

INFORMATION MIAMI TECHNOLOGY

Office 365

Configuring Outlook Mobile App



Table of Contents

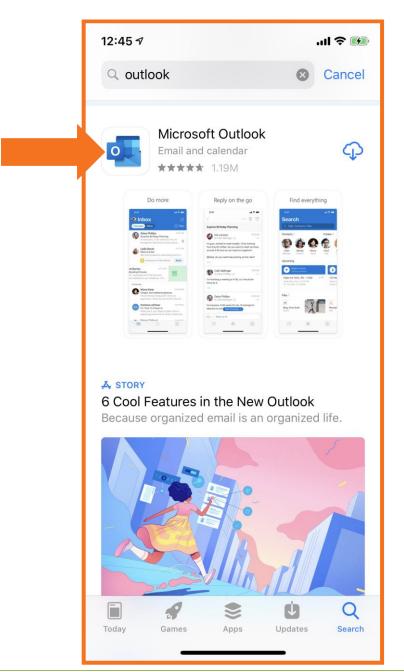
Configuring Outlook Mobile - iOS	
Configuring Outlook Mobile - iOS Add an Account	
Syncing Your Outlook Contacts to Your iOS Device	
Sync Your Contacts	9
Stop Syncing Your Contacts	
Delete an Account	
Shared Mailboxes	
Adding a Shared Mailbox	
Removing a Shared Mailbox	
Configuring Outlook Mobile - Android	
Add an Account	
Syncing Your Outlook Contacts to Your Android Device	
Sync Your Contacts	
Stop Syncing Your Contacts	
Delete an Account	
Shared Mailboxes	
Adding a Shared Mailbox	51
Removing a Shared Mailbox	



Configuring Outlook Mobile - iOS

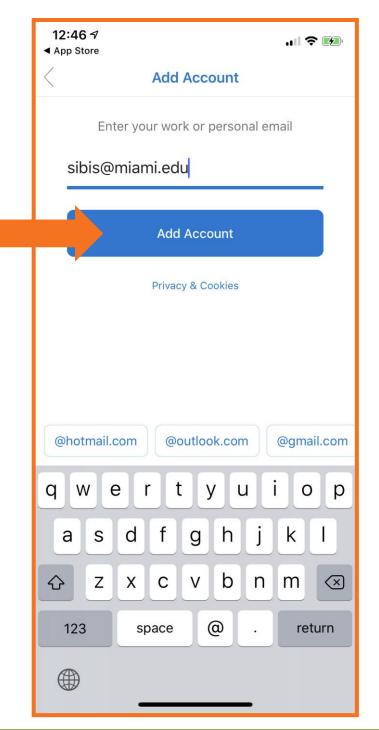
Add an Account

1. Download and install the **Microsoft Outlook** app for your iPhone or iPad from the App Store.



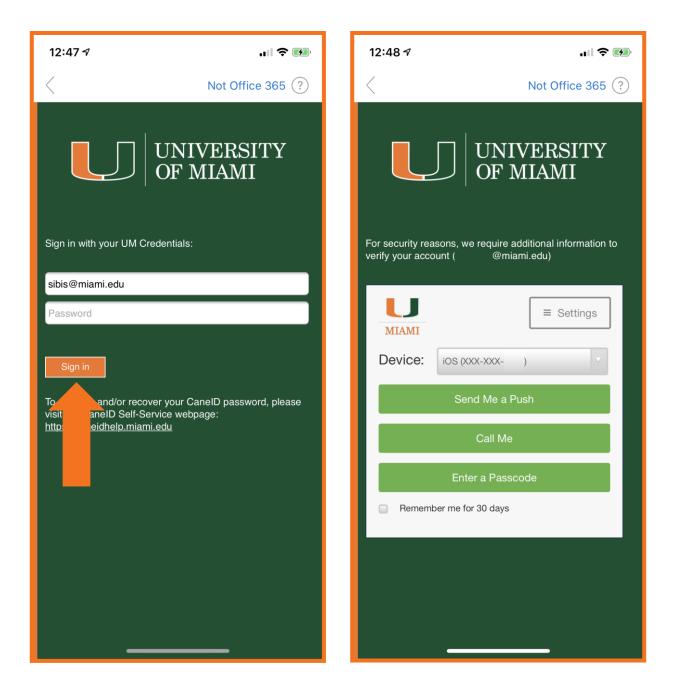


- 2. Open the app.
- 3. On the Add Email Account screen type in your email address.
- 4. Tap Add Account when done.



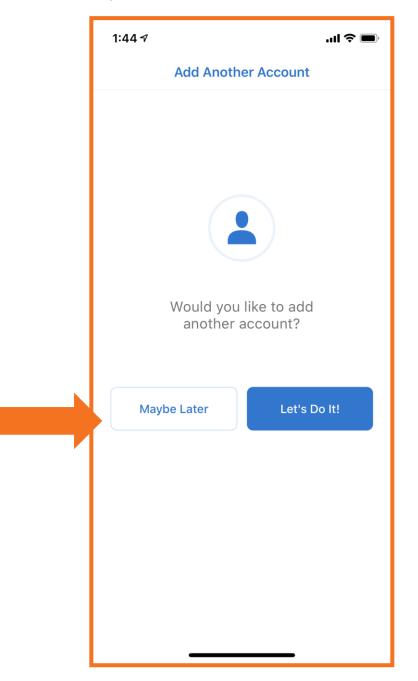


- 5. You will be redirected to the UM Single Sign-On page. Provide your password and then press **Sign In.**
- 6. Complete the Duo prompt.



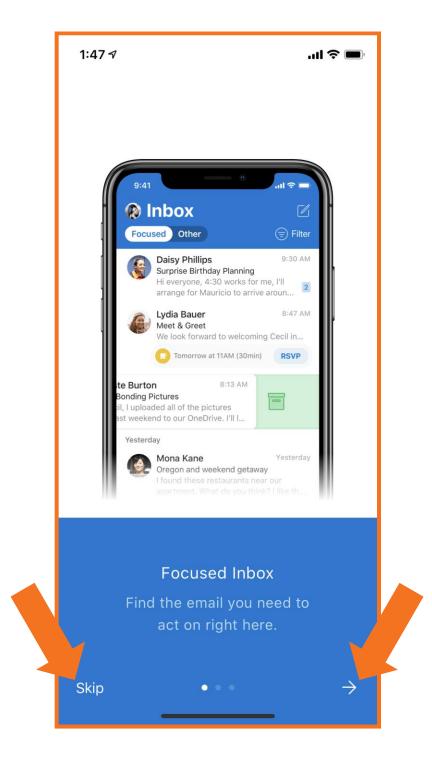


- 7. You may be prompted to add another account.
- 8. Select **Maybe Later** if you do not want to add another mailbox. Select **Let's Do It** if you'd like to add another mailbox.



