



Office 365

Configuring a Mobile Device

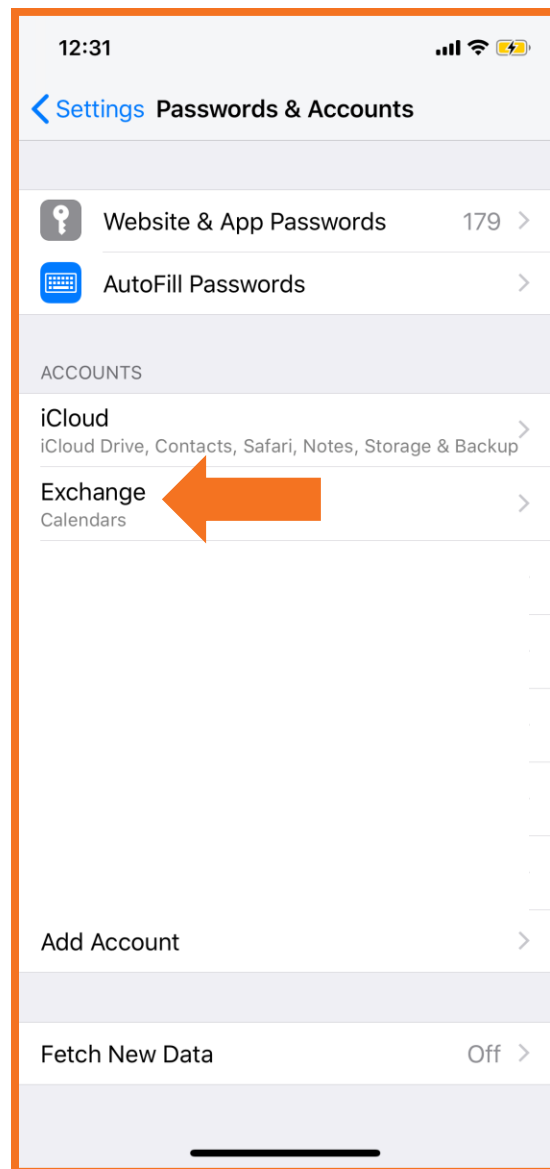
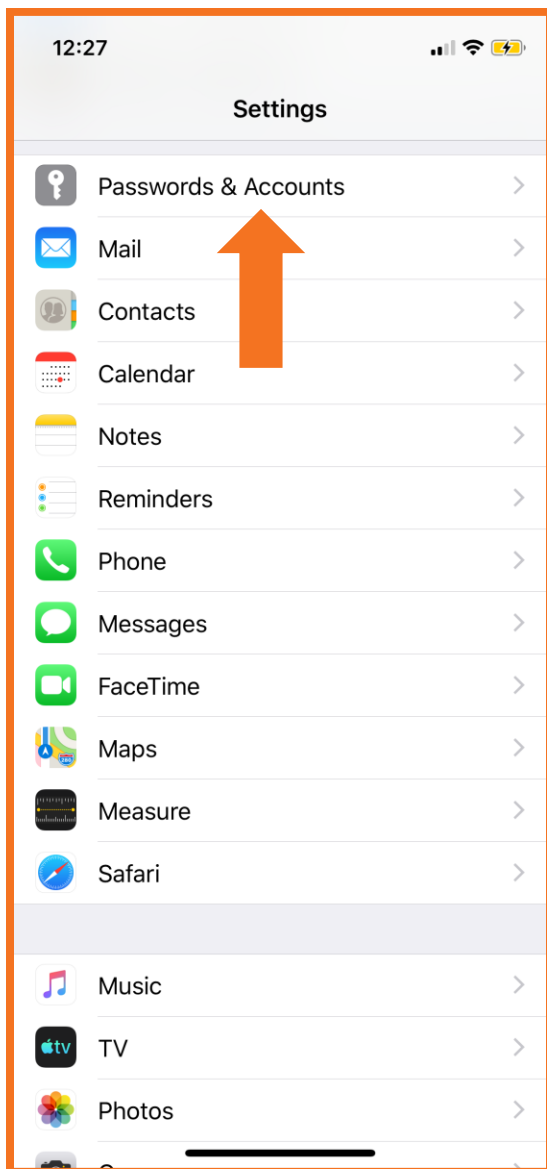
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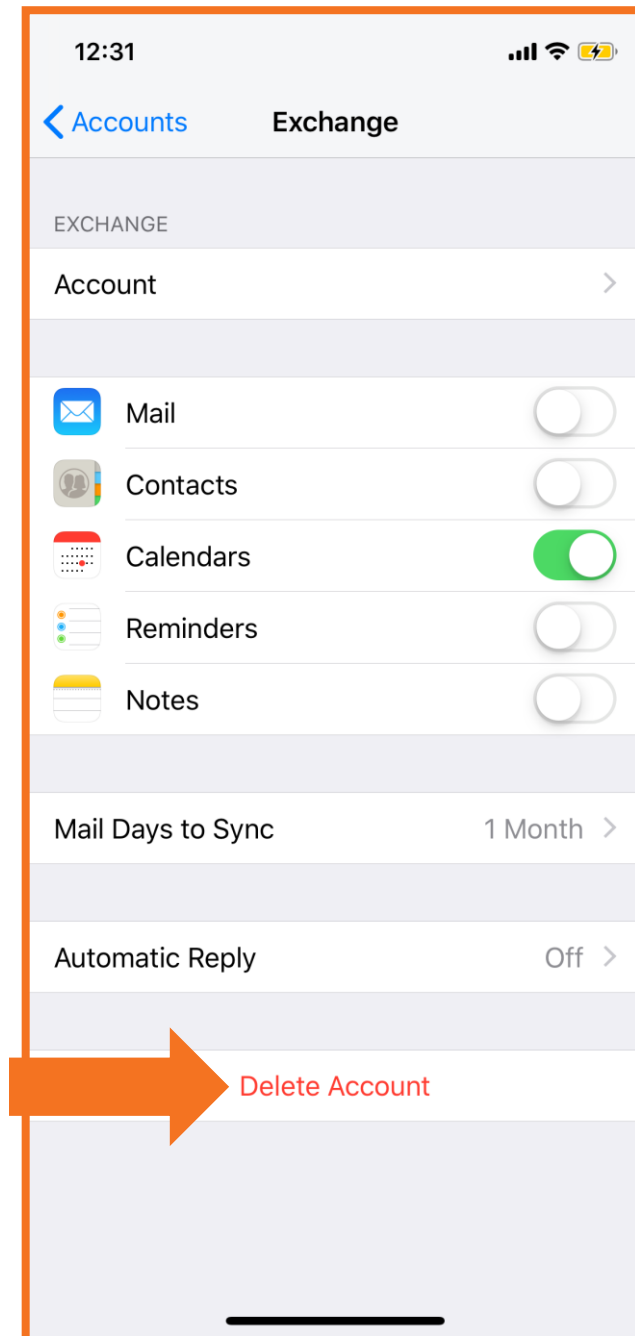
iPhone and iPad

Remove Your Account

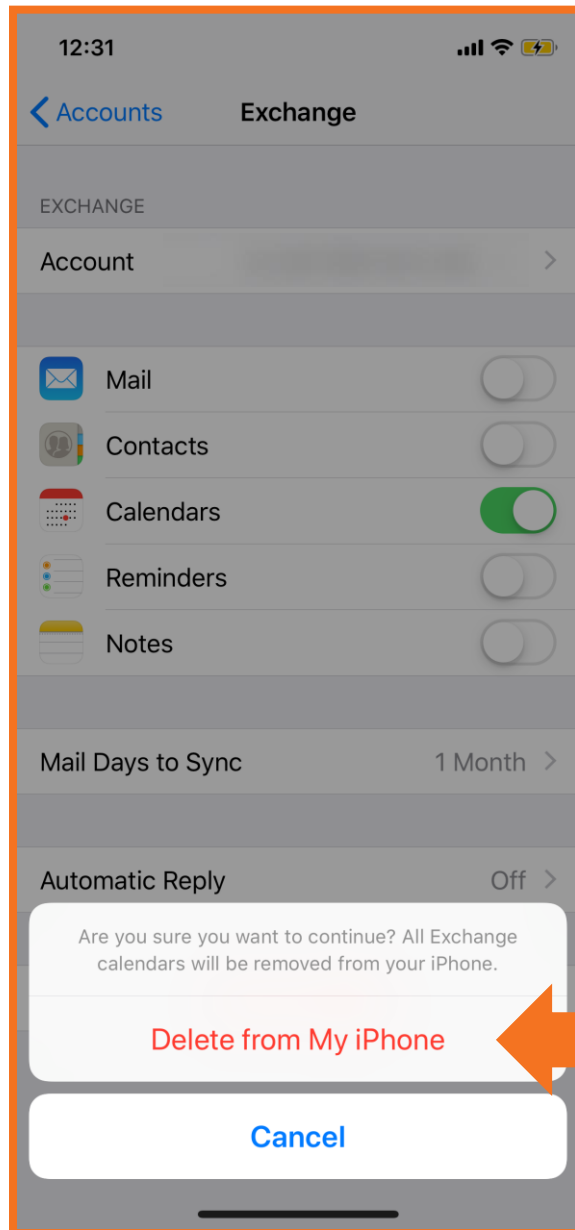
1. Tap **Settings** > **Passwords & Accounts**.
2. Tap the e-mail account you wish to remove.



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



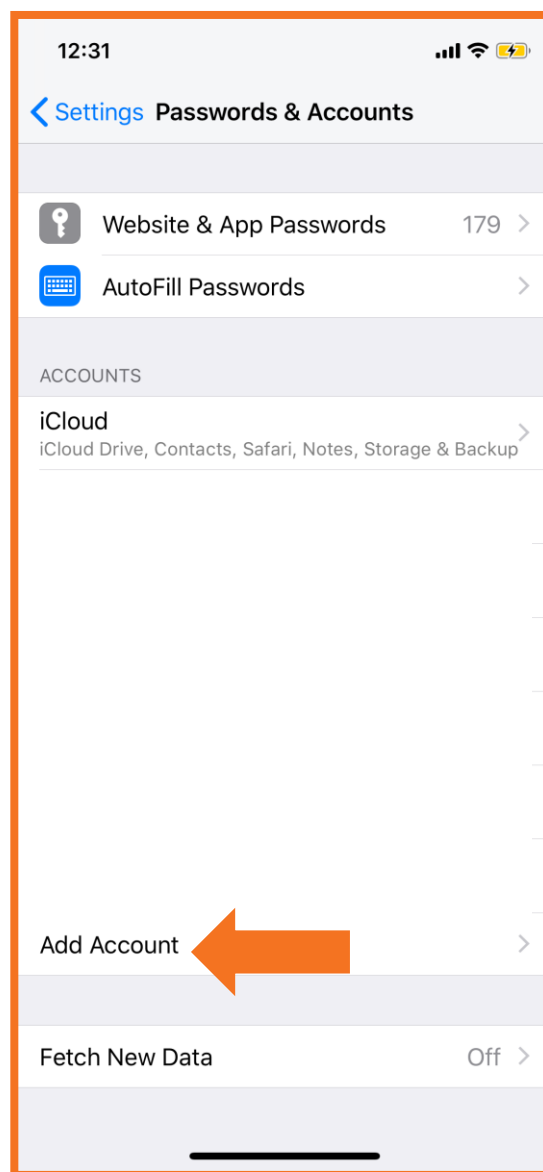
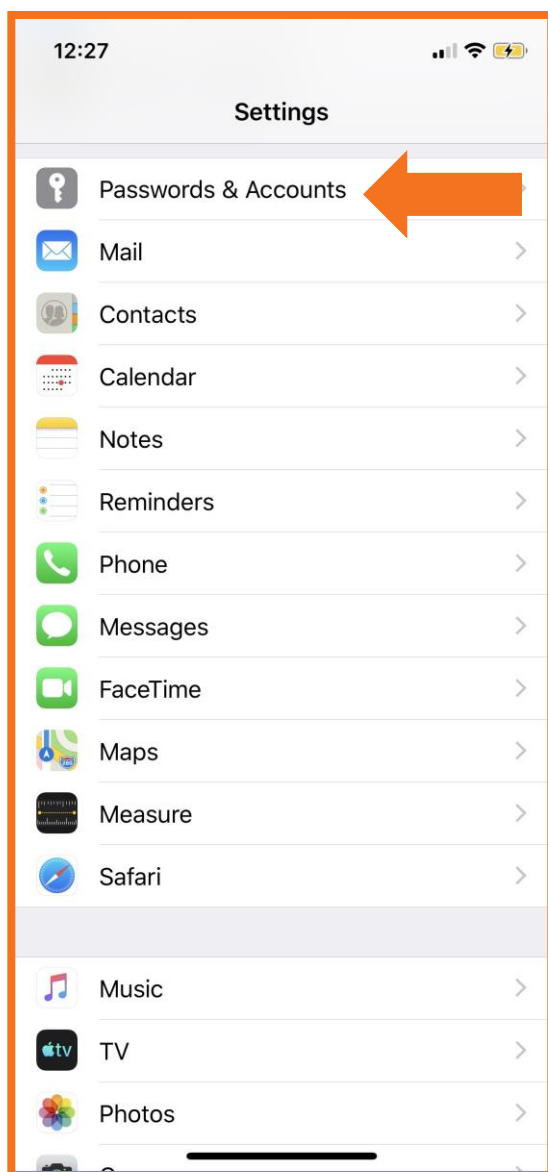
4. A Delete Account warning will appear, click **Delete from My iPhone** to complete the process.



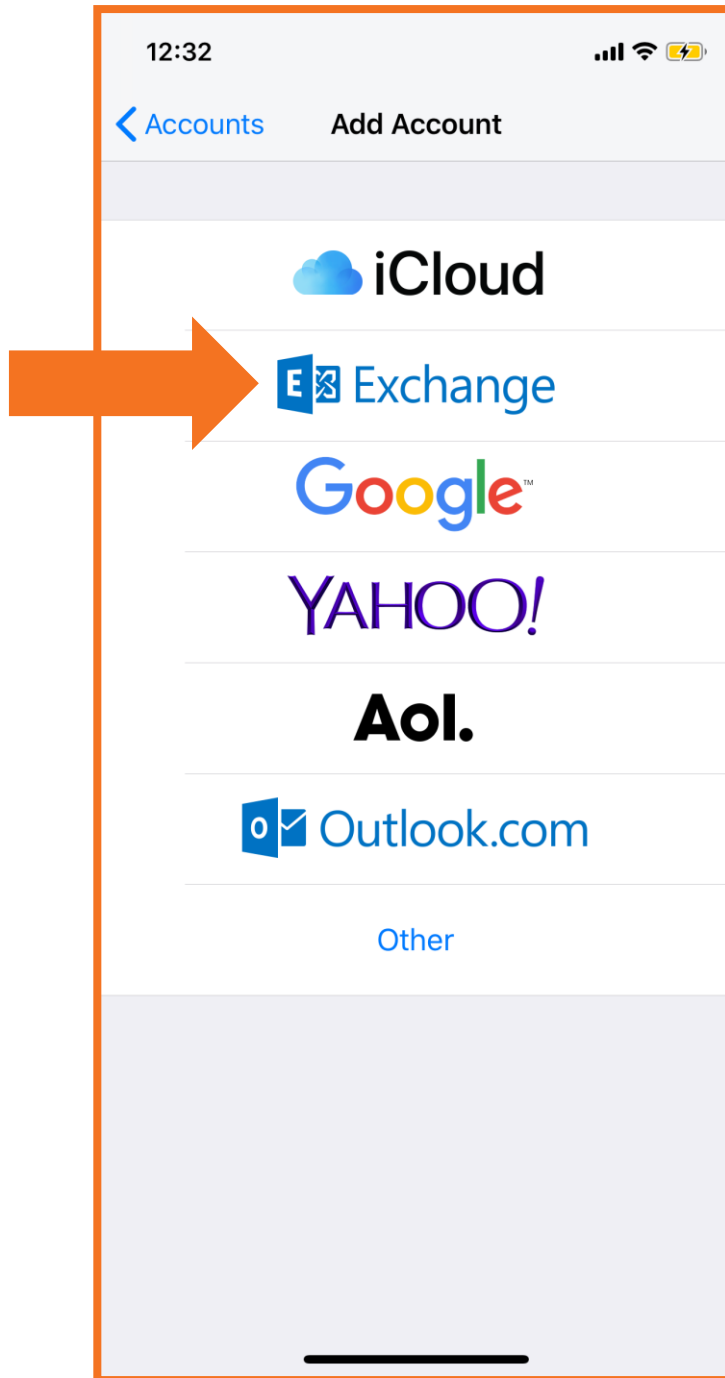
Add Your Account

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.

