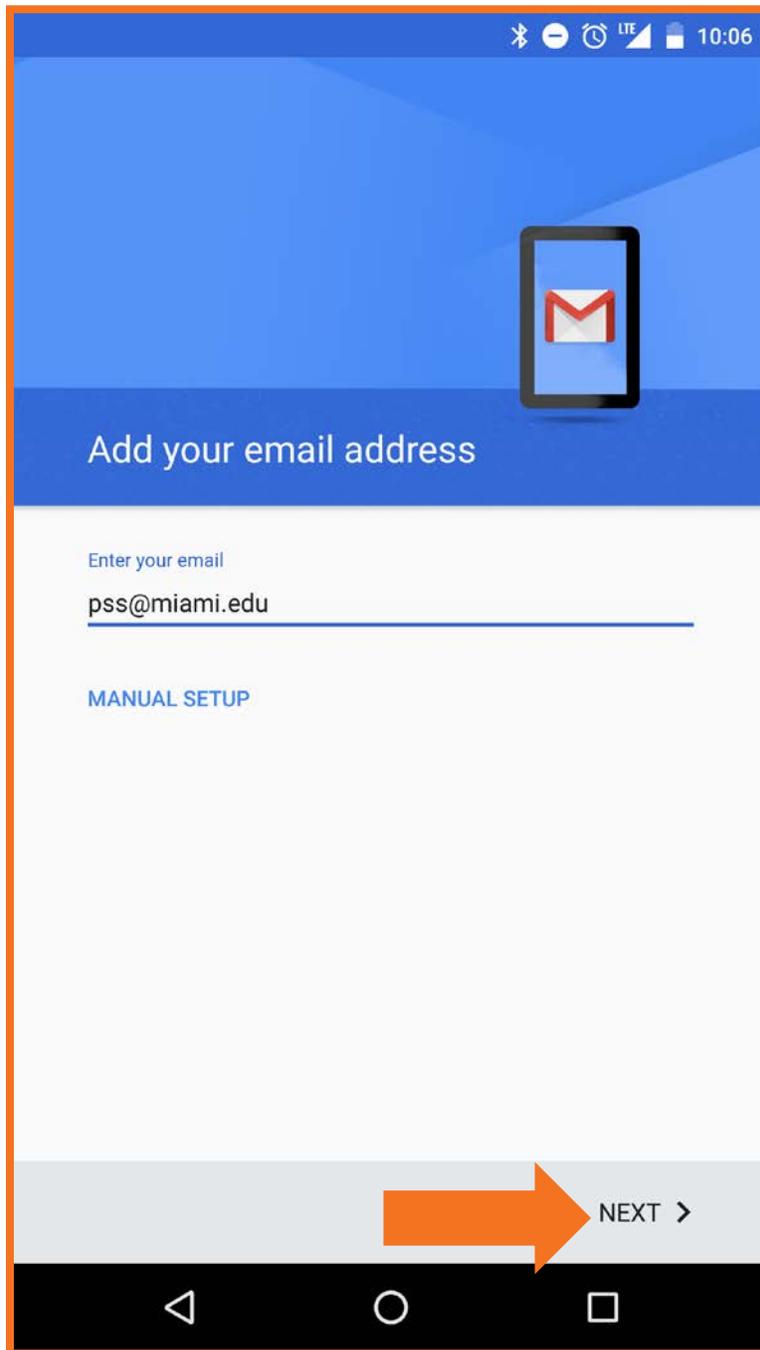
1. On your device click **Settings** > **Accounts** > **Add account**.