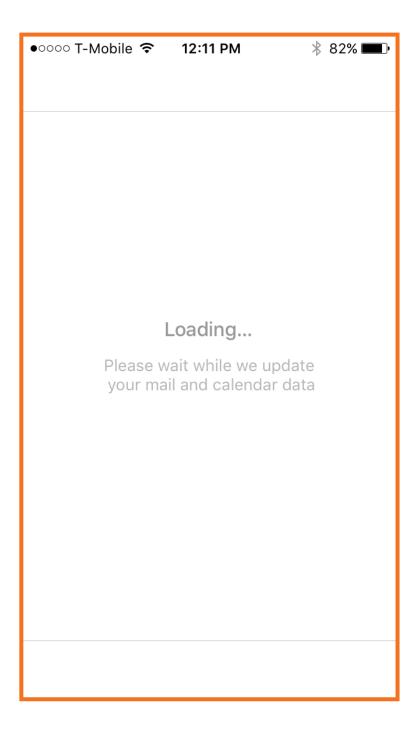


9. Tap the left arrow two times or tap Skip.





10. Your mailbox should configure and load. It may take a few seconds for the app to sync.

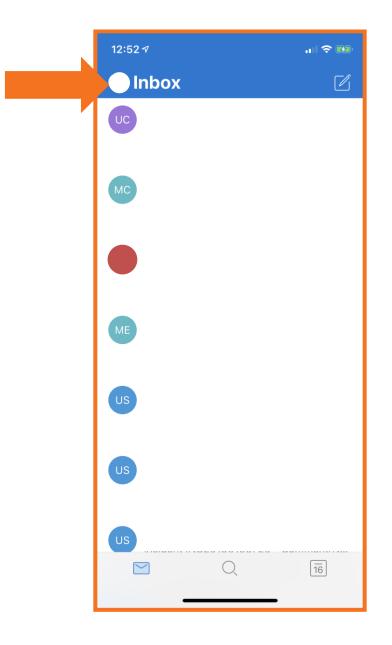


Syncing Your Outlook Contacts to Your iOS Device

Sync Your Contacts

By default, the contacts in your Office 365 account are only kept within the Outlook app. If you would like to sync your Outlook contacts to the Contacts folder on your iOS device so you can access them in other apps such as the Phone or Contacts app, please take the steps below.

- 1. Open the Outlook app.
- 2. Tap your picture or the circle in the upper left-hand corner.



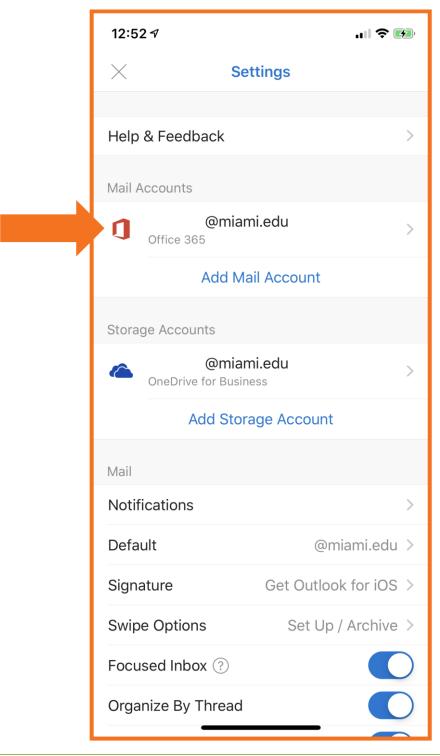


3. Tap the gear icon in the bottom left corner.

\bigcirc	Office 365	Ľ	
	Favorites	B PM sh post	
	Sent Items	2 t 4 PM	
		n :t	
	Trafts	10 3 PM	
	- Inbox	rt 2 pr	
		M9 6 qu	
		ı all y	
		∂ AM ′N ne	
		:e 3 AM	
		' N ne	
<u>(</u>) (:e 3 AM	
¢.	Archive	'N	
	Scheduled		



4. On the settings page that appears, select your account in the Mail Accounts section.



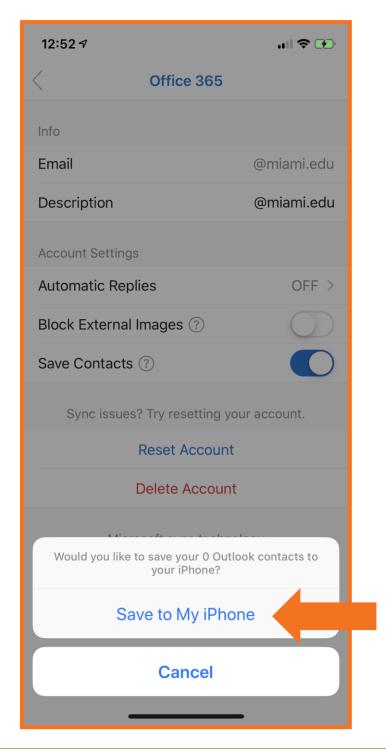


5. Scroll down and tap the switch to the right of **Save Contacts**.

1:24 🕫	"II 🕹 🔲	
< Office 3	65	
Info		
Email	@miami.edu	
Description	@miami.edu	
Account Settings		
Automatic Replies	OFF >	
Block External Images (?)	\bigcirc	
Save Contacts (?)	\bigcirc	
Sync issues? Try resett	ing your account.	
Reset Acc	ount	
Delete Acc	count	
Microsoft sync technology		

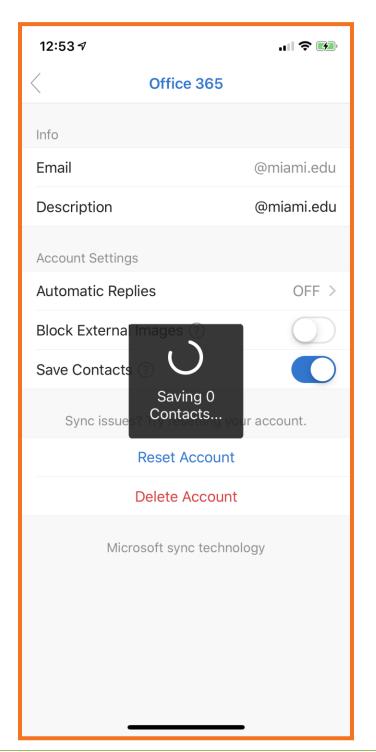


6. As message will appear asking if you would like to save your Outlook contacts to your iPhone. Tap **Save to my iPhone**.