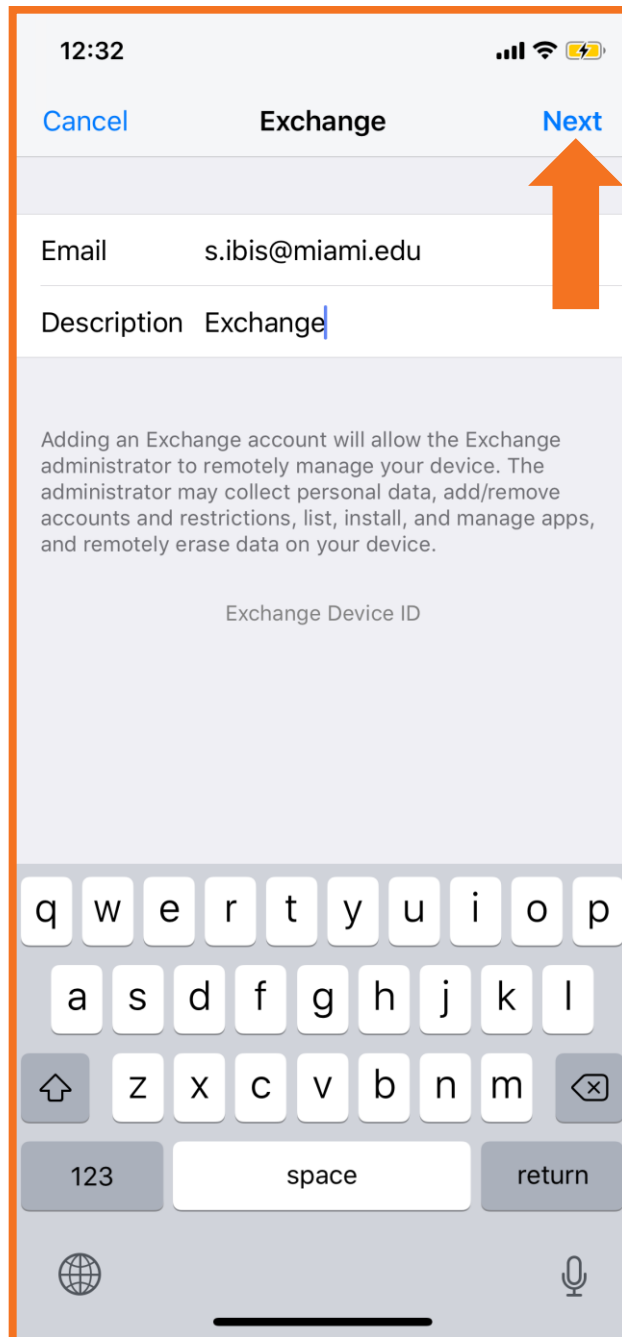
1. Tap **Settings > Passwords & Accounts > Add Account**.



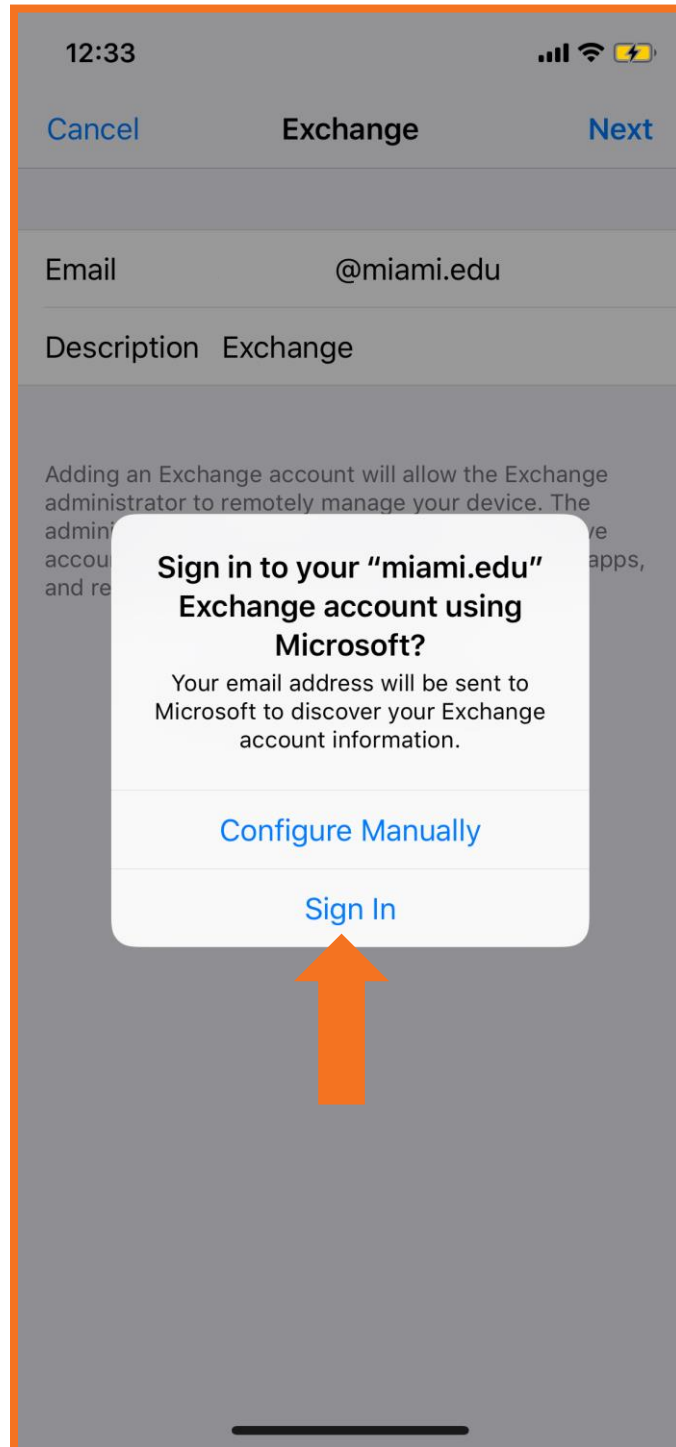
2. Tap **Exchange**.



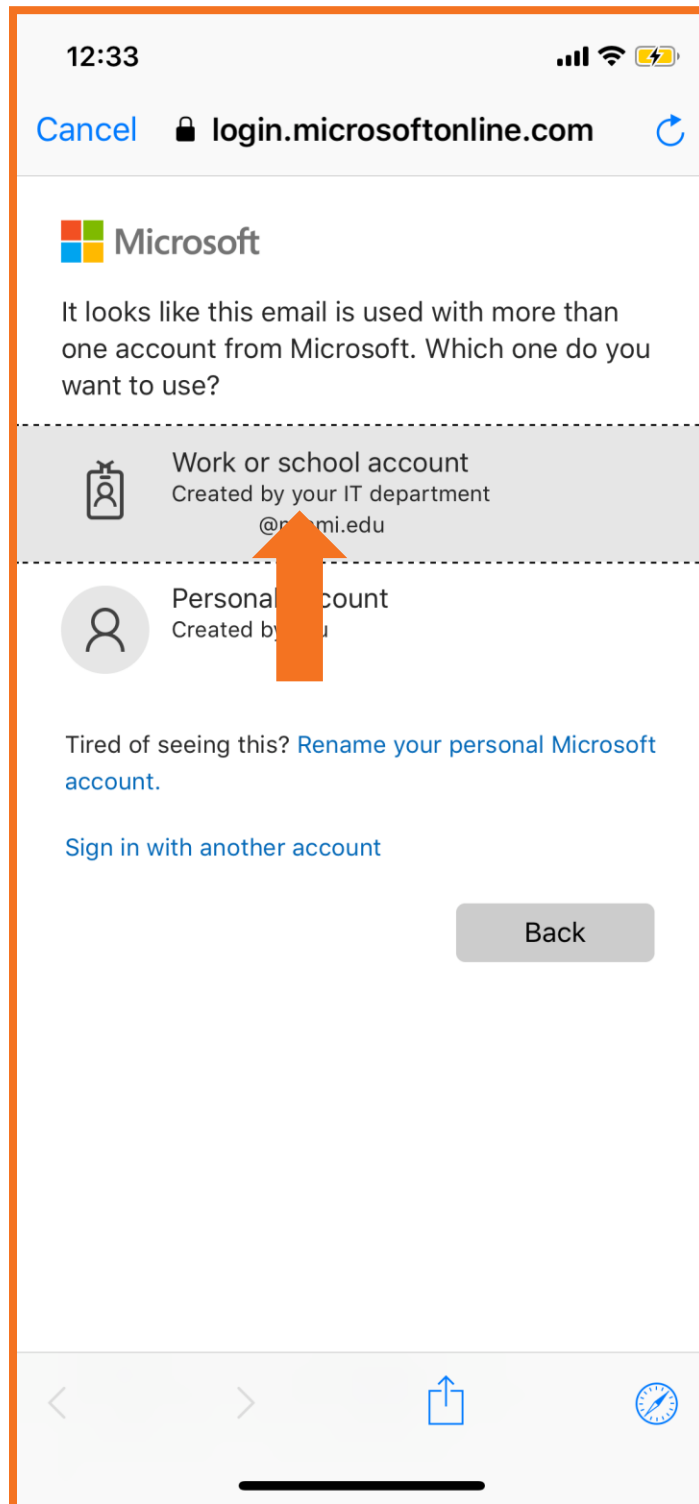
3. Enter the information in the **E-mail** and **Description** boxes.
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account.



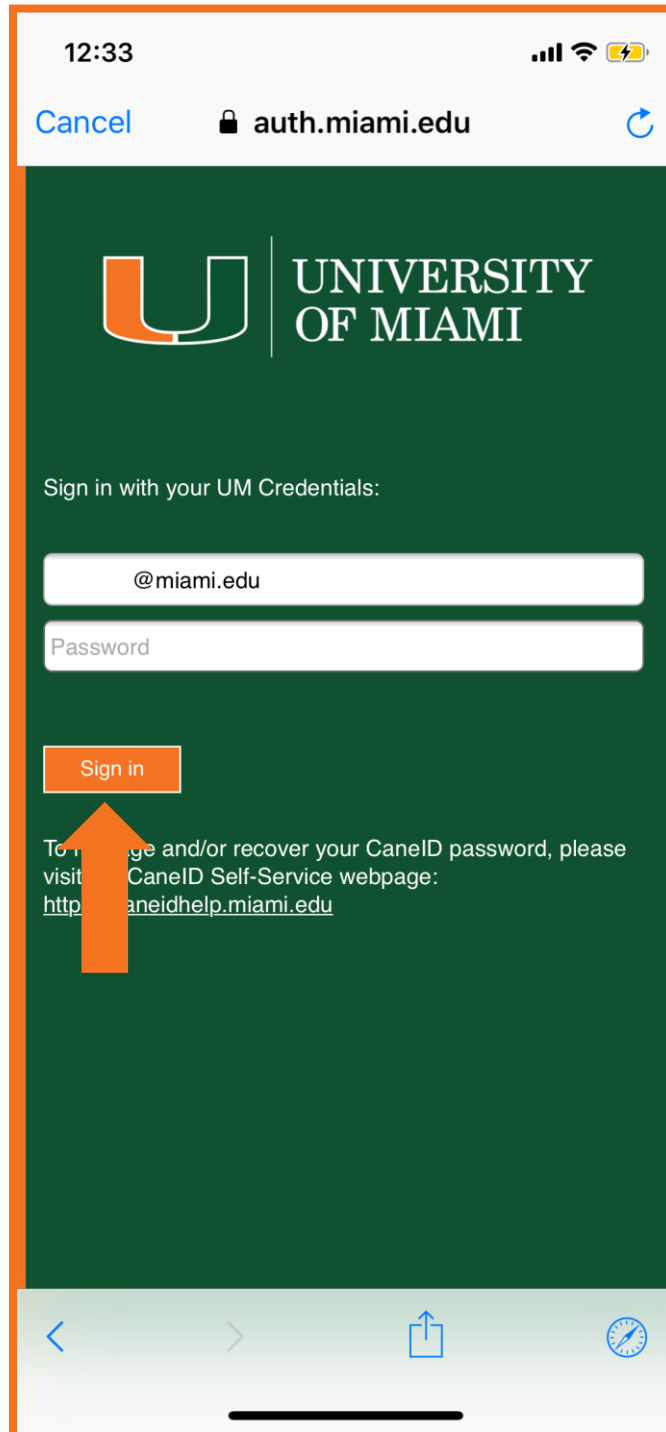
5. A sign-in screen will appear. Tap **Sign In**.



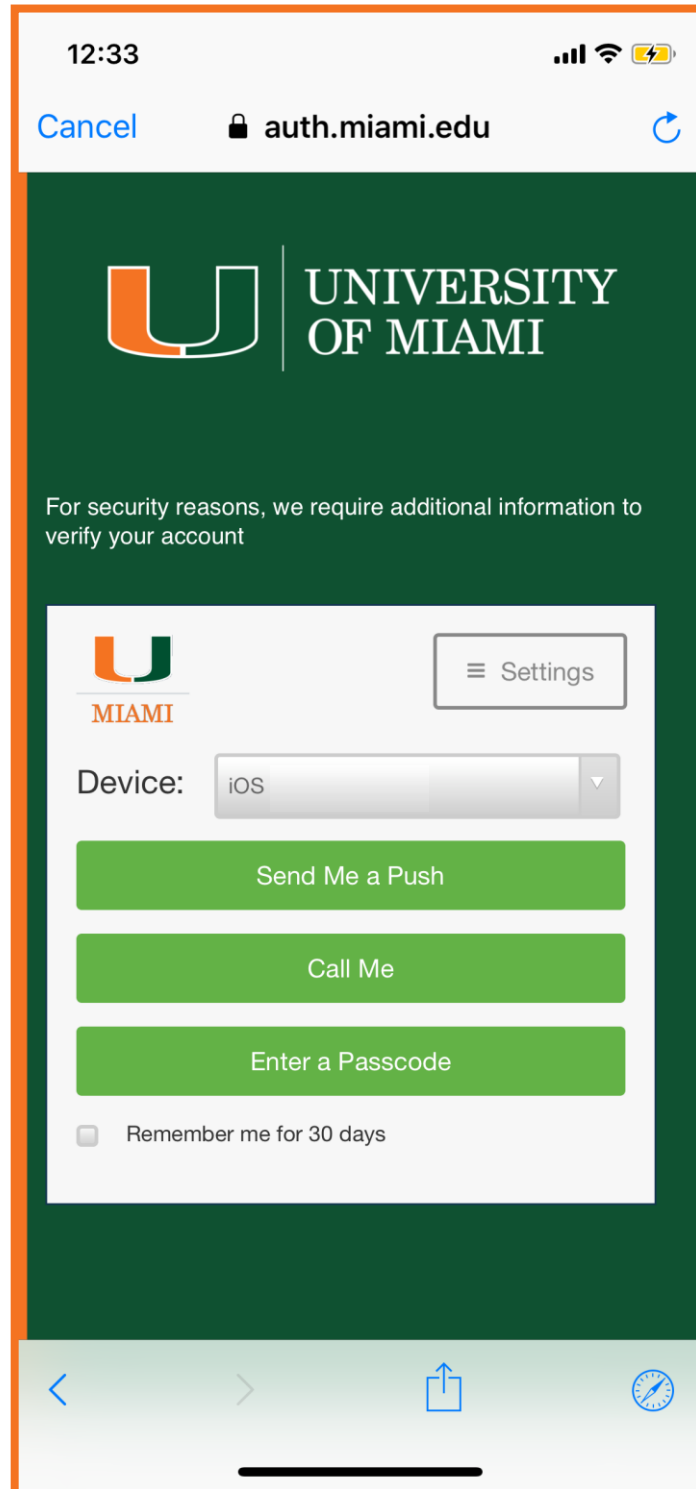
6. Tap **Work or school account**.