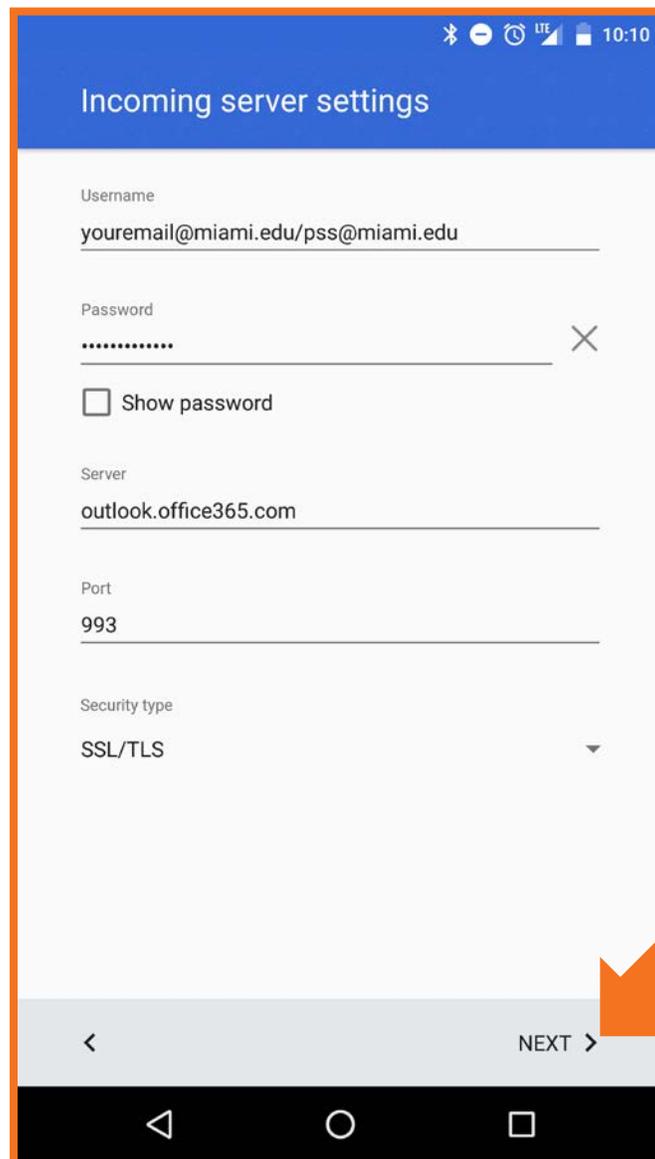
2. Tap **Personal (IMAP)**.



3. Enter the address of the mailbox you would like to add. (e.g. [pss@miami.edu](mailto:pss@miami.edu)) and then click **Next**.



4. On the Incoming Server Settings screen enter the following information:
  - **Username:** Your email address/departmental mailbox email address (e.g. youremail@miami.edu/pss@miami.edu).
  - **Password:** Your password.
  - **Server Address:** outlook.office365.com
  - **Port:** 993
  - **Security type:** SSL/TLS
5. Click **Next**.



