

Office 365

Configuring a Secondary Mailbox to a Mobile Device



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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 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

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

●●○○○ AT&T LTE	12:18 PM	9 🖲 🕪 🕪
< Settings Ma	il, Contac	ts, Calendars
ACCOUNTS		
		_
_		
Add Account		>
Fetch New Da	ata	15 min >
MAIL		
Preview		2 Lines >
		\bigcirc



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.

●●●●○ AT&T LTE	12:19 PM	@ @ 1(00% •+	
Cancel N	lew Accou	nt	Next	
Name	PSS			
Email	pss@miam	i.edu		
Password	••••	1		
Description	PSS			
QWEF	TY	UI	ΟΡ	
ASD	FGH	J	< L	
ΰ Z X	CVB			
123 🌐 👰	space		return	



- 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	
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.
- 10. After enabling/disabling Mail & Notes to your preference, tap Save.



11. Tap on the account you just created.

●●●●○ AT&T LTE	12:22 PM	@ Ø 100% 🛑 f
< Settings Ma	il, Contac	ts, Calendars
ACCOUNTS		
		_
		-
_		
		-
PSS		
Mail, Notes		>
Add Account		>
Ectob Now D	ata	15 min
Fetch New Da	ala	15 11111 2
ΜΔΙΙ		
WAIL		



12. Tap on the email address.

●●●●○ AT&T LTE	12:22 PM	֎ ∅ 100%	• +
🗸 Mail	PSS		
IMAP			
Account	pss@	miami.ed	u >
—			
Mail			\mathcal{I}
Notes			\bigcirc
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D			
De	elete Acco	unt	

- 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**.

●●●●○ AT&T LTE	12:23 PM	@ Ø 100	0% 🛑 4
Cancel	Account		Done
Name	PSS		
Email	pss@miami	.edu	>
Description	PSS		
INCOMING M/	AIL SERVER		
Host Name	outlook.offi	ce365.c	com
User Name	username@m	iami.edu	/pss
Password	•••••		
OUTGOING M	AIL SERVER		
SMTP	smtp.offic	ce365.co	om >
Advanced			>



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

●●●●○ AT&T LTE	12:24 PM	@ 🛛 100% 🔜 f
Account	SMTP	
PRIMARY SERV	/ER	
smtp.office3	65.com	On >
OTHER SMTP S	BERVERS	
smtp.gmail.c	om	Off >
smtp.gmail.c	om	Off >
smtp.gmail.c	om	Off >

- 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.

●●●●○ AT&T LTE	12:24 PM	@ Ø 100% 🛑 f
Account	SMTP	
PRIMARY SERV	ER	
smtp.office36	5.com	On >
OTHER SMTP S	ERVERS	
smtp.gmail.co	om	Off >
smtp.gmail.co	om	Off >
smtp.gmail.co	om	Off >

19. Tap Advanced.

●●●●○ AT&T LTE	12:23 PM	€ © 100%	.
Cancel	Account		Done
Name	PSS		
Email	pss@miami.e	du	>
Description	PSS		
INCOMING MA	IL SERVER		
Host Name	outlook.offic	e365.co	m
User Name	username@mia	mi.edu/p	ss
Password	•••••		
OUTGOING M	AIL SERVER		
SMTP	smtp.office	365.cor	n >
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.**

•••• AT&T LTE 12:24 F	PM 🕑 🏵 100% 💶 🕫
Account Advan	ced
Deleted Ivialibox	~
Archive Mailbox	
DELETED MESSAGES	
Remove A	After one week
INCOMING SETTINGS	
Use SSL	
Authentication	Password >
IMAP Path Prefix /	
Server Port 993	
S/MIME	
S/MIME	\bigcirc



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

●●●●○ AT&T LTE	12:23 PM	۵ 100%	• • •	
Cancel	Account	D	one	
Name	PSS			
Email	pss@miam	i.edu	>	
Descriptior	n PSS			
	AIL SERVER			
Host Name	e outlook.off	ice365.co	m	
User Name	username@n	niami.edu/ps	ss	
Password	•••••			
OUTGOING M	IAIL SERVER			
SMTP	smtp.offi	ce365.con	n >	
Advanced			>	



Android

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**.

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Setti	ngs	۹	÷	Accounts			:
Persona	1		amazon	Amazon Video			
Persona	Location		G	Google			
Ť			+	Add account			
â	Security						
8	Accounts						
G	Google						
۲	Language & input						
Ħ	Motorola Privacy						
0	Backup & reset						
	0			\bigtriangledown	0		



2. Tap Personal (IMAP).





3. Enter the address of the mailbox you would like to add. (e.g. <u>pss@miami.edu</u>) 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.

	* 😑 🛈 🌇 🔒 10:10
Incoming server setting	gs
Username	
youremail@miami.edu/pss@miar	ni.edu
Password	
	×
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.

*	😑 🛈 🍱 💈 10:32
Outgoing server settings	
Require signin	
Username youremail@miami.edu	
Password	×
Show password	
SMTP server smtp.office365.com	
Port 587	
Security type STARTTLS (accept all certificates)	v
<	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

- 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.

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	Settings	
	Mail, Contacts, Calendars	>
	Notes	>
	Reminders	>
	Phone	>
	Messages	>
	FaceTime	>
.	Maps	>
(\pm)	Compass	>
0	Safari	>
	News	>
5	Music	>
>>>	Videos	>

••••• AT&T 夺	1:59 PM	ê 7 Ö	100% 💼 🗲
Settings Mail,	Contacts,	Calendars	
ACCOUNTS			
iCloud iCloud Drive, Contac	cts, Safari, Not	es and 3 more	>
Exchange Calendars			>
Add Account			>
Fetch New Data	I	15	min >
MAIL			
Preview		2 L	ines >
Show To/Cc Lab	pel		\bigcirc
Swipe Options			>
Flag Style		C	



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.

••••• A	T&T 穼	1:59 PM	
🗙 Ma	il	Exchange	
EXCH	ANGE		
Acco	ount		
	Mail		\bigcirc
	Contacts		\bigcirc
	Calendars		
	Reminders	5	\bigcirc
	Notes		\bigcirc
Mail	Days to Syr	าด	1 Week >
A	re you sure yo calendars will	u want to continu be removed fron	ue? All Exchange n your iPhone.
	Delete	e from My iF	Phone
		Cancel	



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.

		≱ ս⊡ի 🛈 マ ⊿ 盲 2:38			*⊖⊙
Setti	ngs	۹	÷	Accounts	
Demen			amazon	Amazon Video	
Persona			G	Google	
•	Location		1	Office	
â	Security		Μ	Personal (IMAP)	
	Accounts		+	Add account	
G	Google				
æ	Language & Input				
Ħ	Motorola Privacy				
•	Backup & reset				
	<u>م</u>			0	



3. Tap the account.





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