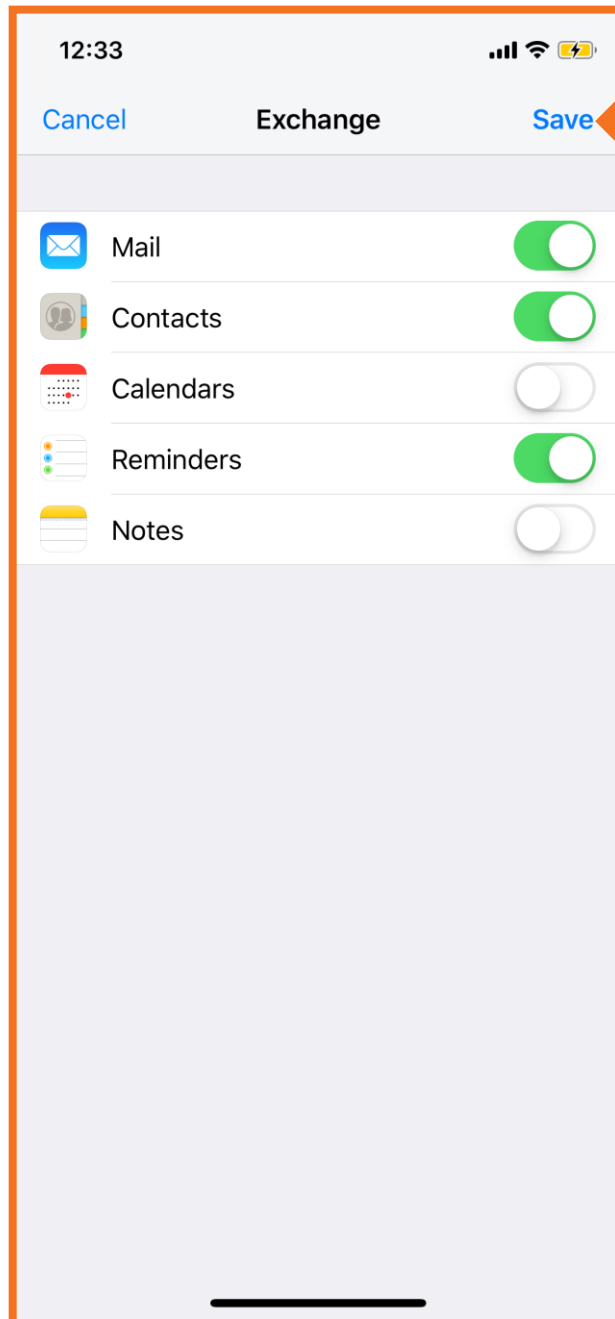
7. Provide your account password and tap **Sign In**.



8. Follow the Duo Prompt



9. Your account should configure. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**.

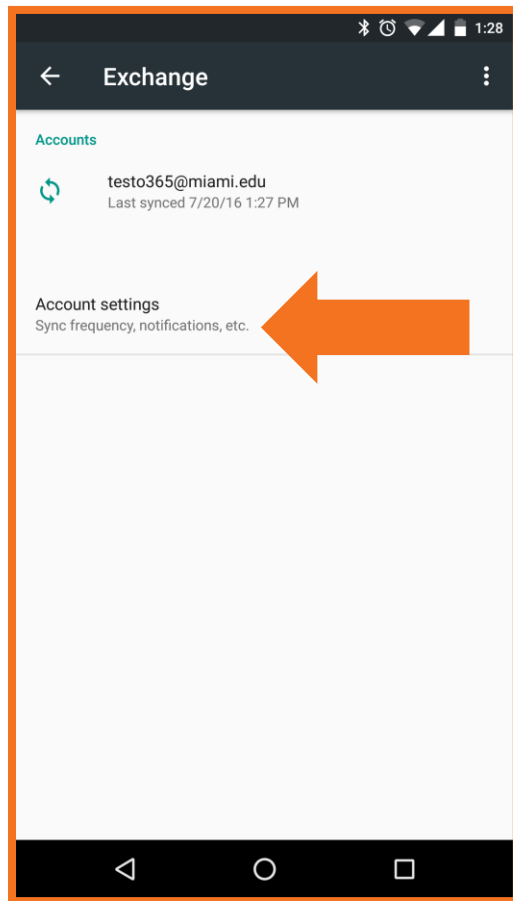
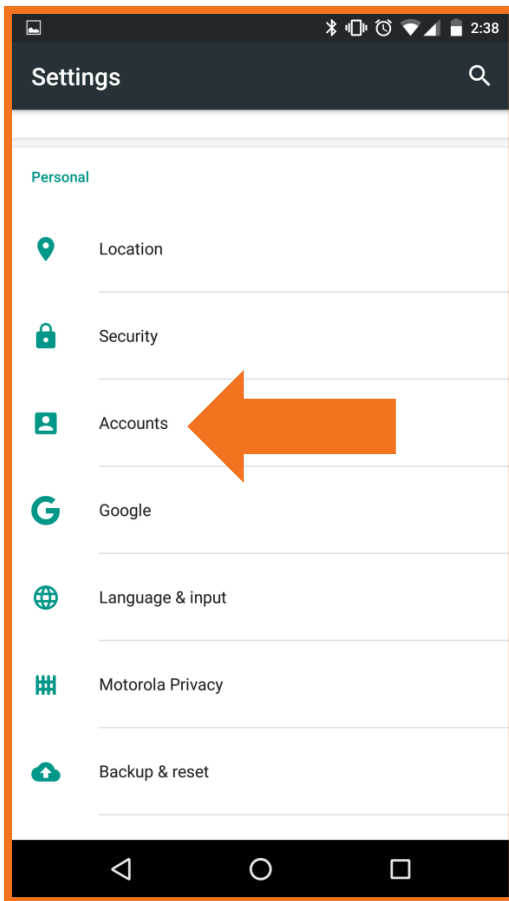


Android Phone

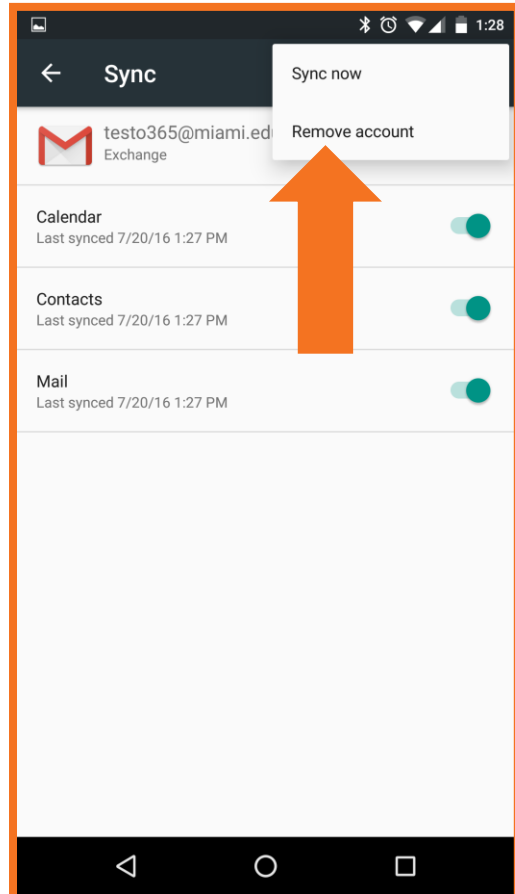
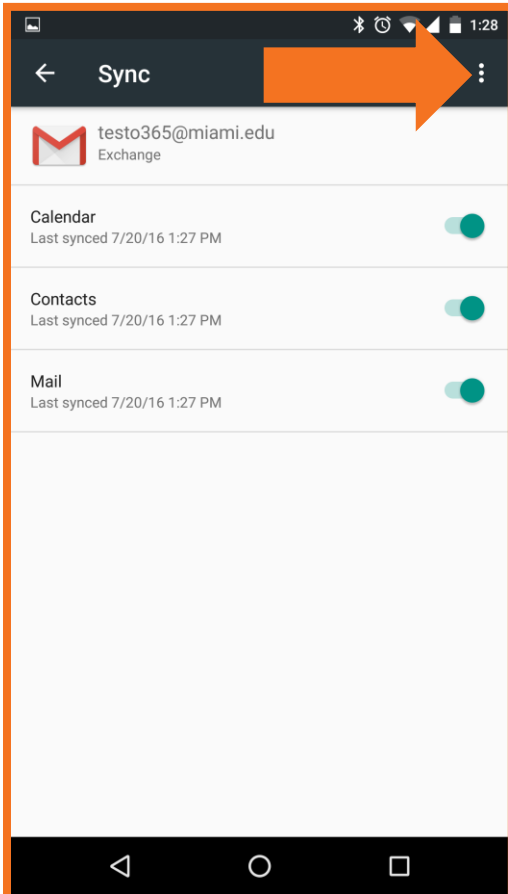
Remove Your Account

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

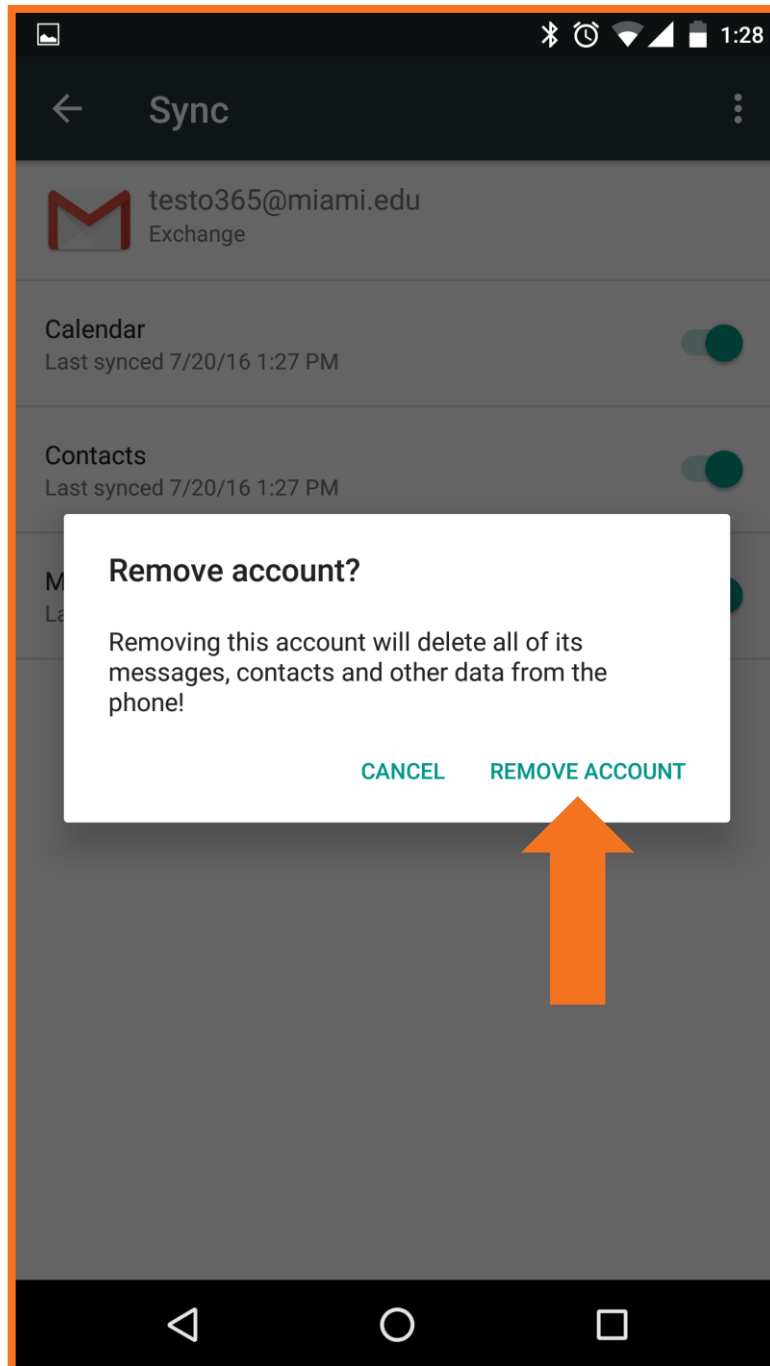
1. On your device click **Settings > Account**.
2. Tap the e-mail account you wish to remove. Click on **Account settings**.



