

MIAMI INFORMATION TECHNOLOGY

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.

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	Settings		
?	Passwords & Accounts	>	
	Mail	>	
	Contacts	>	
	Calendar	>	
	Notes	>	
	Reminders	>	
	Phone	>	
	Messages	>	
	FaceTime	>	
	Maps	>	
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	Music	>	
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12:31	''' 🏷 🕐
Settings Passwords & Accounts	
Website & App Passwords	179 >
AutoFill Passwords	>
ACCOUNTS	
iCloud iCloud Drive, Contacts, Safari, Notes, Storag	> e & Backup
Exchange Calendars	>
Add Account	>
Fetch New Data	Off >



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.

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Accounts Exchange	e		
EXCHANGE			
Account	>		
🖂 Mail	\bigcirc		
Contacts	\bigcirc		
Calendars			
Reminders	\bigcirc		
Notes	\bigcirc		
Mail Days to Sync	1 Month >		
Automatic Reply	Off >		
Are you sure you want to cont calendars will be removed f	tinue? All Exchange rom your iPhone.		
Delete from My	riPhone		
Cancel			



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

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

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	Settings				
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	Mail	>			
9	Contacts	>			
	Calendar	>			
	Notes	>			
	Reminders	>			
	Phone	>			
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Settings Passwords & Accounts	
Website & App Passwords	179 >
AutoFill Passwords	>
ACCOUNTS	
iCloud iCloud Drive, Contacts, Safari, Notes, Storag	> e & Backup
Add Account	>
Fetch New Data	Off >



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.

12:33	ul 🗢 🚱
Cancel	login.microsoftonline.com
It looks one acc want to	crosoft ike this email is used with more than ount from Microsoft. Which one do you use?
Å	Work or school account Created by your IT department @roomi.edu
8	Personal count Created b
Tired of account.	seeing this? Rename your personal Microsoft
Sign in w	ith another account
	Back
<	> 1



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**.

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Cano	cel	Exchange	Save	
	Mail			
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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 <u>Mobile Device Security</u> <u>FAQs</u> and <u>Mobile Computing Device policy</u> for more information on mobile PINs and passcodes.

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

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Settin	igs	۹	÷	Accounts	:
Personal			amazon	Amazon Video	
•	Location		G	Google	
ê	Security				
8	Accounts				
G	Google				
	Language & input				
ш	Motorola Privacy				
0	Backup & reset				
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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. <u>s.ibis@miami.edu)</u>.
 - **Password**: Your password.
 - Server Address: outlook.office365.com
 - **Port**: 443
 - Security type: SSL/TLS
- 5. Click Next.

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Incoming server setting	gs
Username	
testo365@miami.edu	
Password	
Show password	
Client certificate	SELECT
None	
Mobile device id	
Conver	
outlook.office365.com	
Port	
443	
Security type	
SSL/TLS	•
<	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.



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.

	Acco	ounts			
	Recent	ly Added			
		Miami			
	3	Email Tasks			
		Lillall, Tasks			
		1	@_		
	<		Add Account	Set Defaults	



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

Cancel	Edit Ac	count	Save
		* Requ	uired Fields
Descripti	on		
Miami			
Email Ado	dress		
Update P	assword		
Enter Pa	ssword		۲
Sync Ema	ail		
	Edit Email Fol	der Settings	
Sync Con	tacts		0
	Edit Contact Fo	lder Settings	
	0 -	1	
	Advanced	Delete	



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.



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.

Add Account
Email, Calendar and Contacts
Facebook
Mitter
in LinkedIn
Evernote
31 Subscribed Calendar
Advanced



- 5. Type in your @miami.edu address in the Email Address field (e.g. <u>s.ibis@miami.edu)</u>.
- 6. Tap on **Advanced** on the bottom of the screen.





7. Select Microsoft Exchange ActiveSync.

Advanced Setup
Microsoft [®] Exchange ActiveSync
🦯 Gmail
Outlook.com
Yahoo!
РОР
IBM [®] Notes [®] Traveler
31 CalDAV
CardDav
< /



- 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.

Cancel Add Account	N	lext				
Microsoft [®] Exchange ActiveSync						
	* Required	Fields				
Description						
Domain						
Username *						
s.ibis@miami.edu						
Email Address *						
s.ibis@miami.edu		\otimes				
Password *						
•••••		۲				

Cancel	Add Account	Next		
s.ibis@miami.edu				
Password *				
•••••		۲		
			1	
Server Address	;*			
outlook.office	365.com	\otimes		
Port *				
443				
Use SSL				
Use VPN				
Push				
Sync Interval		15 Minutes 🗸		
Sync Timefra	me	30 Days 🗸		



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.

Device Password	_
Password Required	
Password	۲
Confirm password	۲
Password Rules	
Cancel	ОК
	count Set Defaults