Incoming server settings

Username  
youremail@miami.edu/pss@miami.edu

Password  
..... X

Show password

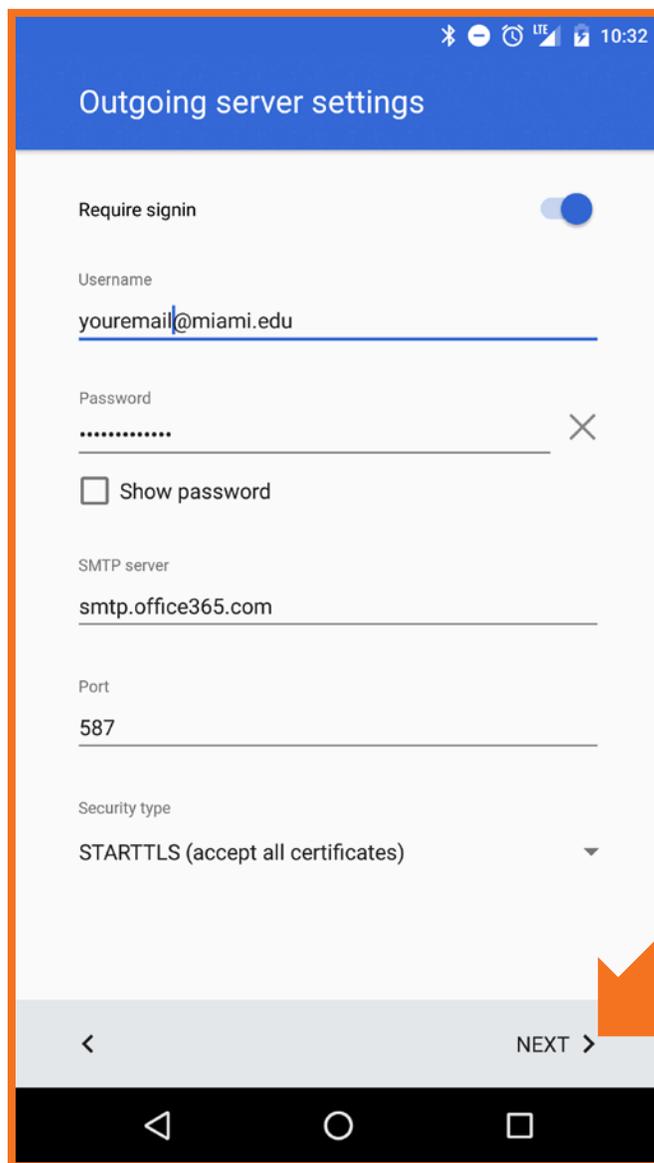
Server  
outlook.office365.com

Port  
993

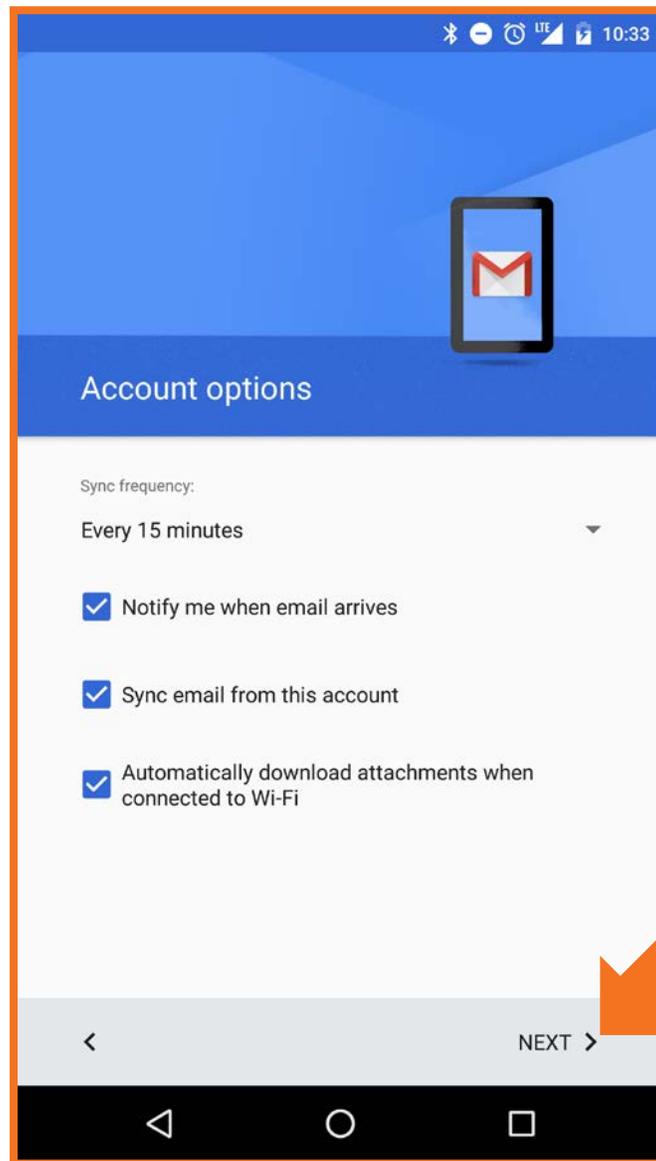
Security type  
SSL/TLS

< NEXT >

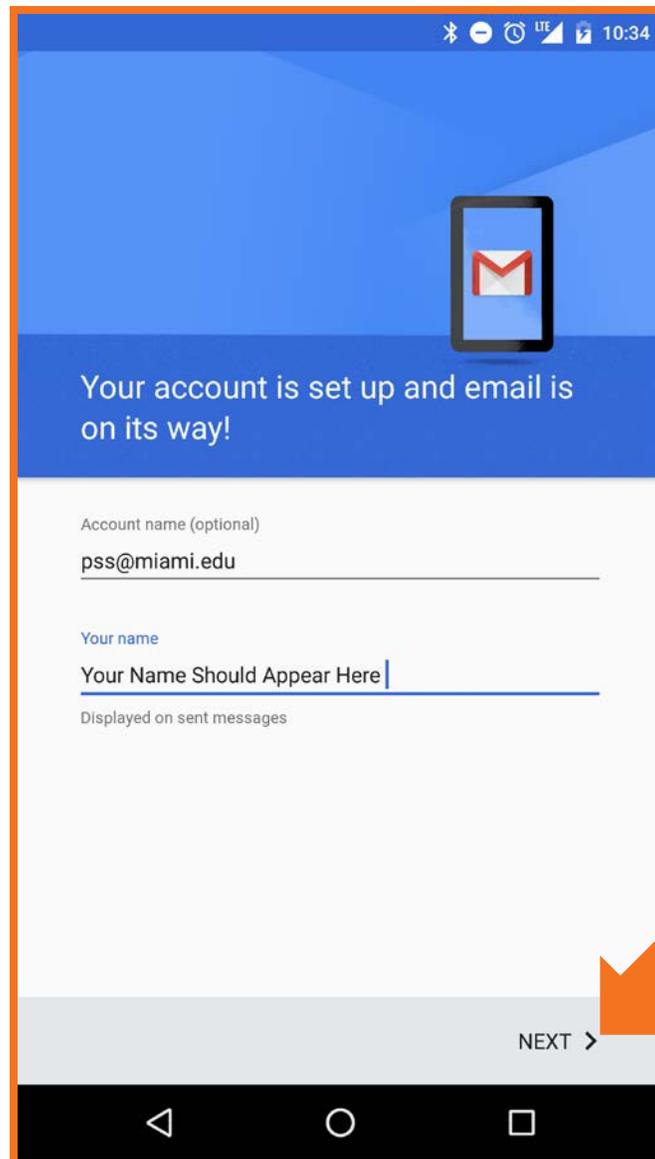
6. On the Outgoing Server Settings screen enter the following information:
  - **Username:** Your email address (e.g. youremail@miami.edu).
  - **Password:** Your password.
  - **Server Address:** smtp.office365.com
  - **Port:** 587
  - **Security type:** STARTTLS (accept all certificates)
7. Click **Next**.



8. The account should verify. On the next screen, you will be able to set notifications for the account. Uncheck the options you wish to disable. Click **Next**.