3. Tap the three dots in the top right corner and select **Remove account**.



4. The Remove account window will appear. Click **Remove Account**.

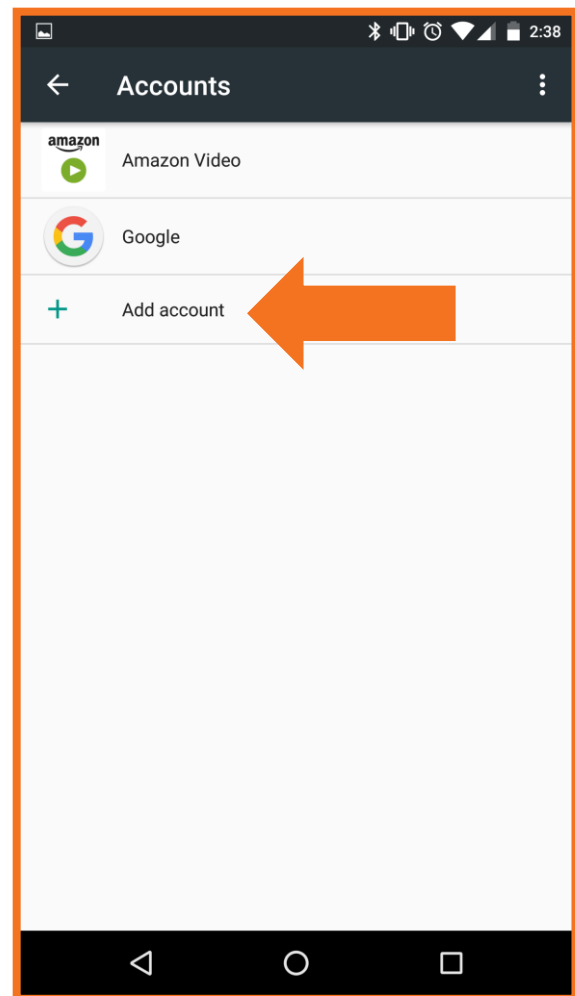
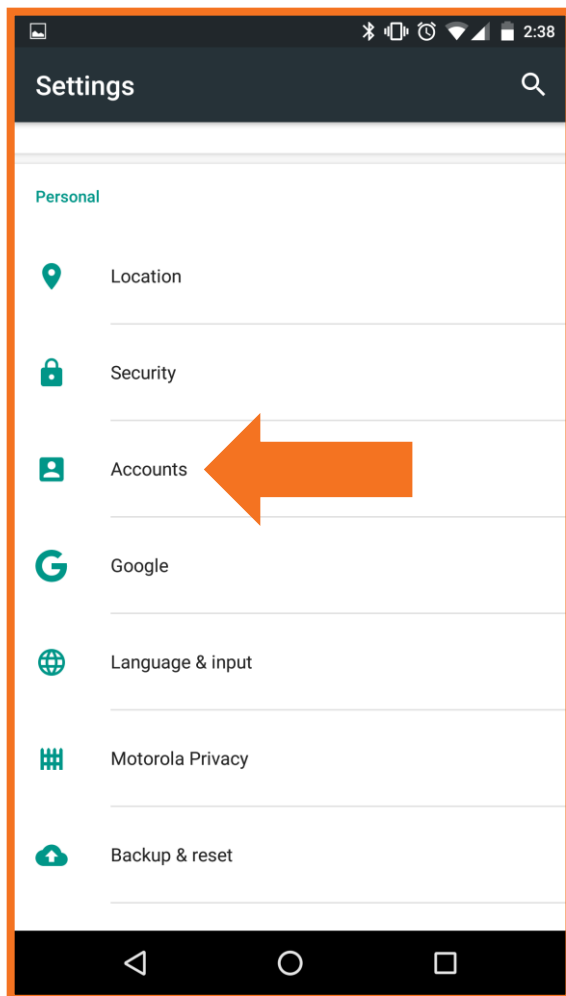


Add Your Account

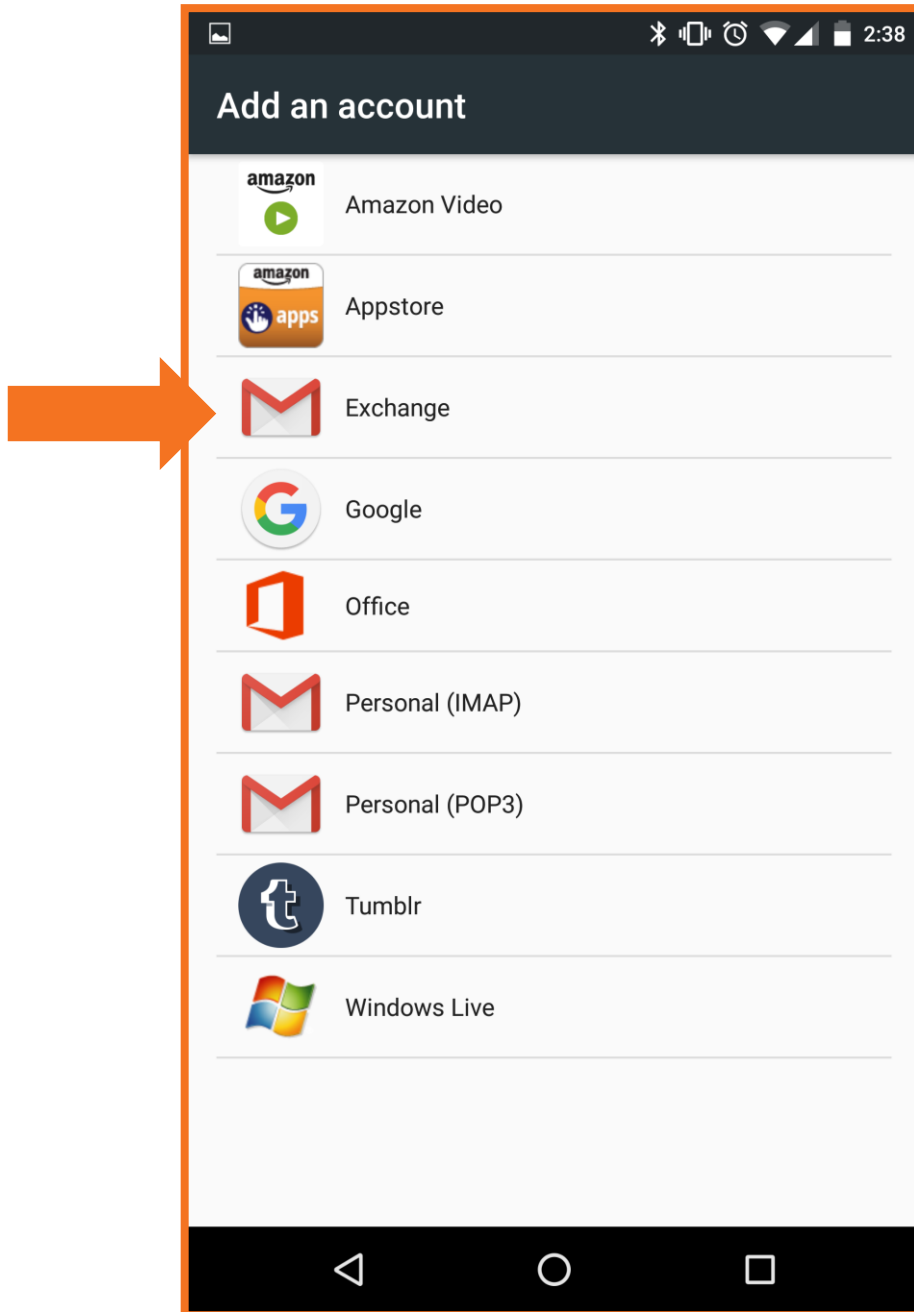
The screenshots are from Android Marshmallow. The screens may differ on other versions of Android.

Note: You will be required to switch to a numeric PIN if you currently have a lock pattern or swipe combination set up on your Android device. Please review the [Mobile Device Security FAQs](#) and [Mobile Computing Device policy](#) for more information on mobile PINs and passcodes.

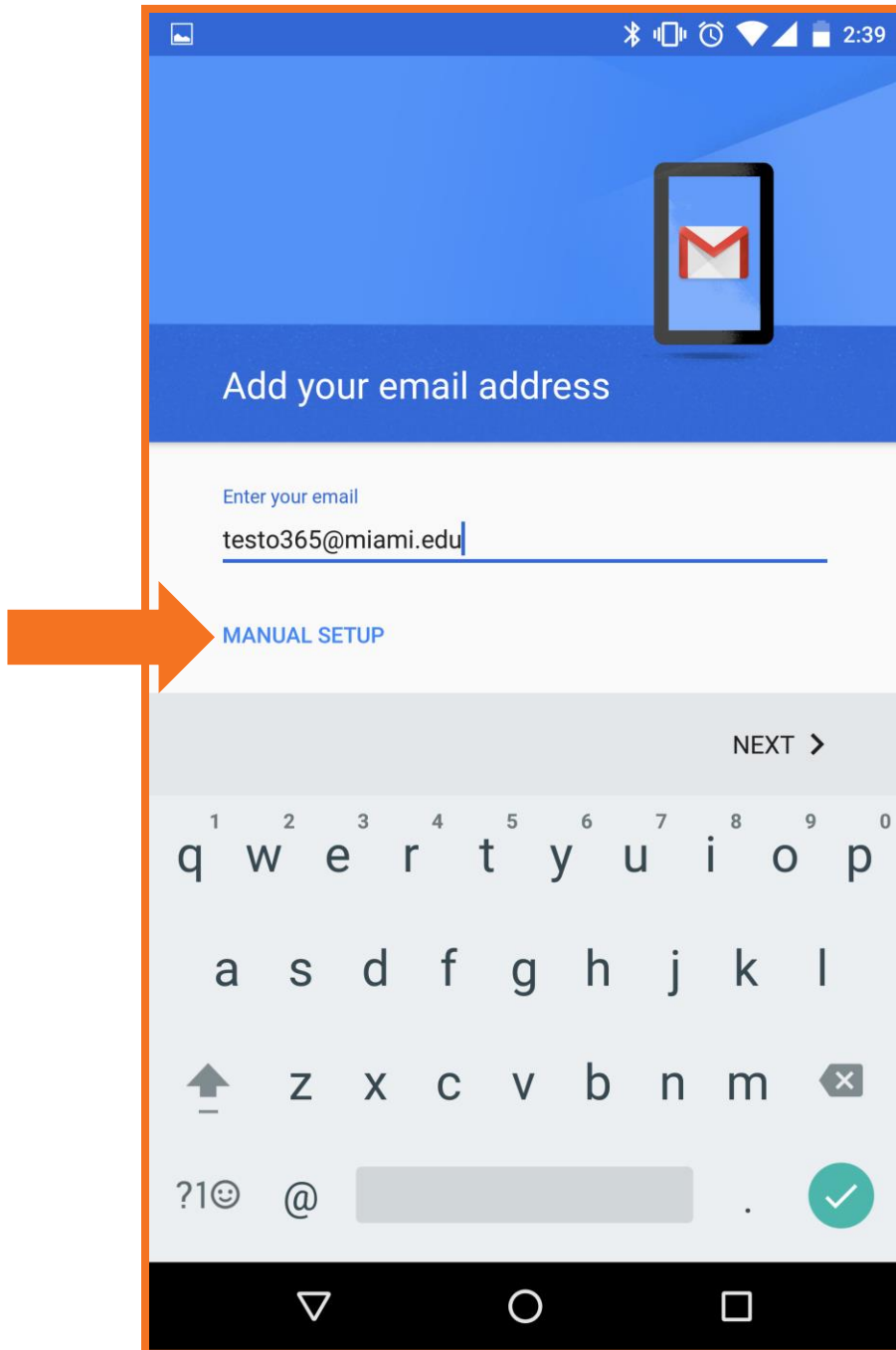
1. On your device click **Settings > Accounts > Add account**.



2. Tap **Exchange** or **Microsoft Exchange** (depending on device).



3. Enter your University email address and then click **Manual Setup**.



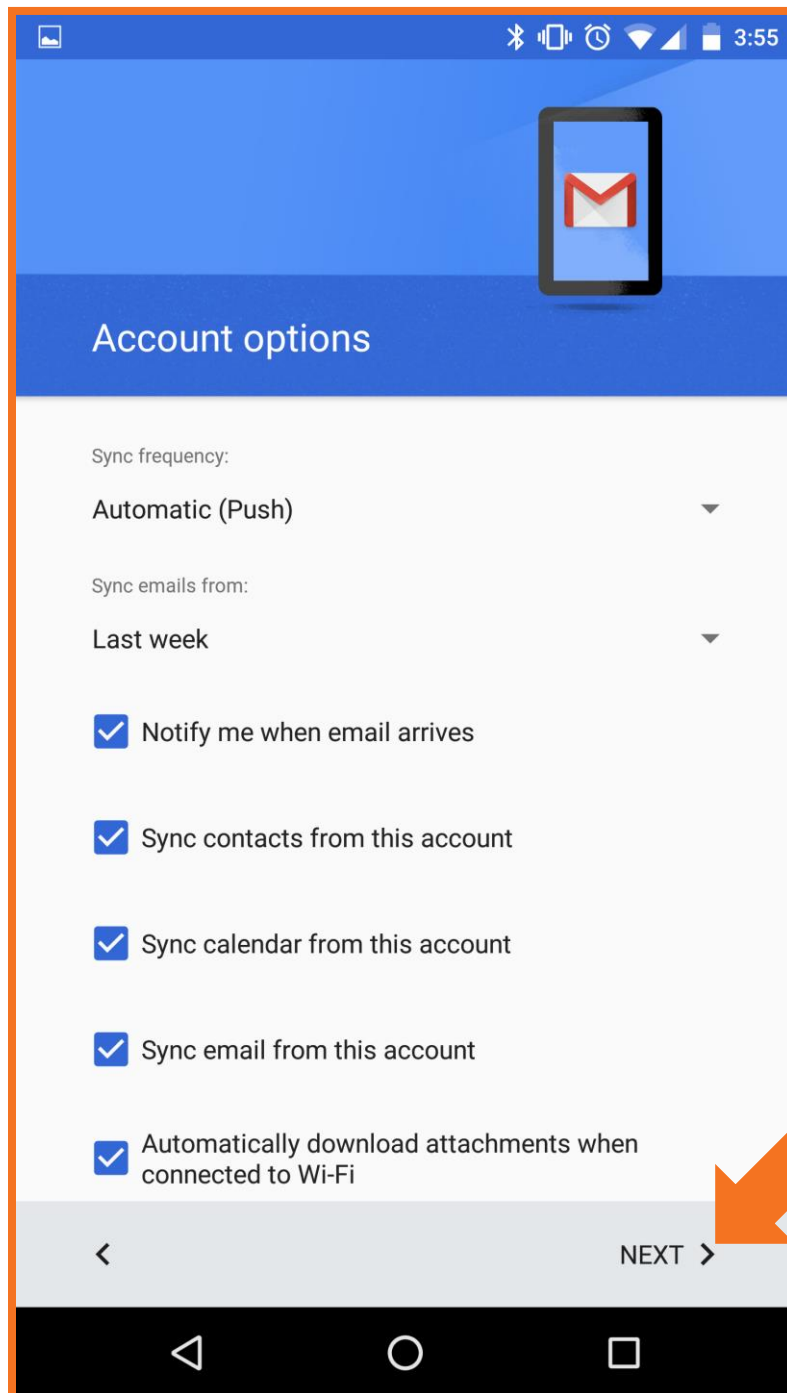
4. On the setup page enter the following information:
 - **Username:** Your @miami.edu, if it's not already there (i.e. s.ibis@miami.edu).
 - **Password:** Your password.
 - **Server Address:** outlook.office365.com
 - **Port:** 443
 - **Security type:** SSL/TLS
5. Click **Next**.