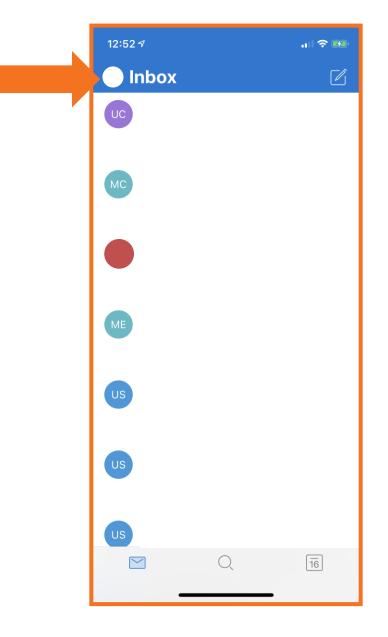


7. Your contacts will start syncing. The "Saving # contacts" message will go away when it's finished syncing.



Stop Syncing Your Contacts

- Open the Outlook app.
 Tap your picture or the circle in the upper left-hand corner.



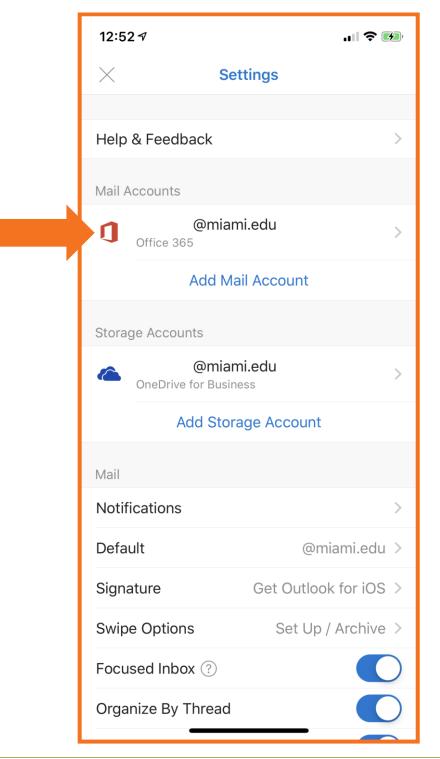


3. Tap the gear icon in the bottom left corner.

\bigcirc	Office 365	ľ
	Favorites	 3 PM sh oost t
	Sent Items	4 PM
		n t
	₩ Drafts	10 ³ PM
	C Inbox	2 pr 9 PM Jp
		r all y
		∋ AM ′N ne
		:e 3 AM 'N
?		ne :e
 (?) (2) (2)	Archive	3 AM 'N
	Scheduled	_

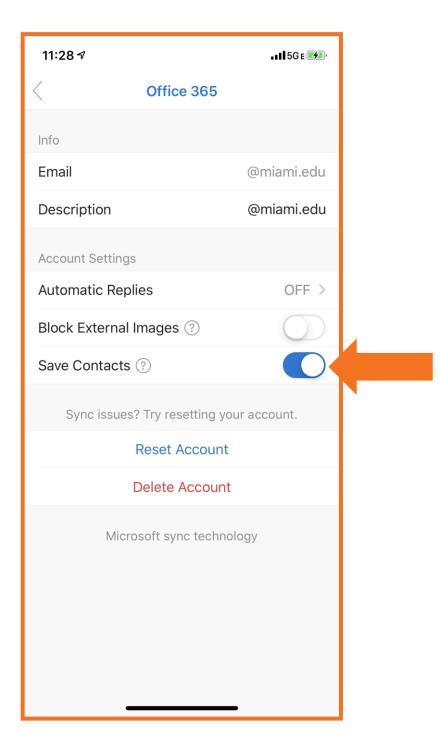


4. On the settings page that appears, select your account in the Mail Accounts section.





5. Tap the switch next to **Save Contact** to stop syncing the contacts from your Office 365 account to the Contacts folder on the phone.



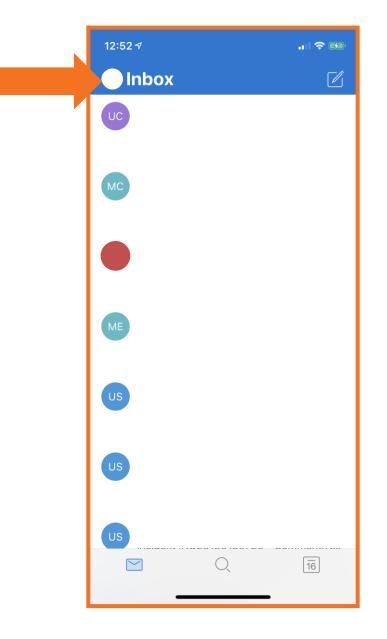


- 6. A message will appear informing you it will delete the contacts that were copied from your account to the Contacts app. Tap **Delete from My iPhone**.
- 7. When the busy screen has disappeared, your contacts have been removed.

11:29 🕫	. 11 5G € 🗲 '	11:29 🕫	. 11 5G e 🗾
C Office 365		< Office 365	
Info		Info	
Email	@miami.edu	Email	@miami.edu
Description	@miami.edu	Description	@miami.edu
Account Settings		Account Settings	
Automatic Replies	OFF >	Automatic Replies	OFF >
Block External Images (?)	\bigcirc	Block External Images (?)	\bigcirc
Save Contacts ⑦	\bigcirc	Save Contacts 👔	\bigcirc
Sync issues? Try resetting your account.		Sync issues? The resetting	your account.
Reset Account		Reset Account	
Deleter		Delete Account	
What would you like with the 0 Outlook contacts save your iPhone?		nology	
Delete from My iPh	none		
Cancel			_



- Open the Outlook app.
 Tap your picture or the circle in the upper left-hand corner.