9. On the next screen, you can adjust the Account Name if needed. Click **Next** to complete the setup.

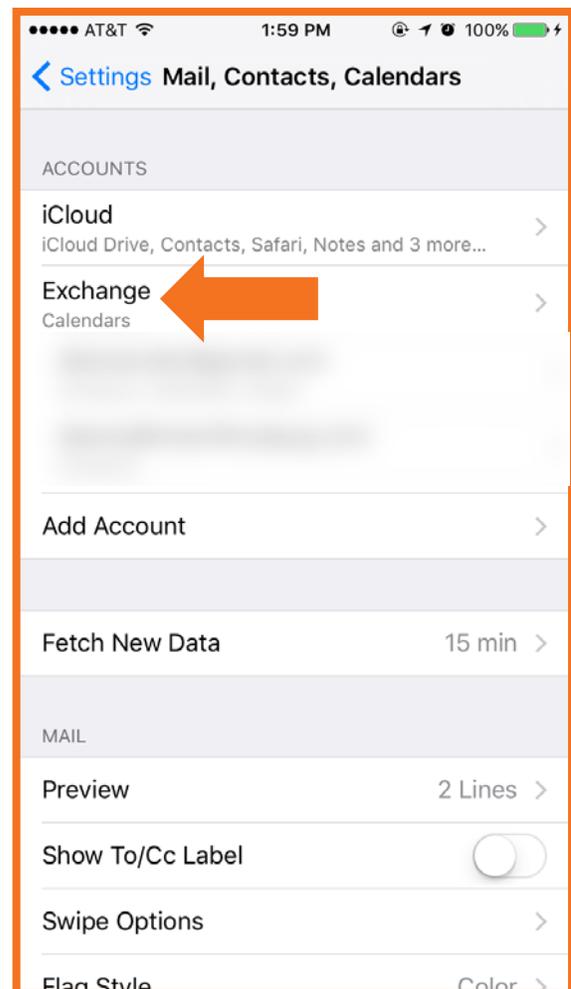
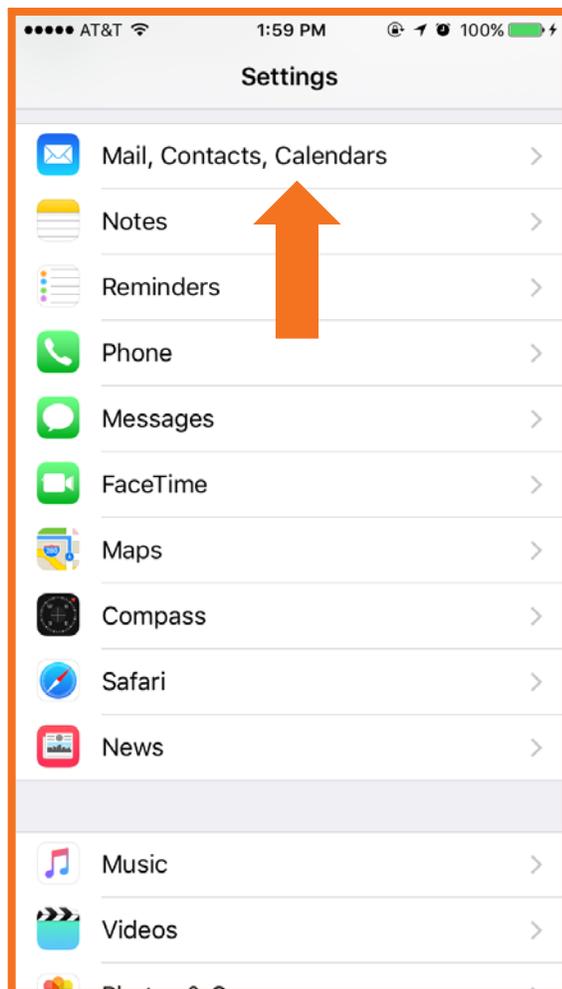