The screenshot shows the 'Incoming server settings' screen on an Android phone. The fields are filled with the following information:

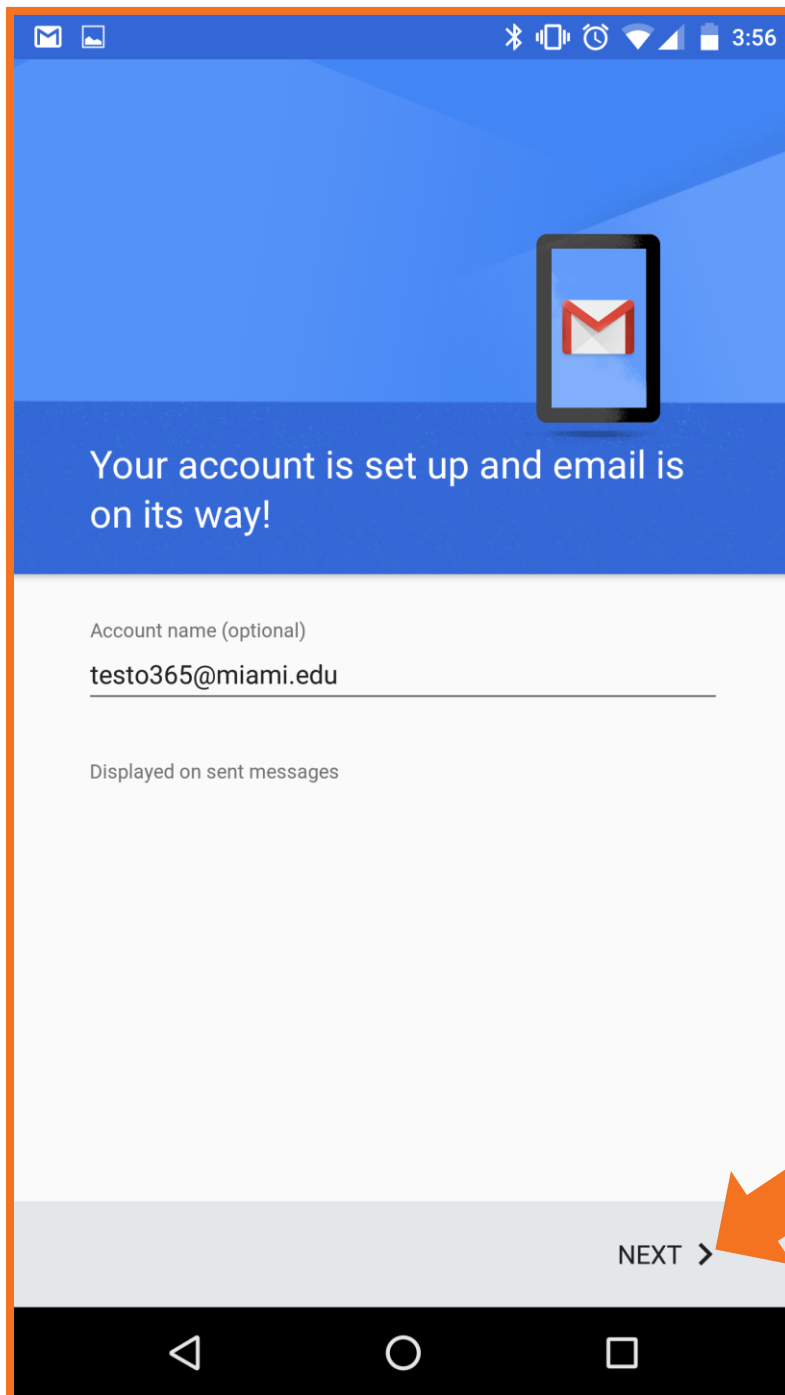
- Username: testo365@miami.edu
- Password: [masked]
- Client certificate: None (with a 'SELECT' button)
- Mobile device id: [empty]
- Server: outlook.office365.com
- Port: 443
- Security type: SSL/TLS

A large orange arrow points to the 'NEXT >' button at the bottom right of the screen.

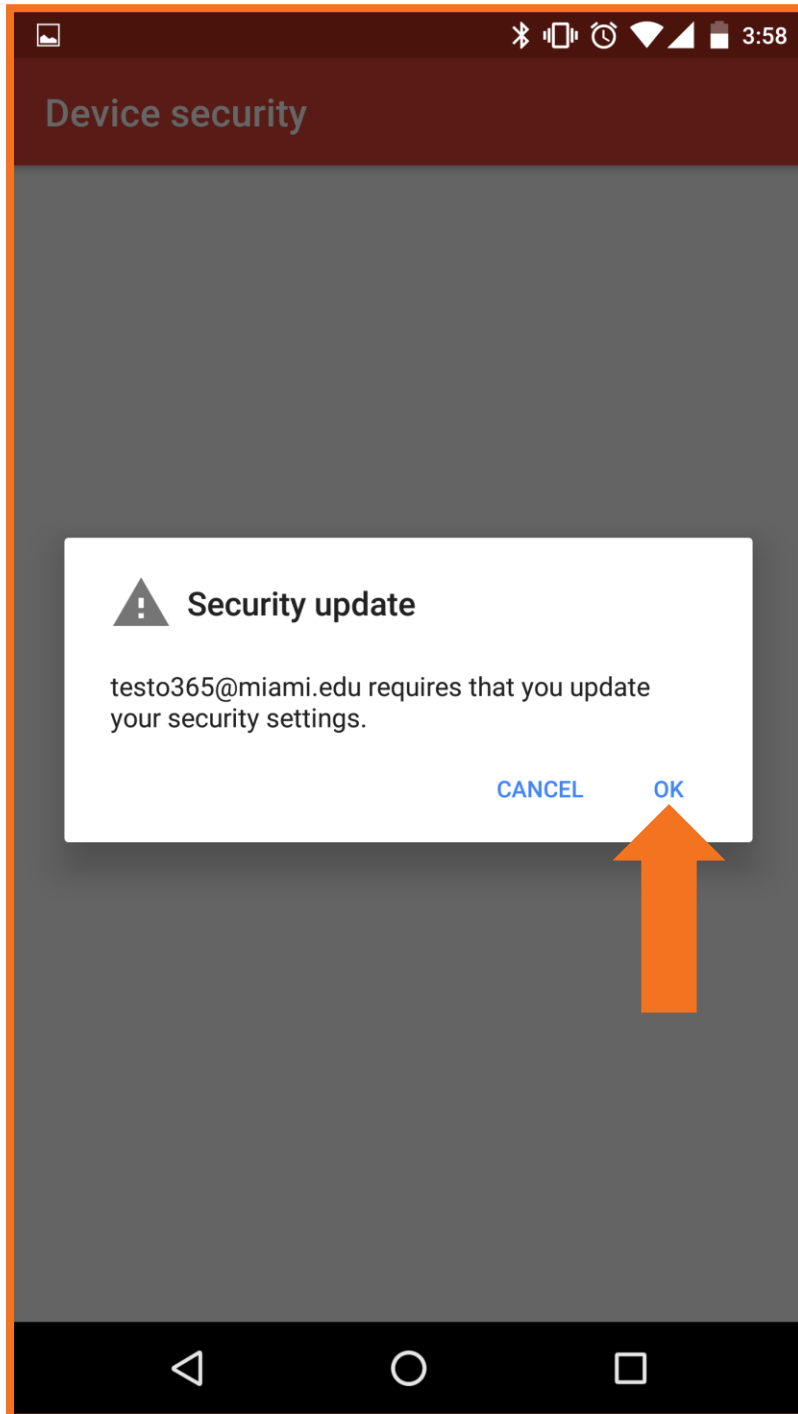
6. Your account should verify. On the next screen, you will be able to set notifications and sync settings for your account. Uncheck the options you wish to disable. Click **Next** to complete the setup.



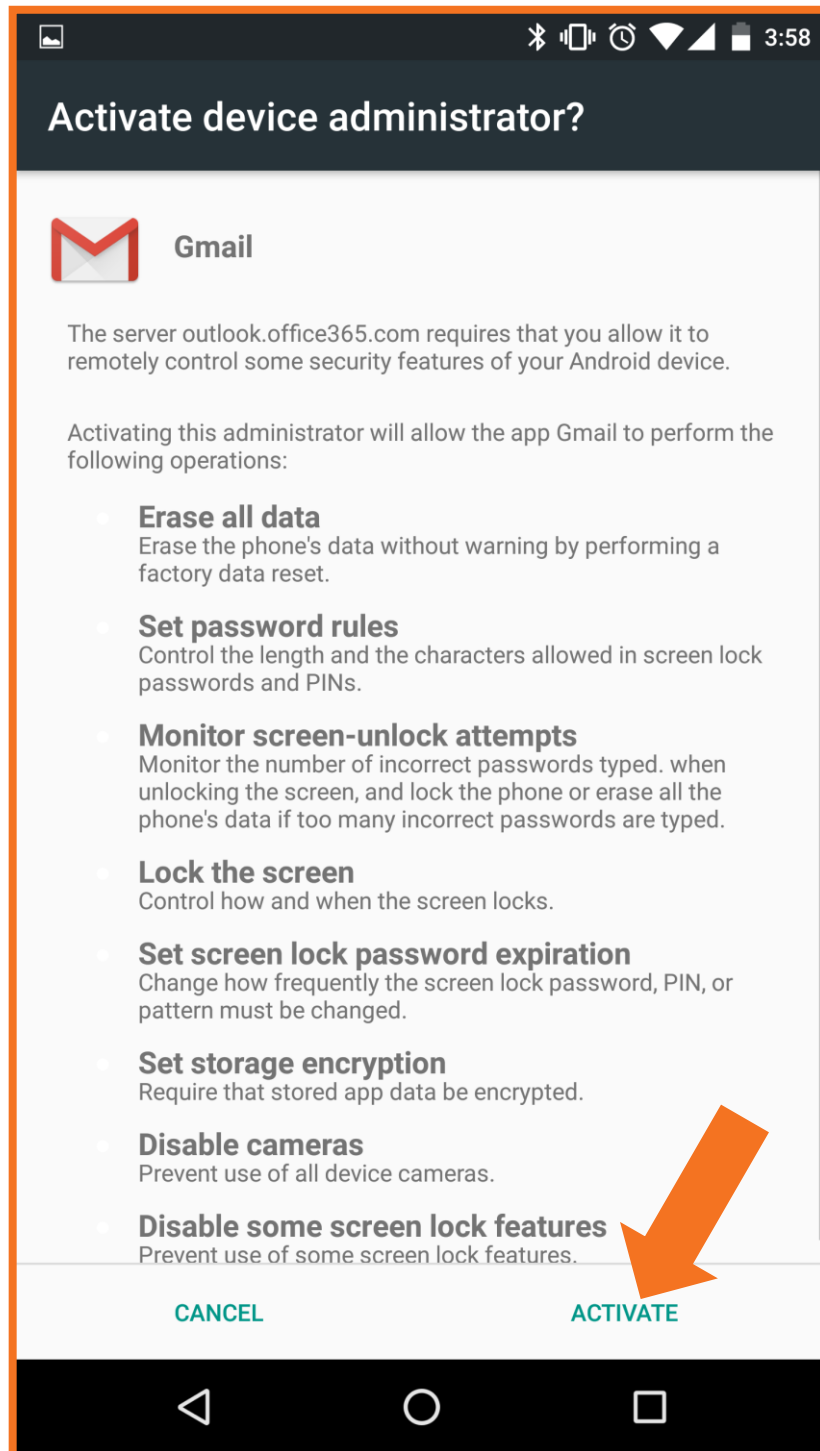
7. You may be taken to a “Your account is set up and email is on its way!” You may change the account name on your phone if you wish. Click **Next**.
- If you do not see this screen, skip to step 10.



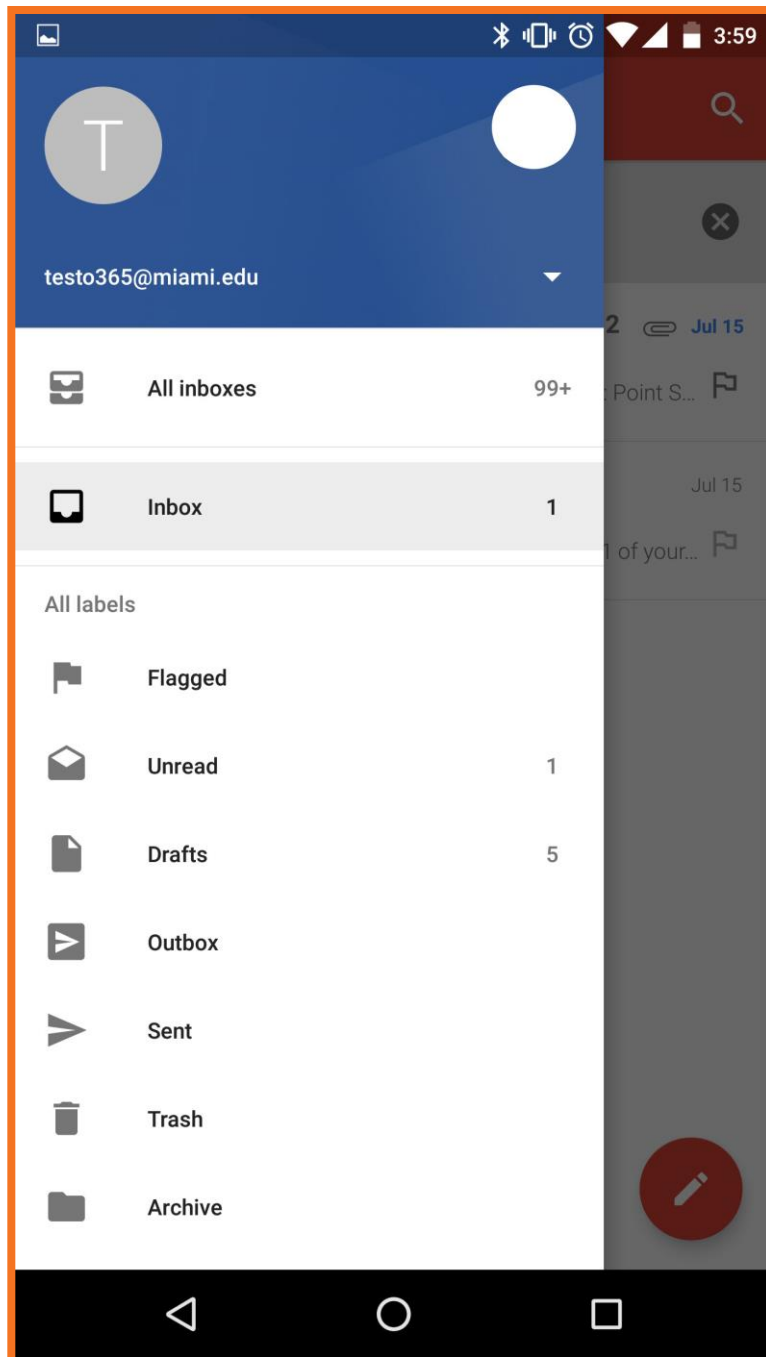
8. If you receive a message regarding updating your security settings click **OK**.



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.