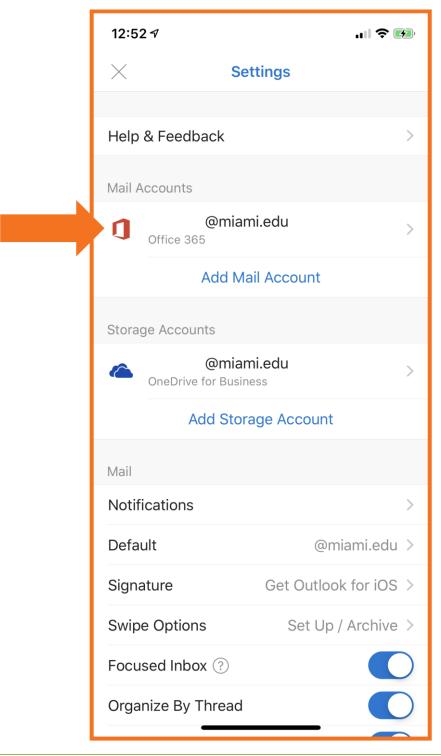


3. Tap the gear icon in the bottom left corner.

	Office 365	ľ
	Favorites	PM Sh post t
	Sent Items	2 t 4 PM
		n :t
	E Drafts	10 ³ PM
	lnbox	2 or 9 PM
		qu i all V
		Э АМ 'N
		ne :e
		3 AM 'N ne
<u>ې</u>		:e 3 AM
Ô	Archive	'N

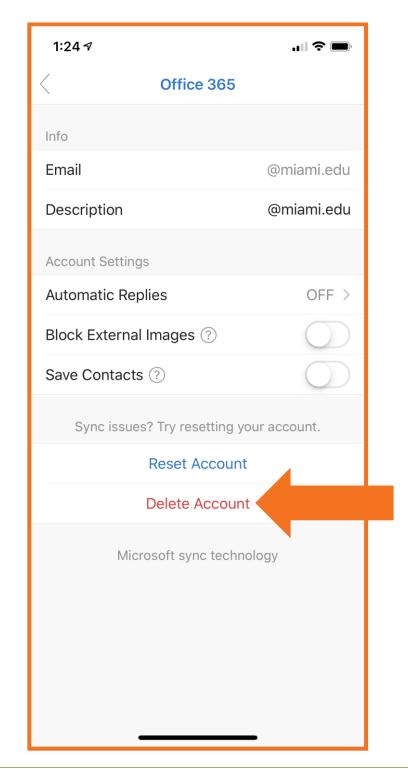


4. On the settings page that appears, select your account in the Mail Accounts section.



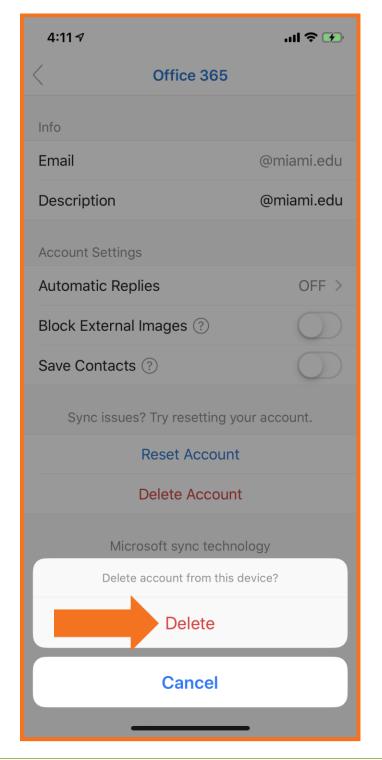


5. Scroll down and tap **Delete Account**.





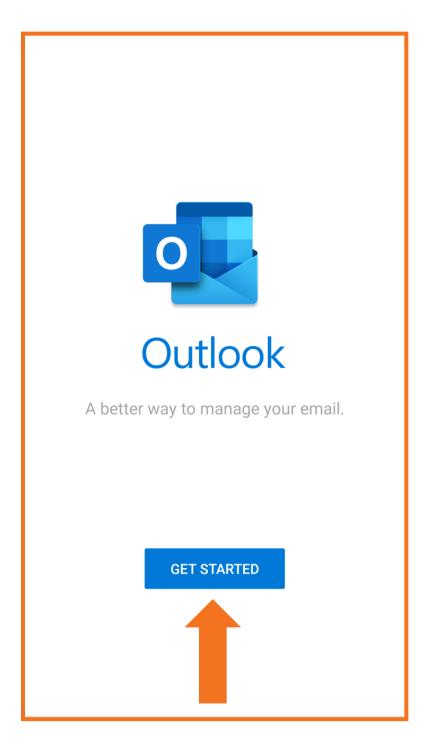
6. Select **Delete** from the message that appears.





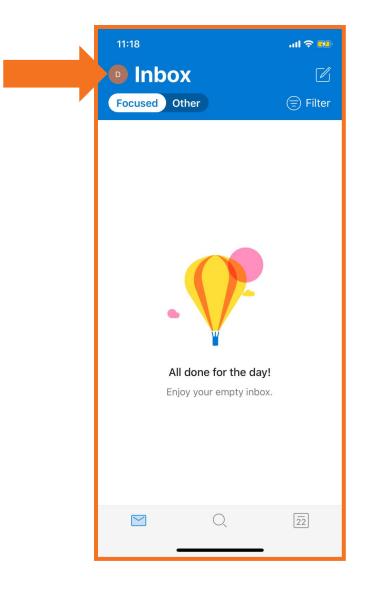
Adding a Shared Mailbox

- 1. Open the Microsoft Outlook app on your phone
- 2. If this is your first time using the app, tap **Get Started** and skip to step 8.





3. Tap the circle icon in the upper-left corner of the window next to Inbox.





4. Tap the envelope with a plus icon from the pane that appears.

1:03 7		- ≎ IL-
\bigcirc	Office 365 @miami.edu	Ľ
	Favorites	Øilter
	lnbox	3 ³ PM
	Sent Items	
	Service Tickets	5 PM 0
	Ē Drafts	5
	() Inbox) PM 3
	Coups)е)m
	Facebook	з РМ /N
	Group Messages	ne :e
	Hurricane Sports	4 AM ()
	МСТ	t
(?)	Me	з ам / N
۲ ۲	Archive	ne
	Scheduled	

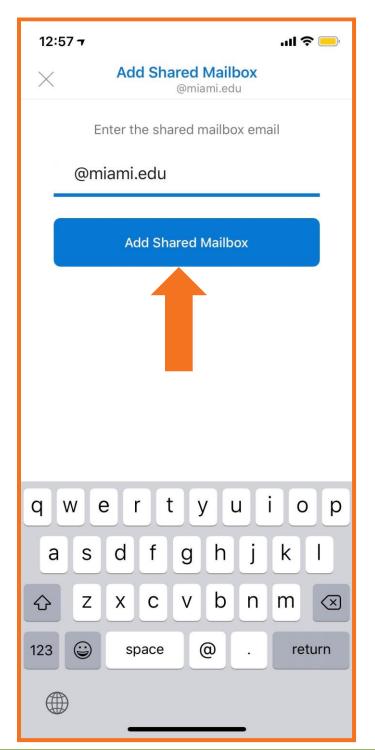


5. Tap Add a Shared Mailbox.

1:07 🗲		'III S		
\bigcirc	Office 365 @miami.edu		ľ	
	Favorites	0	ilter	
Ð	lnbox	3	3 PM 0	
	Sent Items			
	Service Tickets		3 PM	
	🗐 Drafts	5		
	() Inbox	3	5 PM 0	
	Coups			
	Facebook) PM	
	Group Messages		e m	
	📄 Hu ne Sports		3 PM /N	
	Add Emai Outlook, Gin Anange, iCloud			
R	Add Shared Mailbox Mailboxes shared by a group			
	Cancel			