## Removing a Secondary Office 365 Mailbox from a Mobile Device

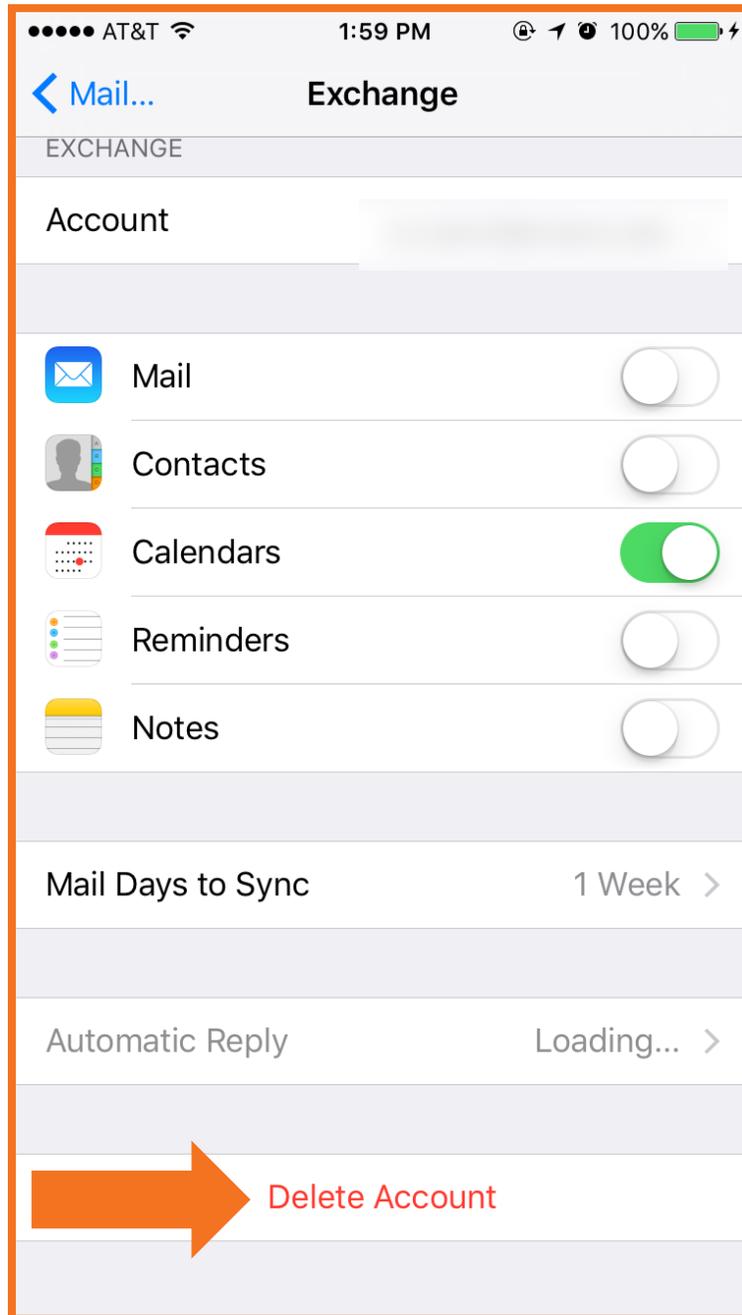
### iPhone, iPad, or iPod Touch

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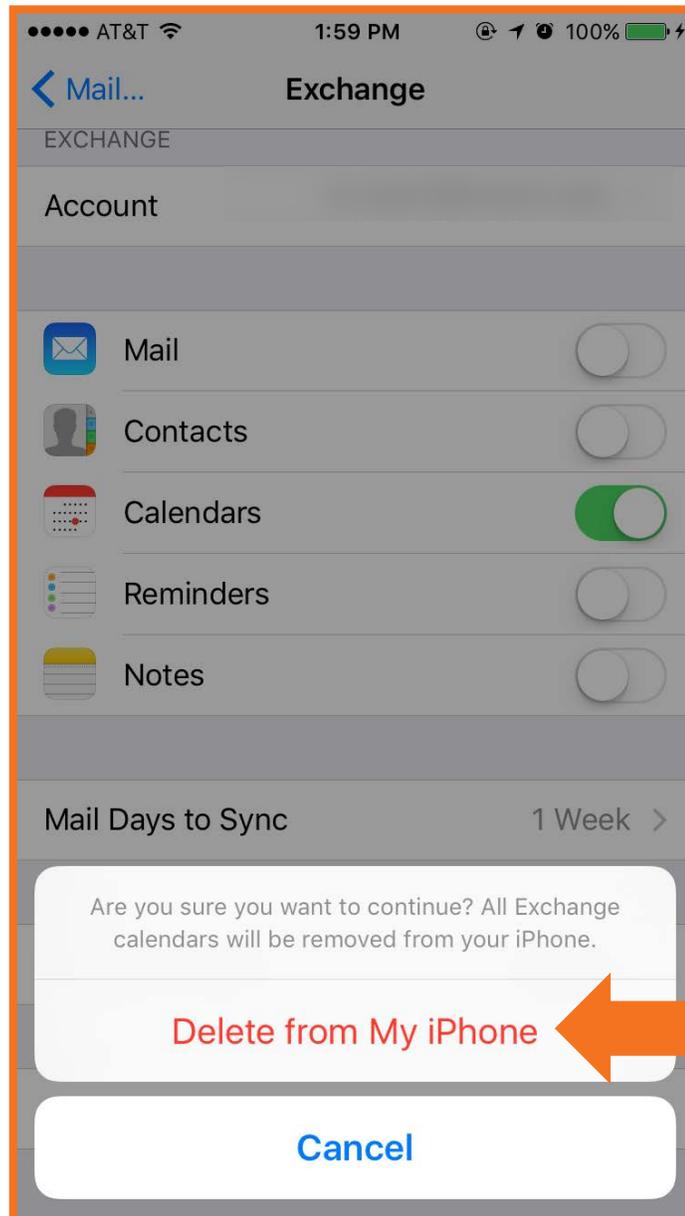
1. Tap **Settings > Mail, Contacts, Calendar**.
  - If you are on iOS 10.3, tap **Settings > Mail > Accounts**
2. Tap the e-mail account you wish to remove.