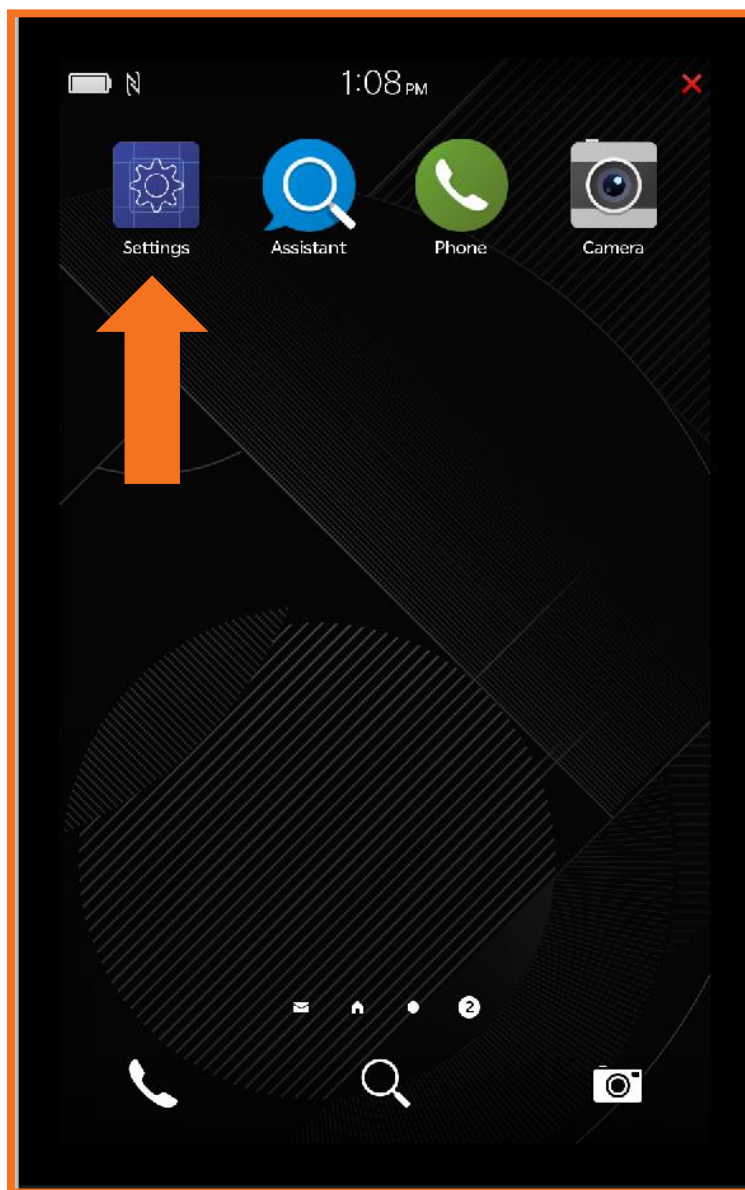


Blackberry

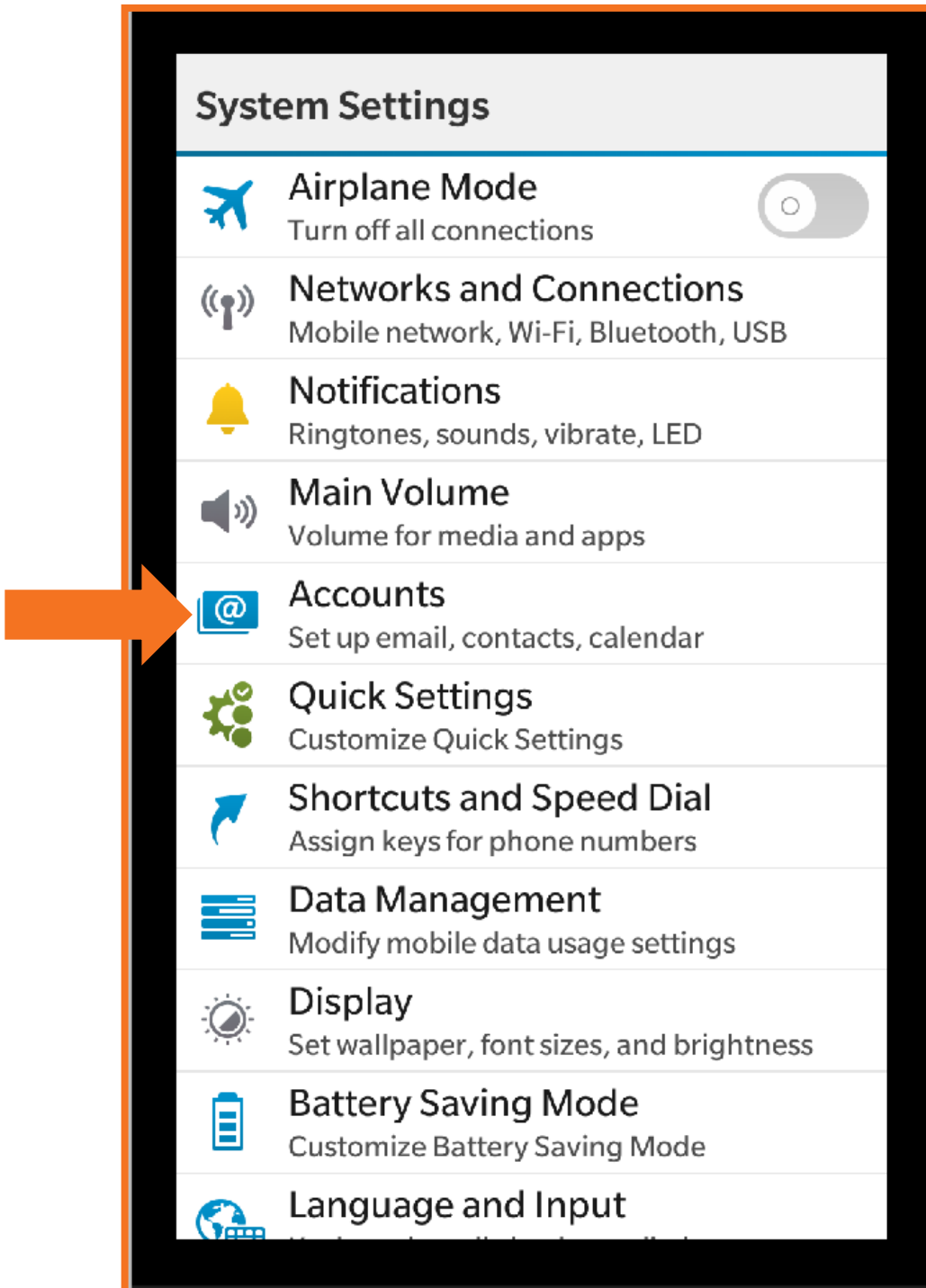
Remove Your Account

These instructions are for Blackberry 10 smartphones.

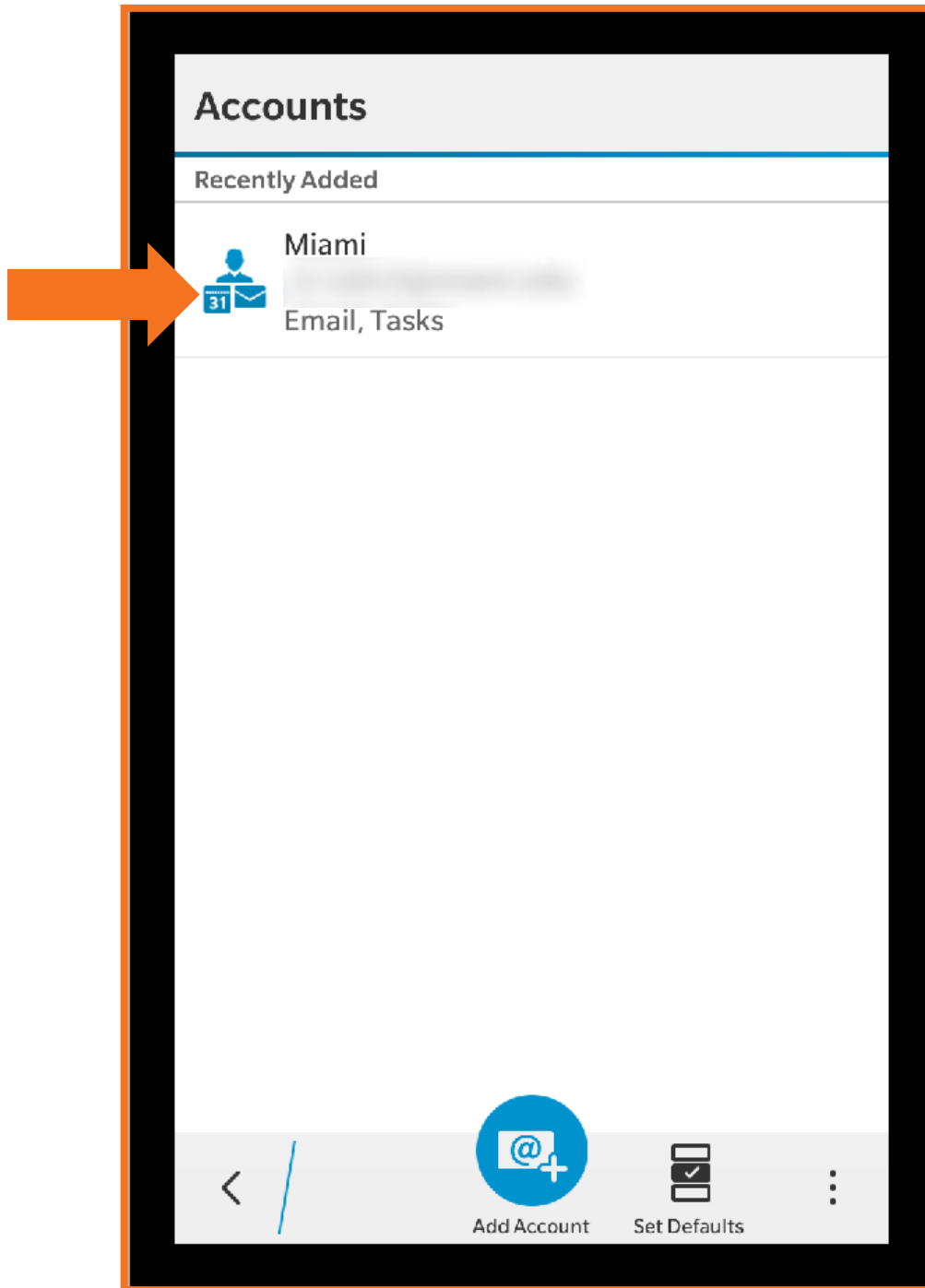
1. On your device navigate to the **Settings** menu.



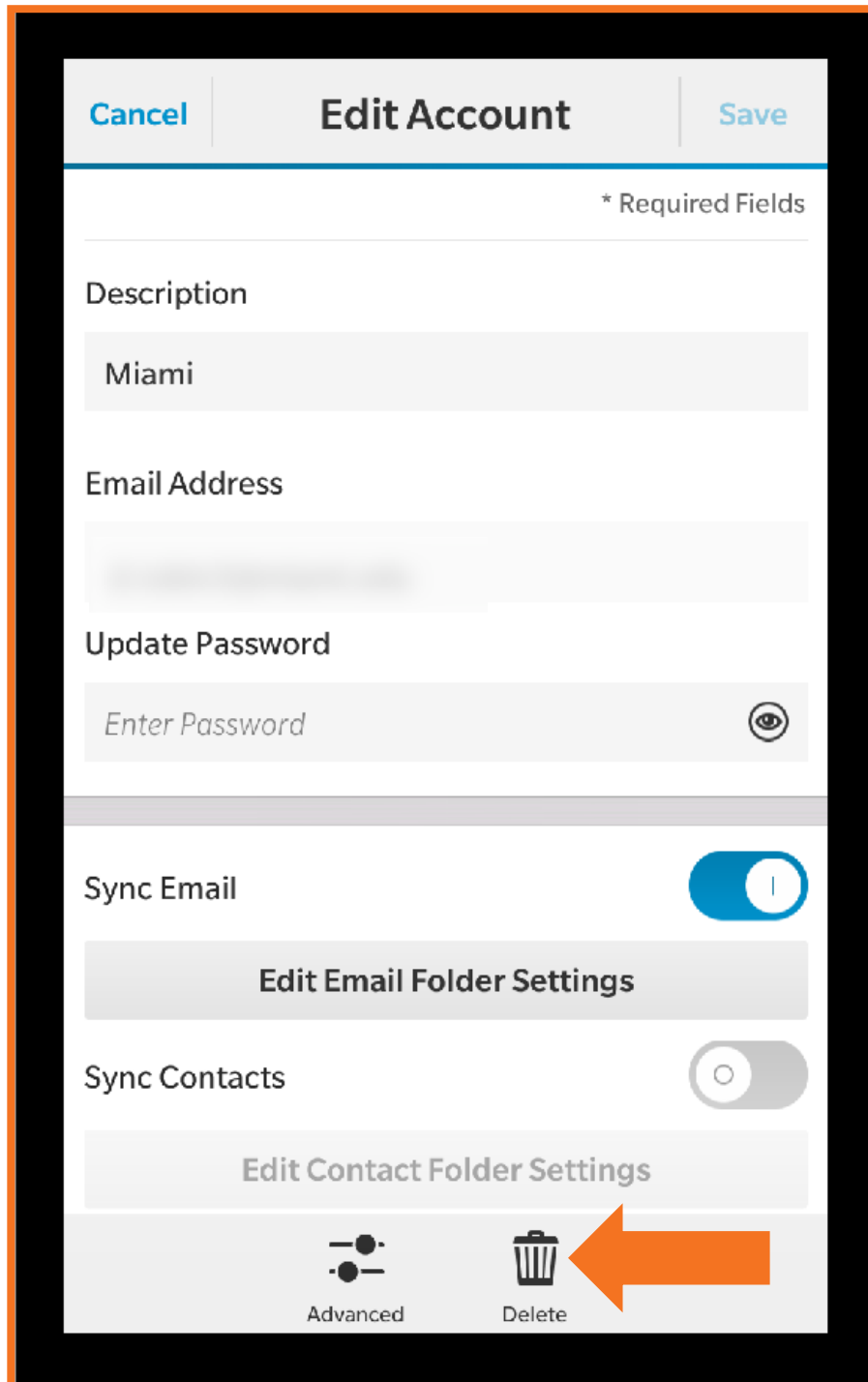
2. Select **Accounts** from the list.



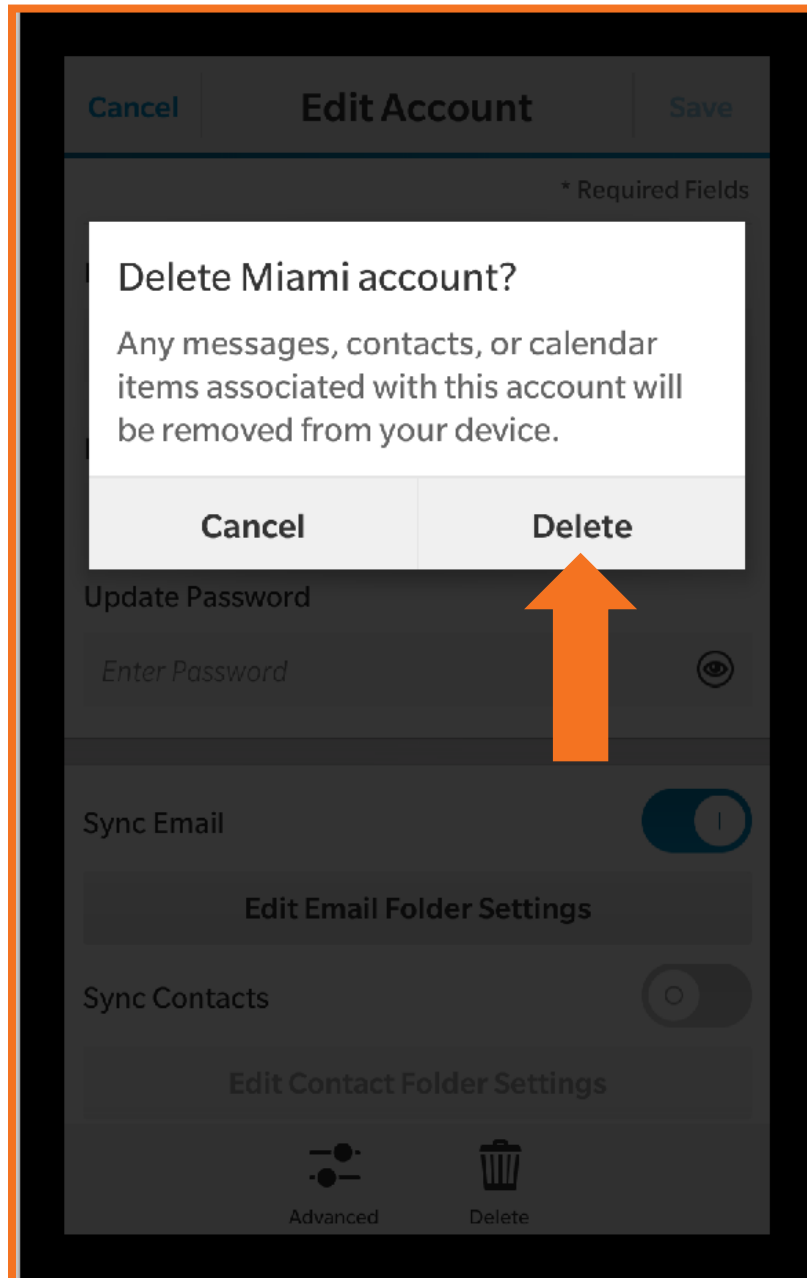
3. Tap the e-mail account you wish to remove.