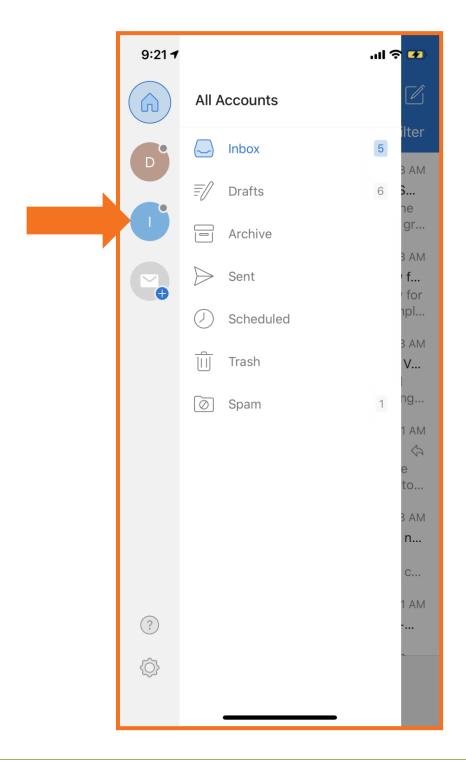


- 6. Enter the shared mailbox's email address in the window that appears
- 7. Tap Add Shared Mailbox.



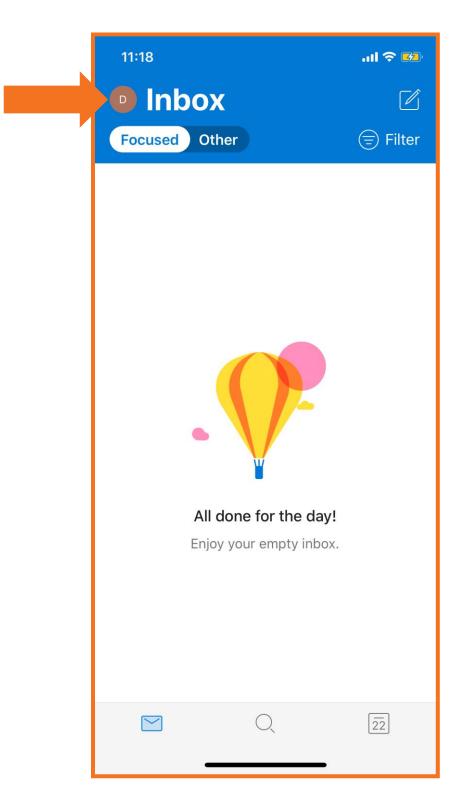


8. After the account setup process completes, the shared mailbox will display in your account list.



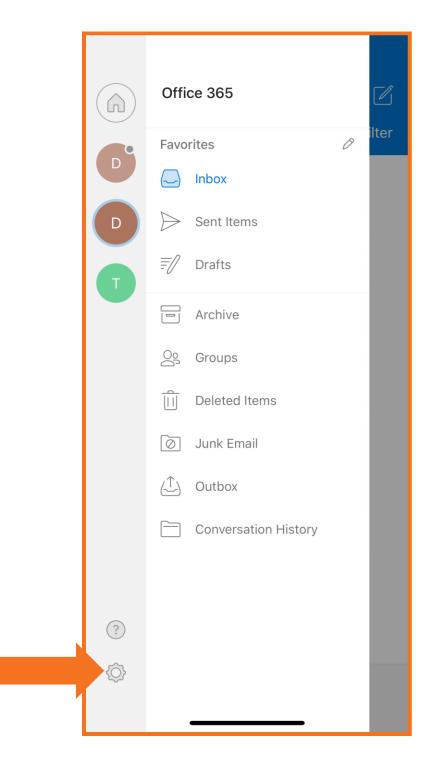
Removing a Shared Mailbox

1. Tap the **circle icon** in the upper-left corner of the window.



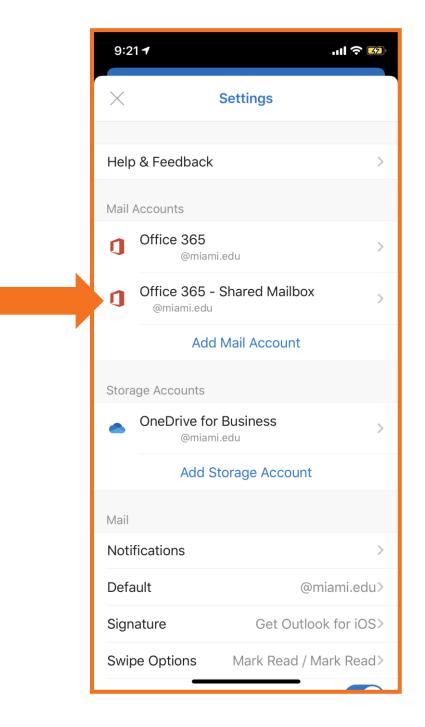


2. Tap the gear icon in the bottom left of the window.



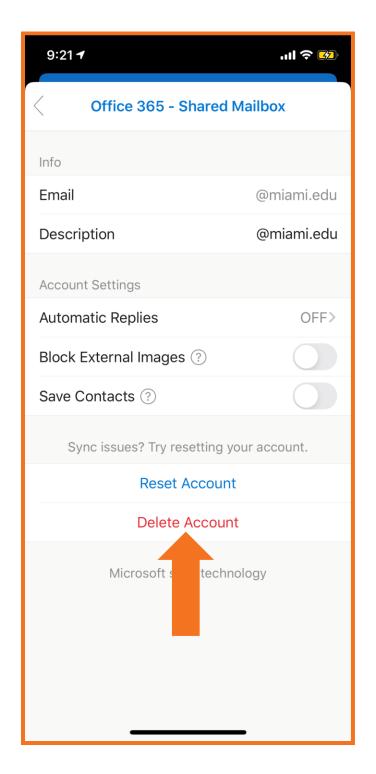


3. Tap the Shared Mailbox you would like to remove. Shared mailboxes will have the word "Shared Mailbox" to the right of the word Office 365 in the Mail Accounts list.