3. Scroll towards the bottom of the window and click **Delete Account**.



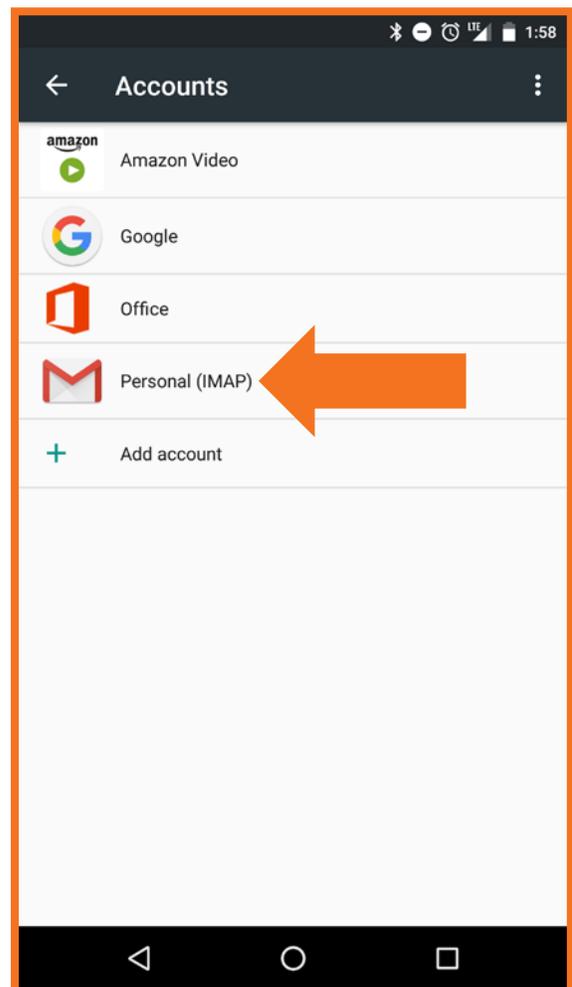
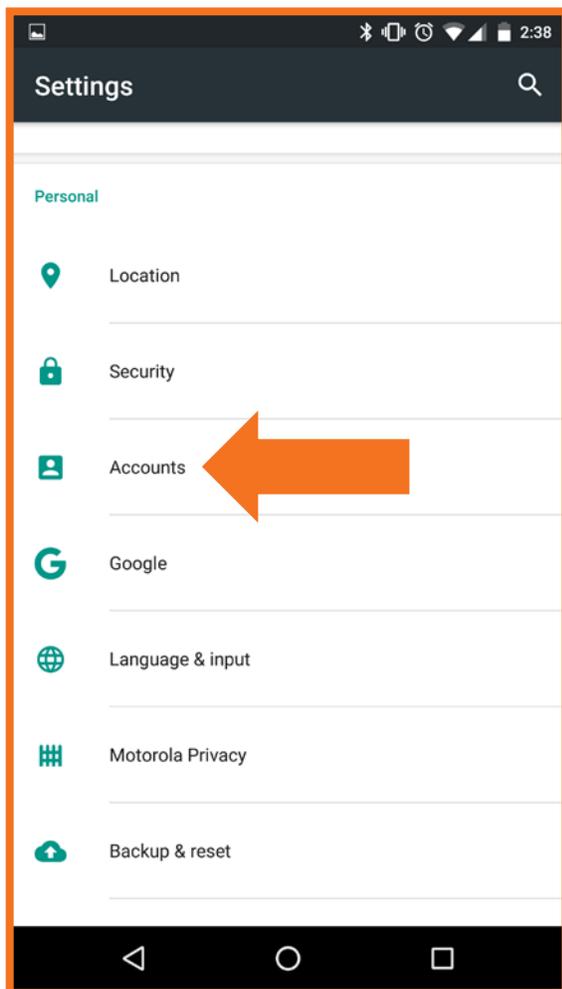
4. A Delete Account warning will appear, click **Delete from My iPhone** to complete the process.