4. Click **Delete** at the bottom of the screen.



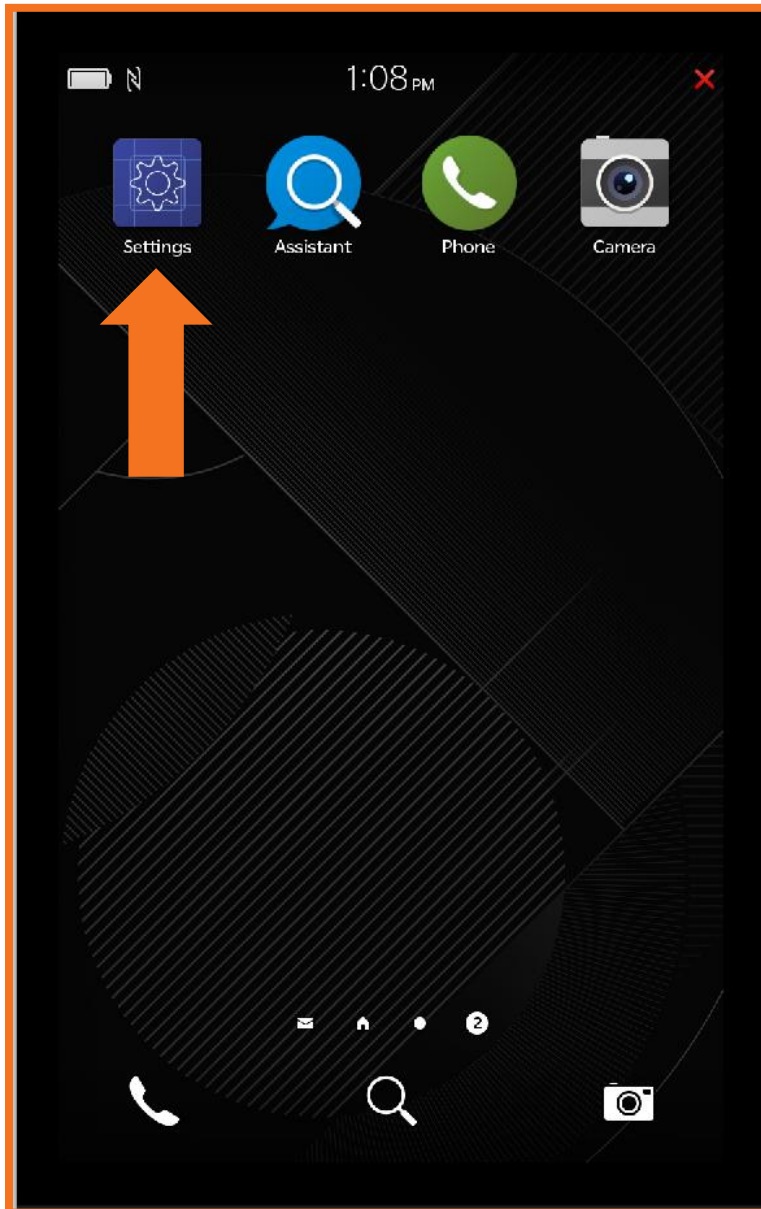
5. The Delete account window will appear. Click **Delete**.



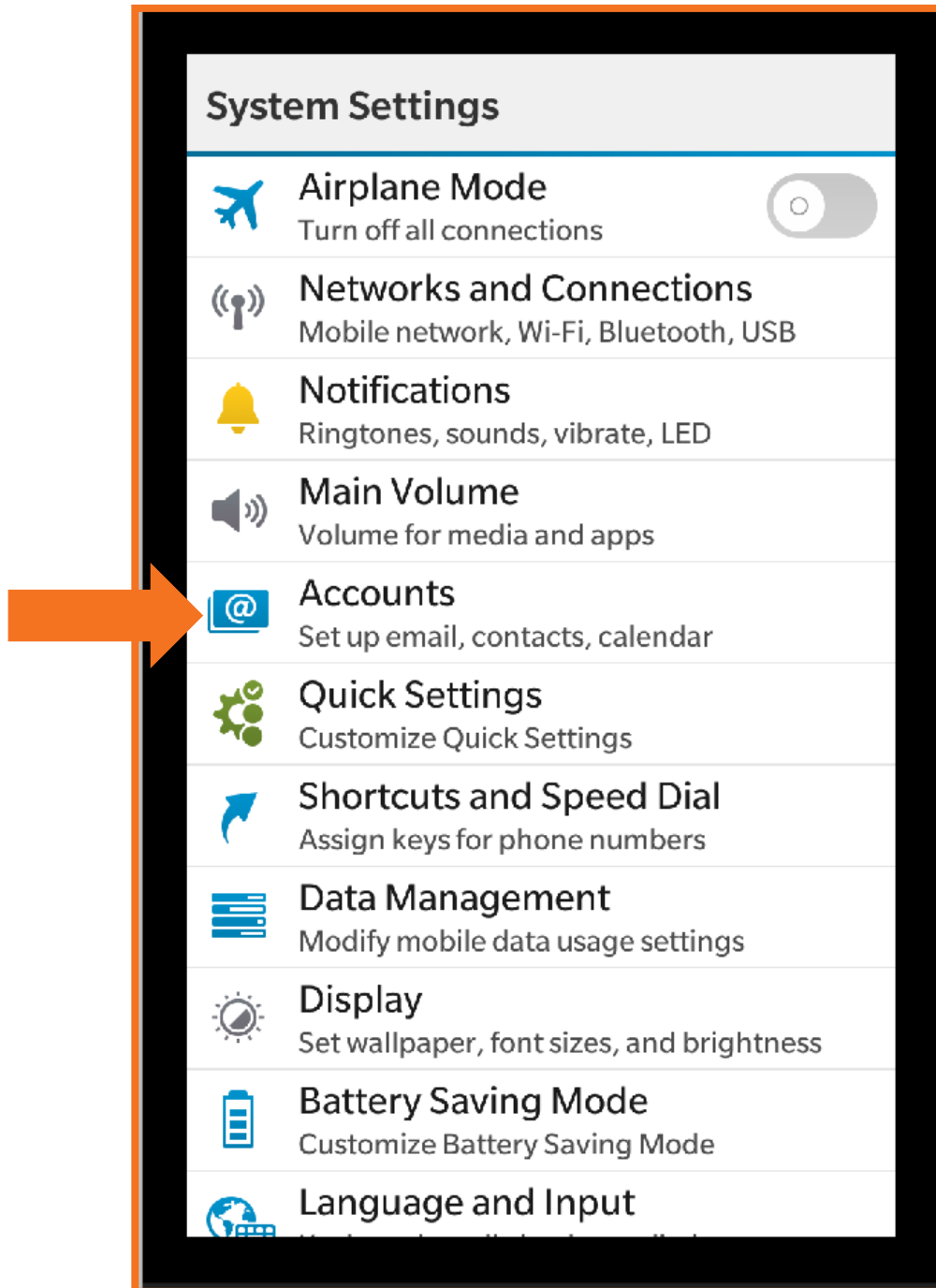
6. You will be taken back to either the Accounts or Add Account screen when the deletion has completed.

Add Your Account

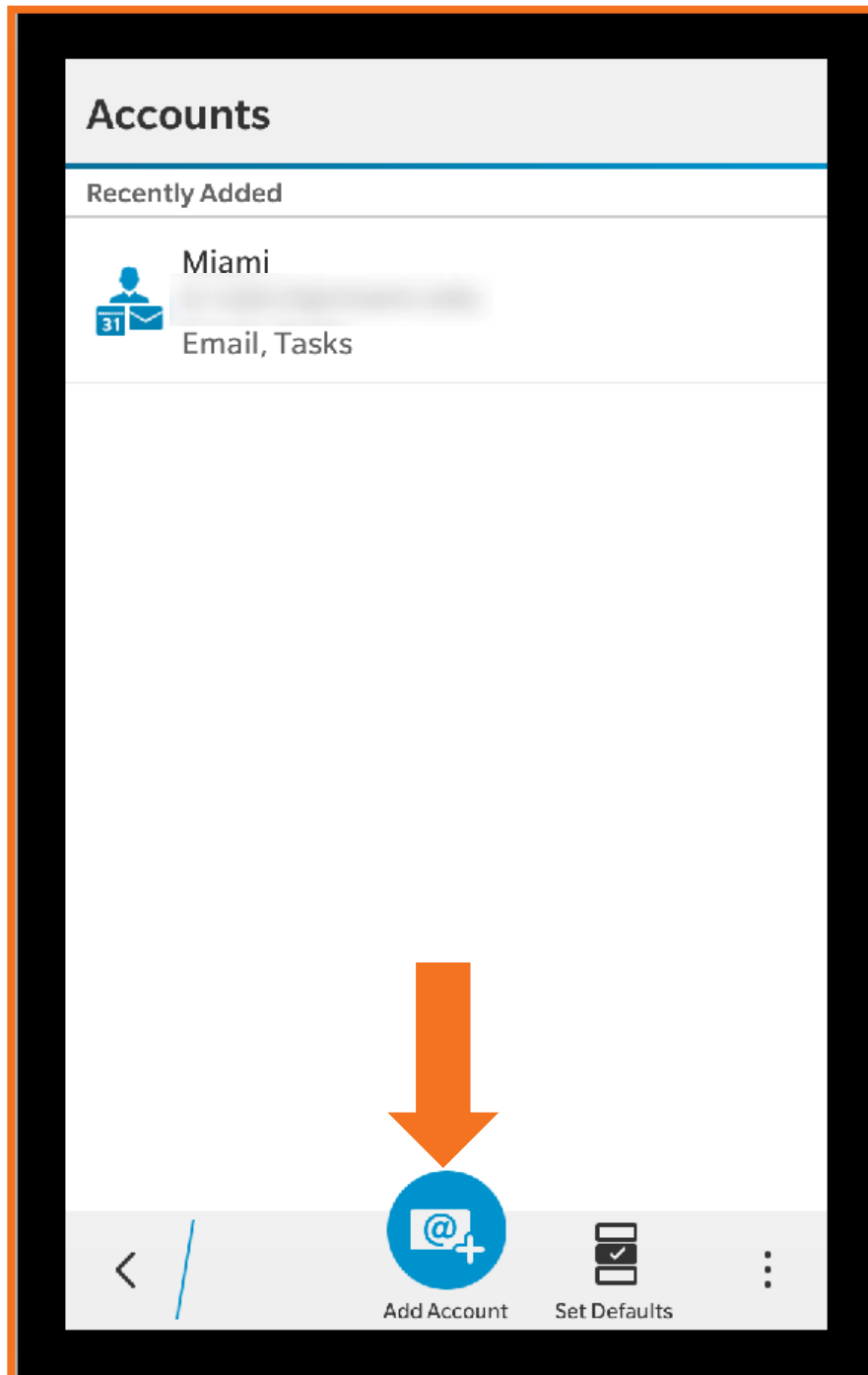
1. On your device navigate to the **Settings** menu.



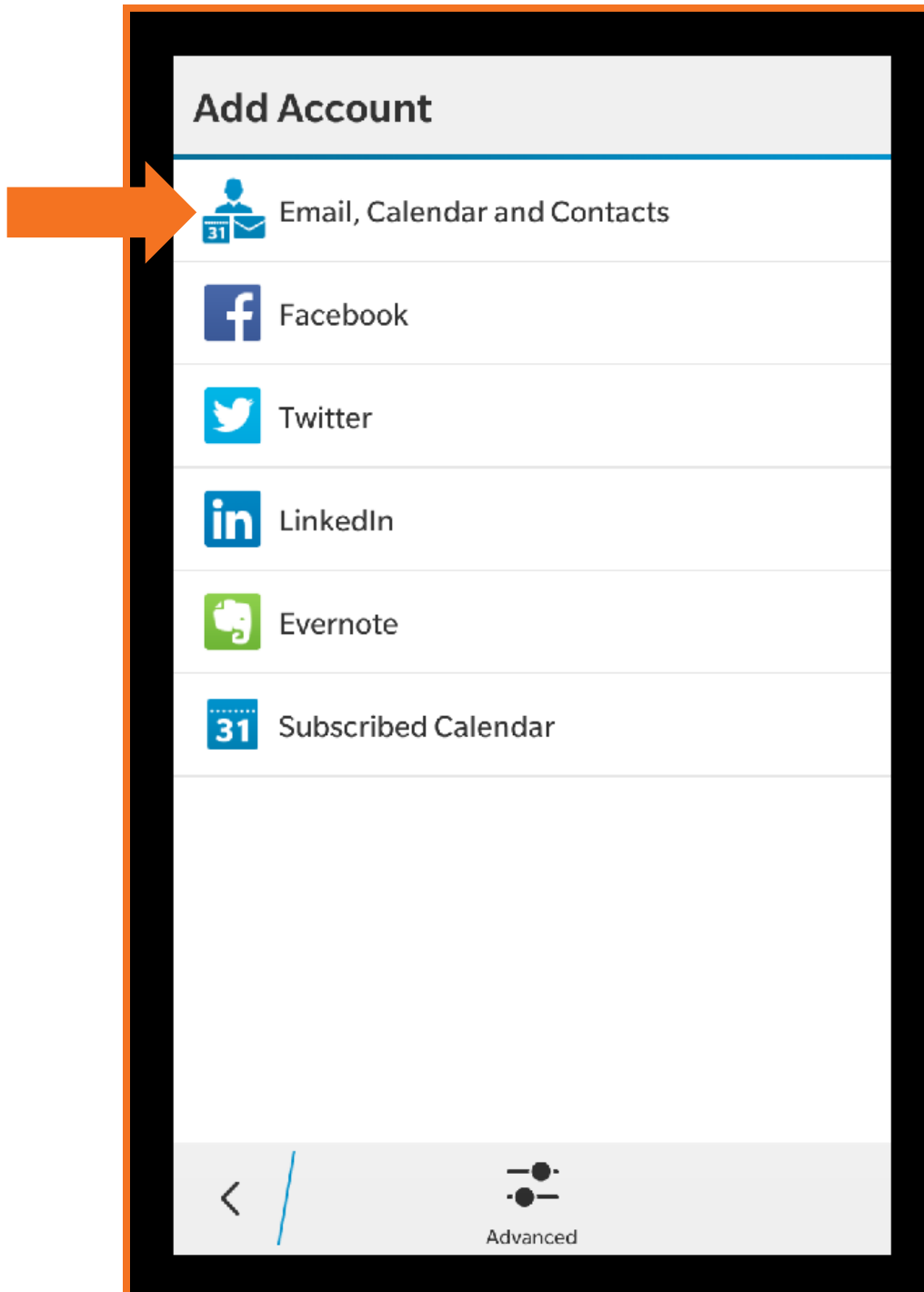
2. Select **Accounts** from the list.