4. At the bottom of the screen, select **Delete Account**.





5. Tap Delete.

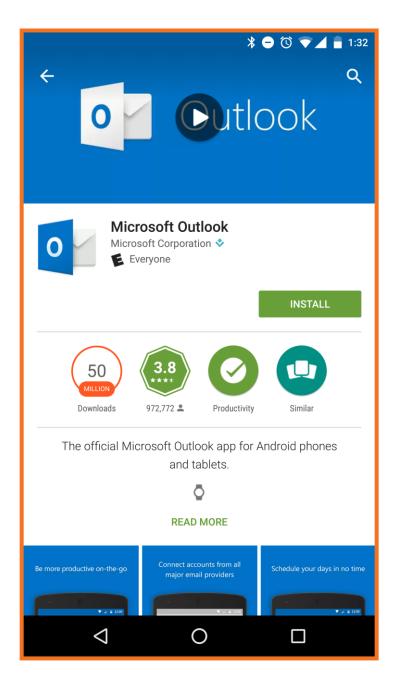
2:22 ৵		.ıll † 🍽		
C Office 36	Confrice 365 - Shared Mailbox			
Info				
Email	test-clinic@law.m	iami.edu		
Description	test-clinic@law.m	iami.edu		
Account Settings				
Automatic Replies	5	OFF>		
Block External Im	ages 🕐			
Save Contacts ?)			
Sync issues? T	ry resetting your acco	ount.		
Re	ese			
De	le count			
Delete act	niis device?			
Delete				
Cancel				

Configuring Outlook Mobile - Android

Add an Account

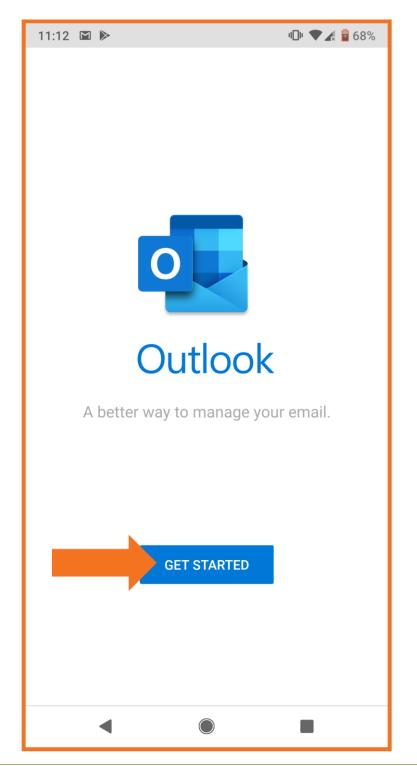
Note: You will be required to switch to a numeric PIN if you currently have a lock pattern or swipe combination set up on your Android device. Please review the <u>Mobile Device Security</u> <u>FAQs</u> and <u>Mobile Computing Device policy</u> for more information on mobile PINs and passcodes.

1. Download and install the Outlook for Android app from the Google Play Store.



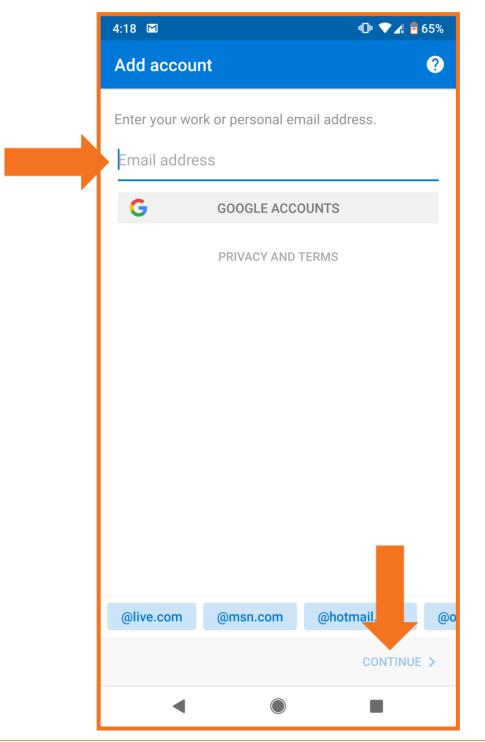


2. Open the app and press Get Started.



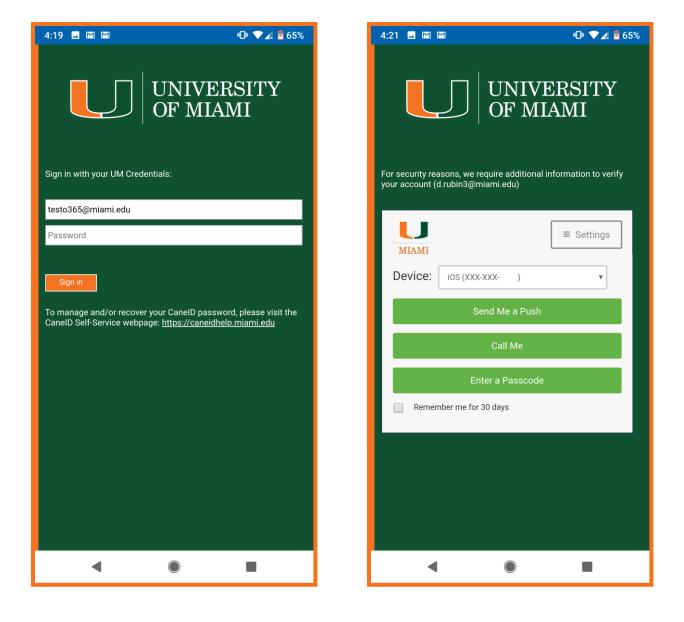


- 3. On the Add Email Account screen type in your email address.
- 4. Tap **Continue** when done.



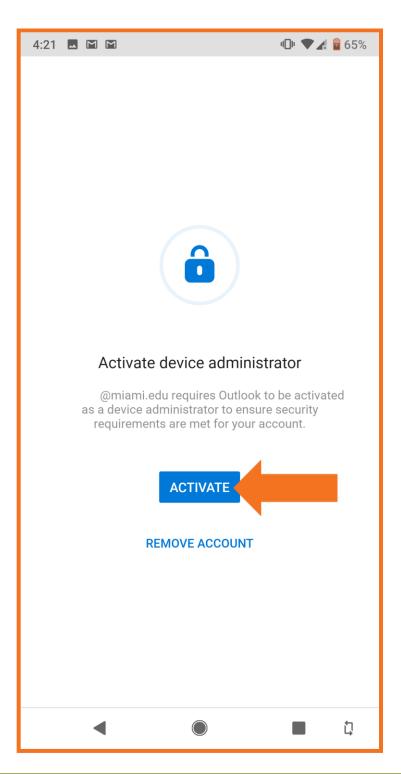


- 5. You will be redirected to the UM Single Sign-On page. Provide your password and then tap **Sign In.**
- 6. Complete the Duo prompt.