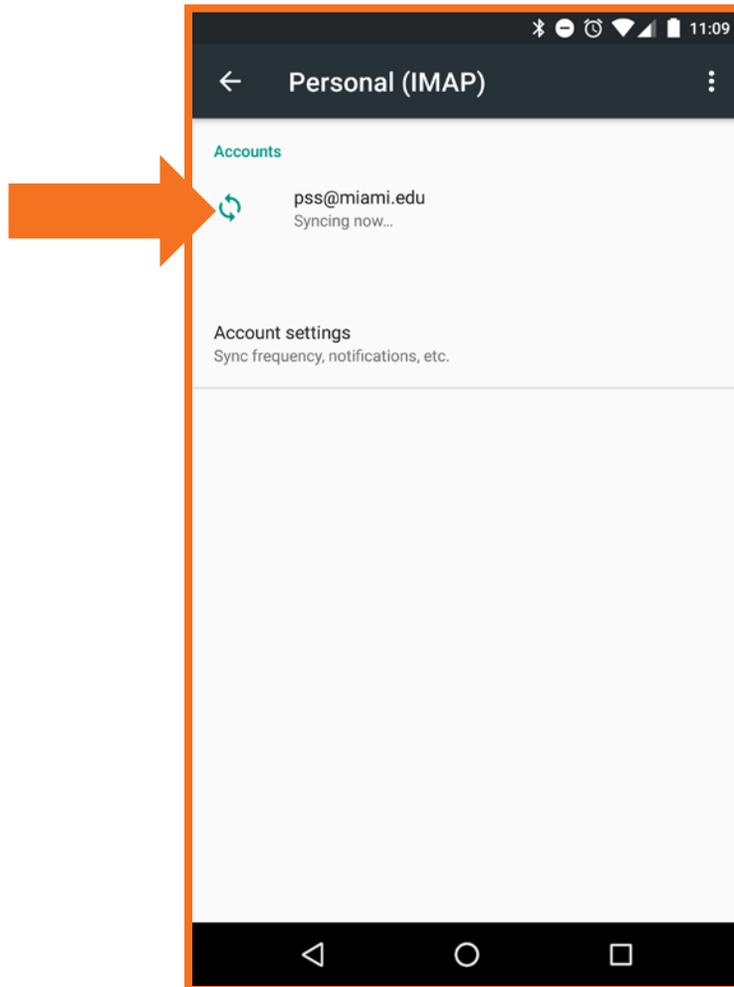
## Android

These instructions were created using Android Marshmallow. The screens may differ on other versions of Android.

1. On your device click **Settings > Accounts**.
2. Tap the account you wish to delete.



3. Tap the account.



4. Tap the three dots in the top right corner.
5. Select **Remove Account**.