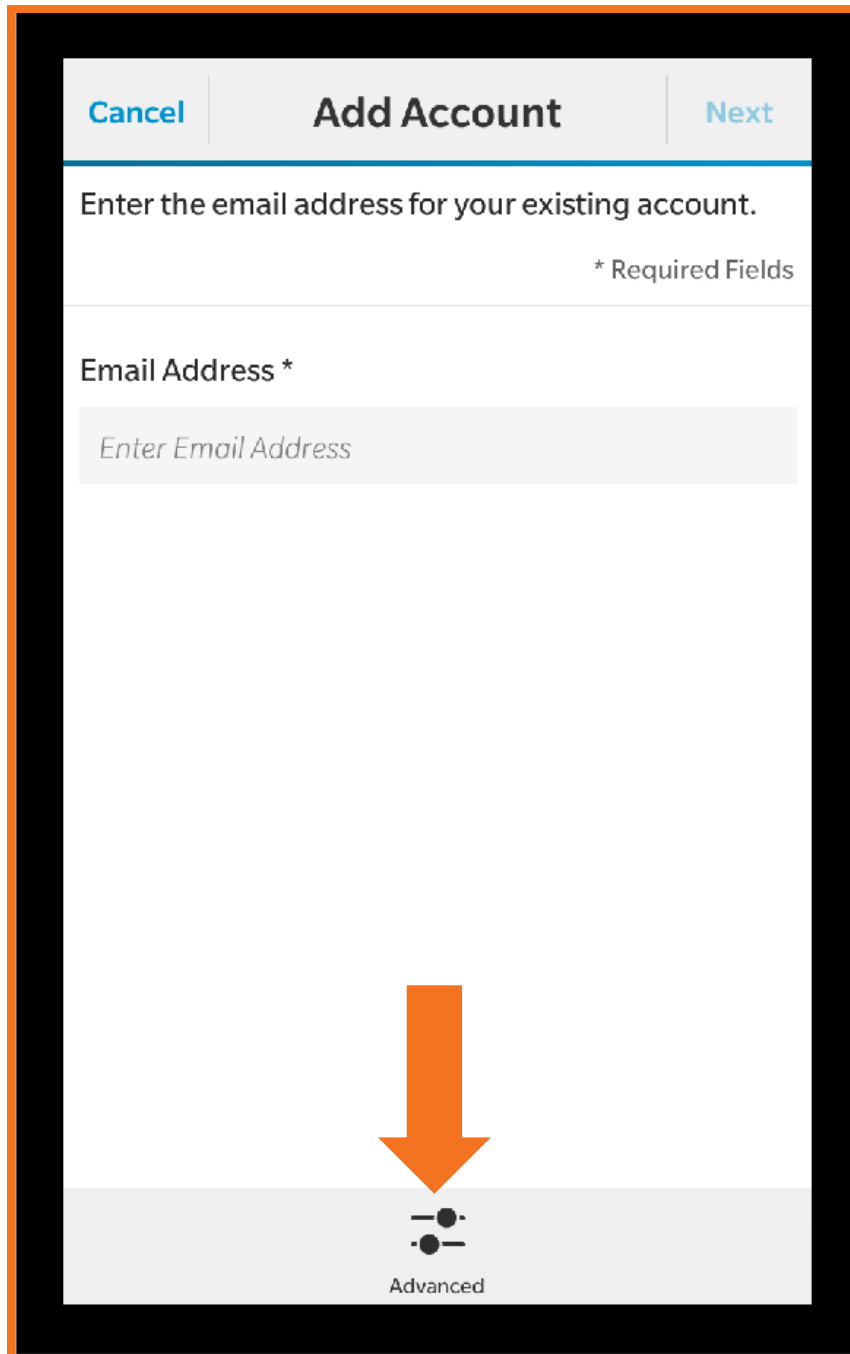
3. Tap on **Add Account** at the bottom of the screen.
 - If you have no accounts on your device, then you will automatically be taken to the Add Account window.



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.



Cancel | Add Account | Next

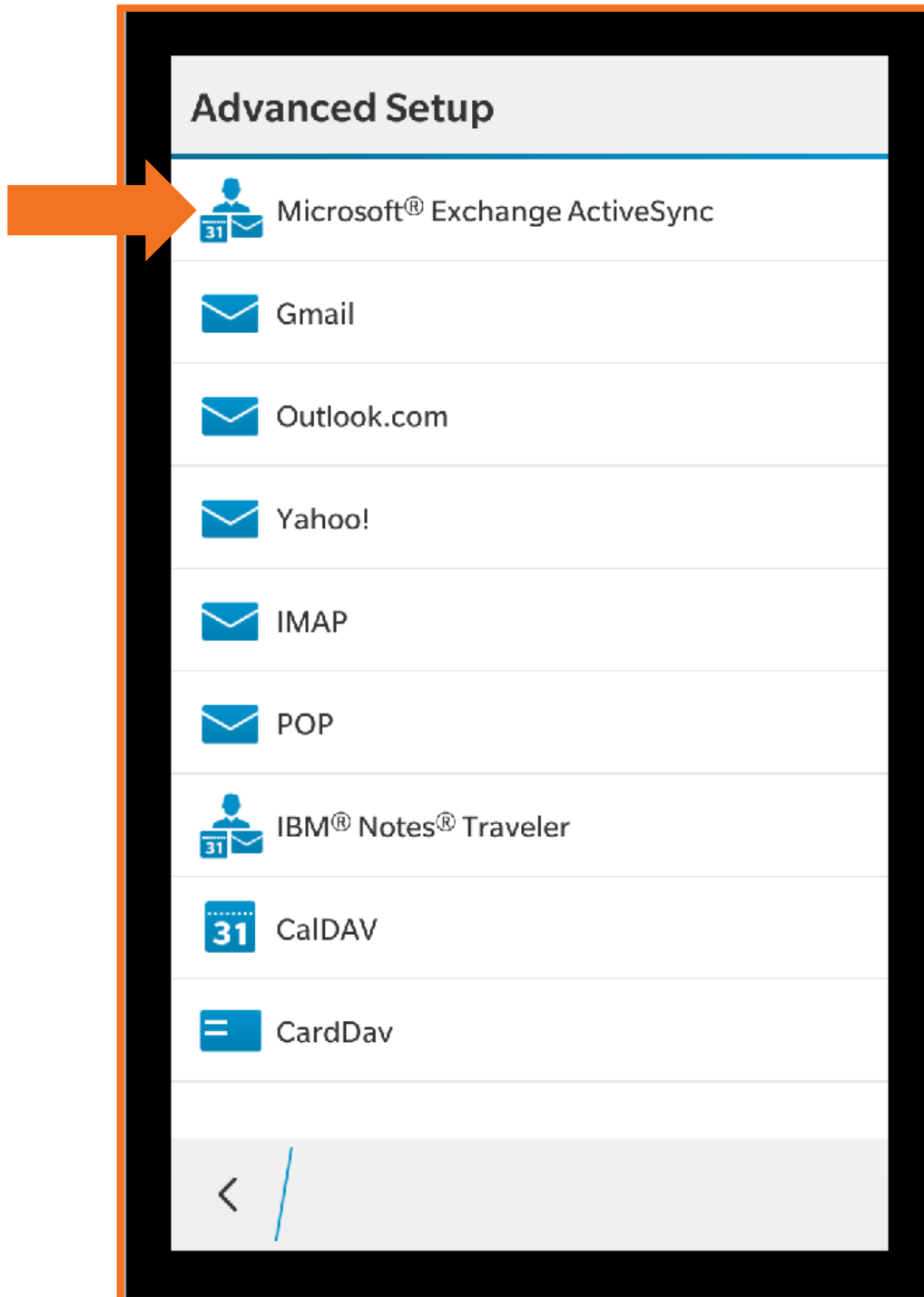
Enter the email address for your existing account.
* Required Fields

Email Address *

Enter Email Address

Advanced

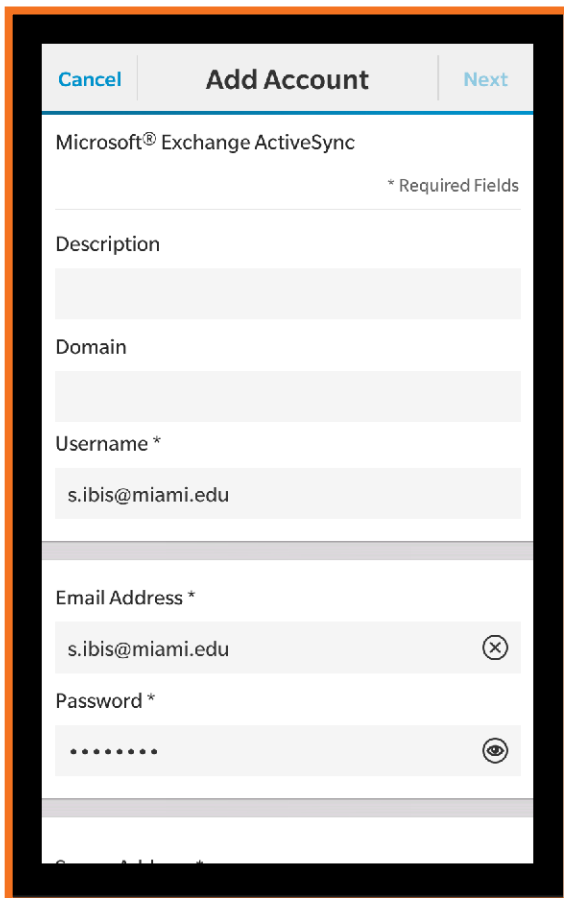
7. Select **Microsoft Exchange ActiveSync**.



8. Enter the information below:

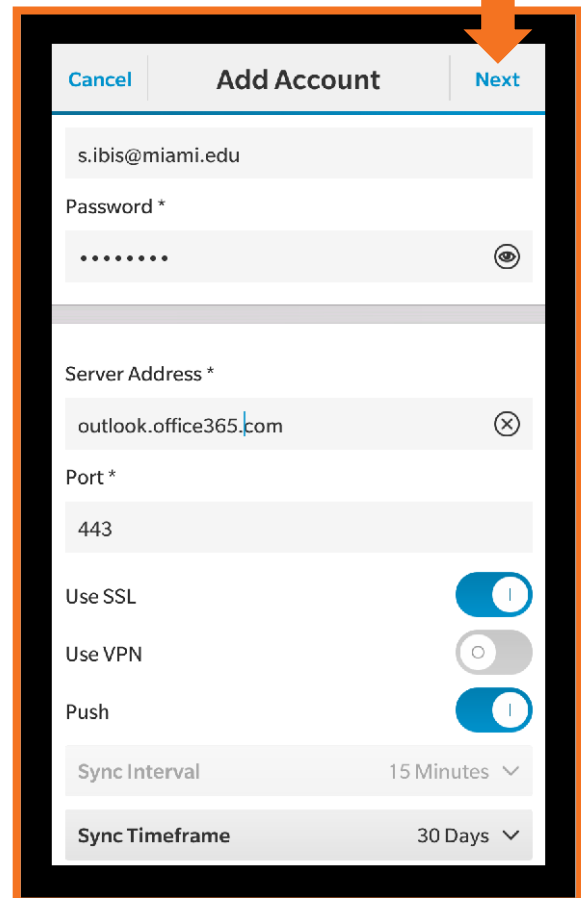
- **Description:** Provide one if you'd like.
- **Domain:** Leave this field empty.
- **Username:** This is your full e-mail address (e.g. s.ibis@miami.edu).
- **Email Address:** This is your full e-mail address (e.g. s.ibis@miami.edu).
- **Password:** This is the password for your e-mail account.
- **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.



The screenshot shows the 'Add Account' screen with the following fields and values:

- Cancel | **Add Account** | Next
- Microsoft® Exchange ActiveSync
- * Required Fields
- Description: [Empty]
- Domain: [Empty]
- Username *: s.ibis@miami.edu
- Email Address *: s.ibis@miami.edu
- Password *: [Masked]

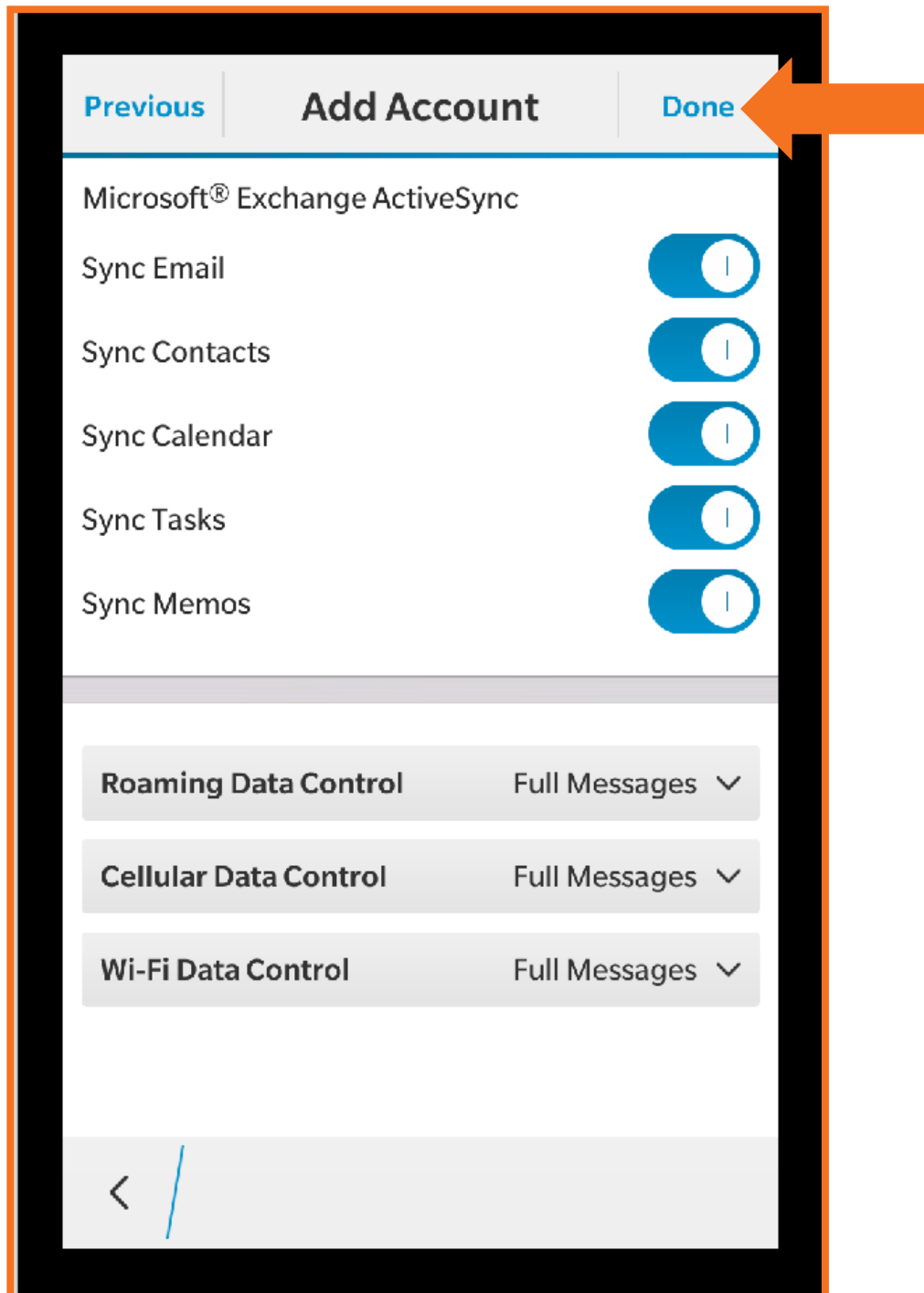


The screenshot shows the 'Add Account' screen with the following fields and values:

- Cancel | **Add Account** | Next
- s.ibis@miami.edu
- Password *: [Masked]
- Server Address *: outlook.office365.com
- Port *: 443
- Use SSL:
- Use VPN:
- Push:
- Sync Interval: 15 Minutes
- Sync Timeframe: 30 Days

An orange arrow points to the 'Next' button in the top right corner.

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.