7. If the Activate device administor page appears, tap Activate.



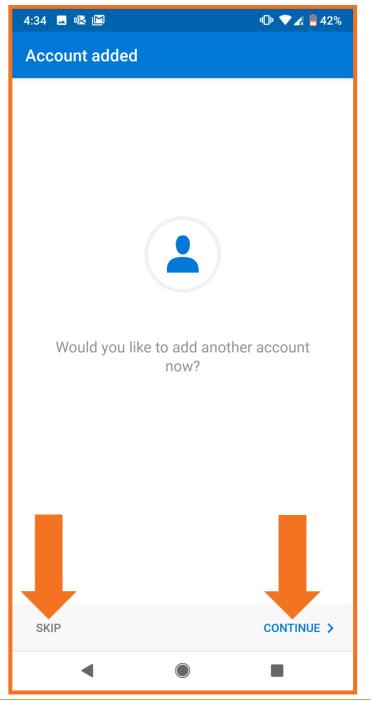


8. If the Activate device admin app screen appears, tap Activate this device admin app.

4:32 📓	"D" 🕈 🖍 🔋 4 2%	
Activate device admin app?		
Outlook Device Policy		
d.rubin3@miami.edu requires Outlook to a device administrator to ensure security are met for your account.		
Activating this admin app will al Outlook to perform the following		
Set password rules Control the length and the characte screen lock passwords and PINs.	ers allowed in	
Monitor screen unlock atte Monitor the number of incorrect pa when unlocking the screen, and loc erase all the phone's data if too ma passwords are typed.	sswords typed. k the phone or	
Lock the screen Control how and when the screen le	ocks.	
Set storage encryption Require that stored app data be end	crypted.	
Activate this device admin app		
Cancel		
Uninstall app		
◀ ●		

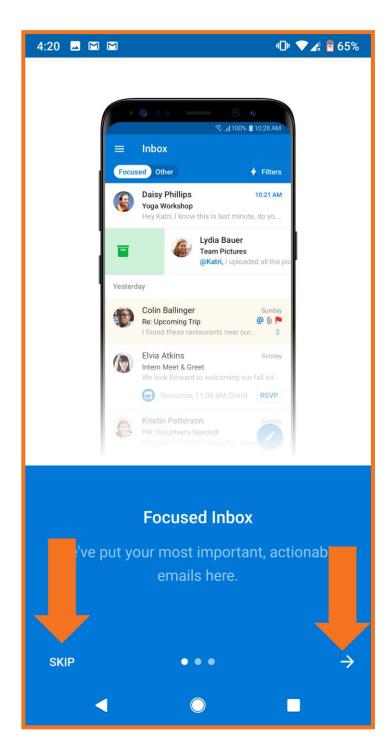


- 9. You may be prompted to add another account. Note: As of August 2019 you cannot add a departmental mailbox this way.
- 10. Select **Continue** if you'd like to add another mailbox.
- 11. Select **Skip** if you do not want to add another mailbox.





- 12. Tap **Skip** or tap the right arrow three times.
- 13. Your mailbox should configure and load. It may take a few seconds for the app to sync.

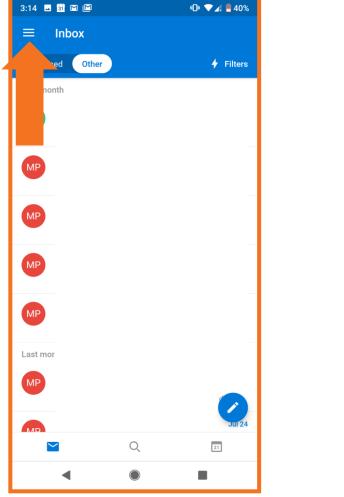


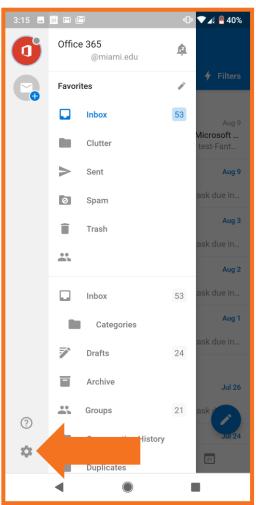
Syncing Your Outlook Contacts to Your Android Device

Sync Your Contacts

By default, the contacts in your Office 365 account are only kept within the Outlook app. If you would like to sync your Outlook contacts to the Contacts folder on your Android device so you can access them in other apps such as the Phone or Contacts app, please take the steps below.

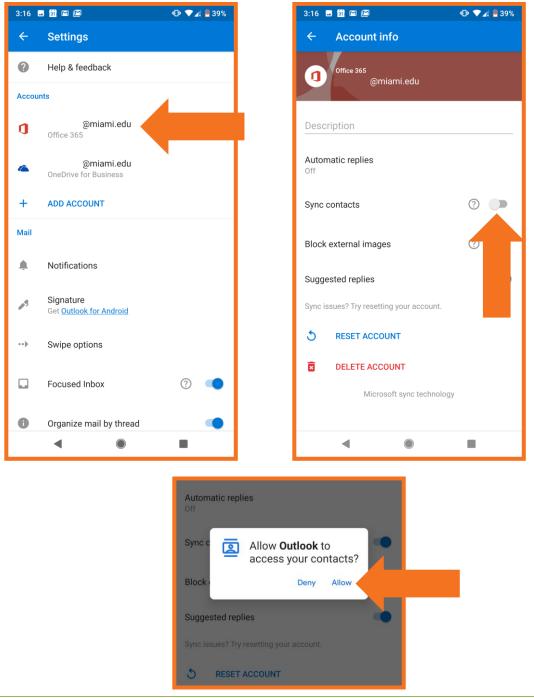
- 1. Open the Outlook app.
- 2. Tap three stacked lines and tap the gear icon in the bottom left corner.





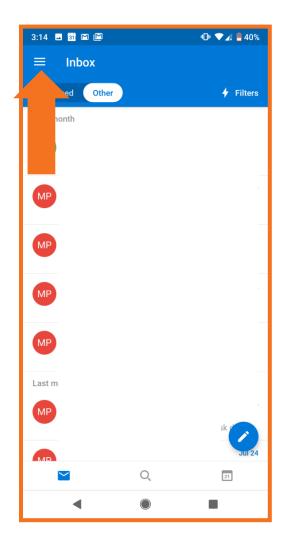


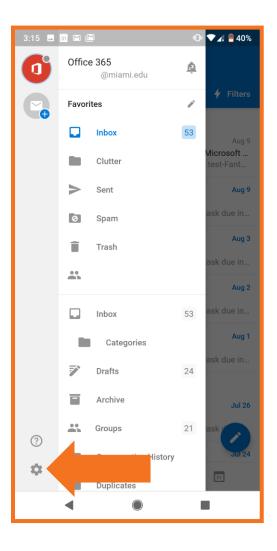
- 3. Tap your account from the Accounts list.
- 4. Tap the switch to the right of **Sync contacts**.
- 5. If a window appears asking to allow Outlook access to your contacts, tap Allow.
- 6. Your contacts will start syncing.



Stop Syncing Your Contacts

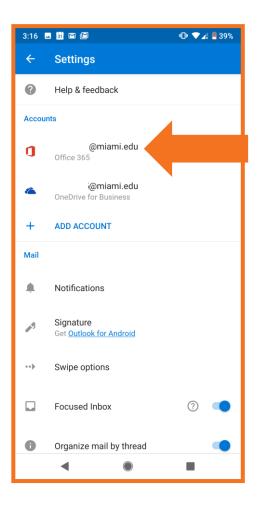
- 1. Open the Outlook app.
- 2. Tap three stacked lines and tap the gear icon in the bottom left corner.

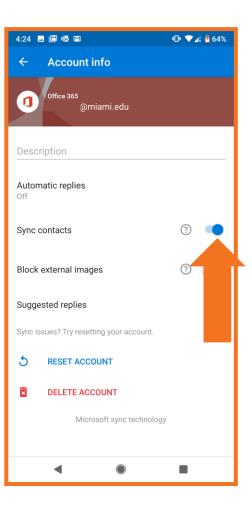






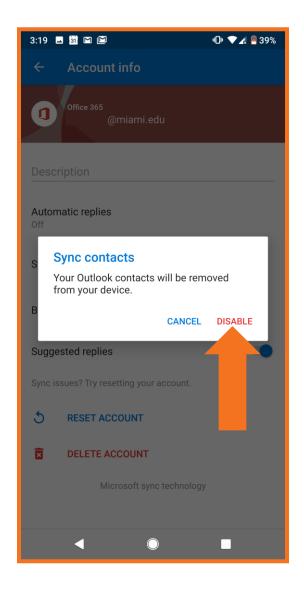
- 3. Tap your account from the list of Accounts.
- 4. Tap the switch to the right of **Sync contacts**.







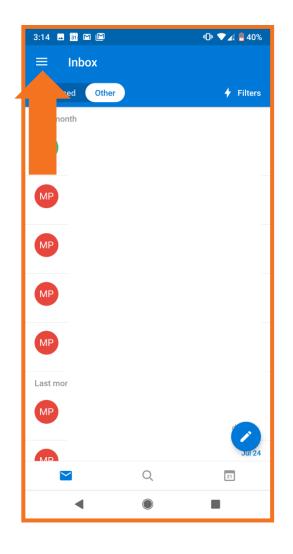
5. A Sync contacts message will appear. Tap **Disable**.

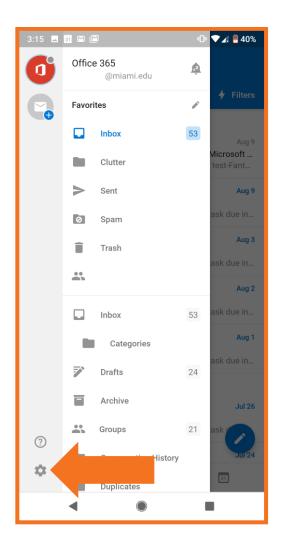




Delete an Account

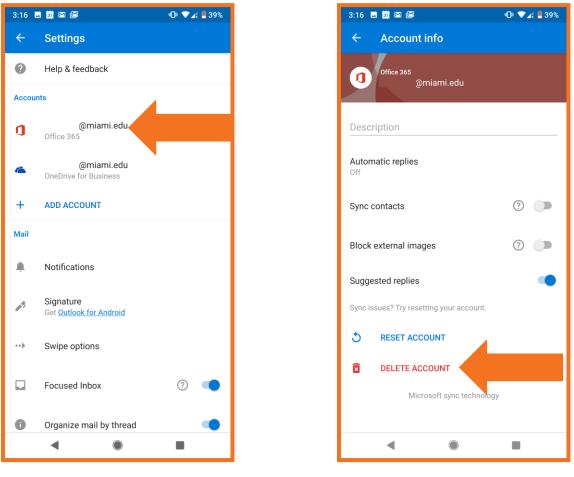
- 1. Open the Outlook app.
- 2. Tap three stacked lines and tap the gear icon in the bottom left corner.

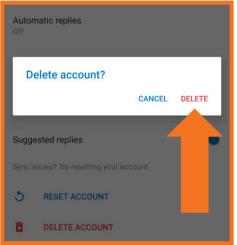






- 3. Click the account you'd like to remove.
- 4. Tap Delete Account.
- 5. Tap **Delete** in the window that appears.



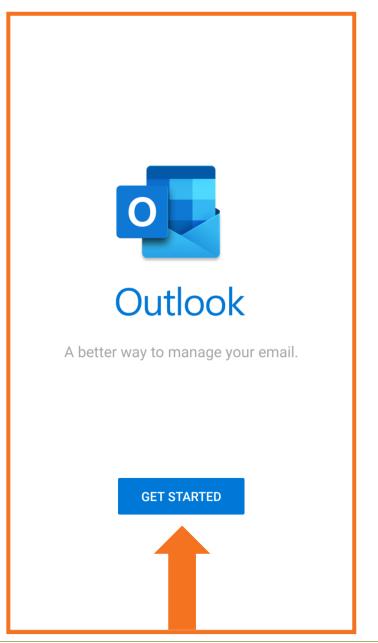




Shared Mailboxes

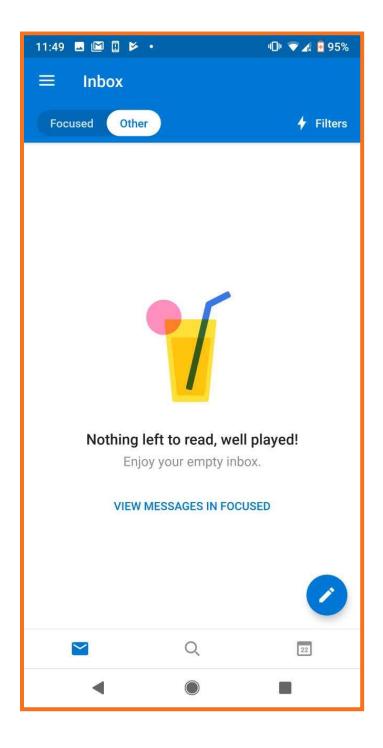
Adding a Shared Mailbox

- 1. Open the Microsoft Outlook app on your phone
- 2. If this is your first time using the app, tap **Get Started** and skip to step 8.

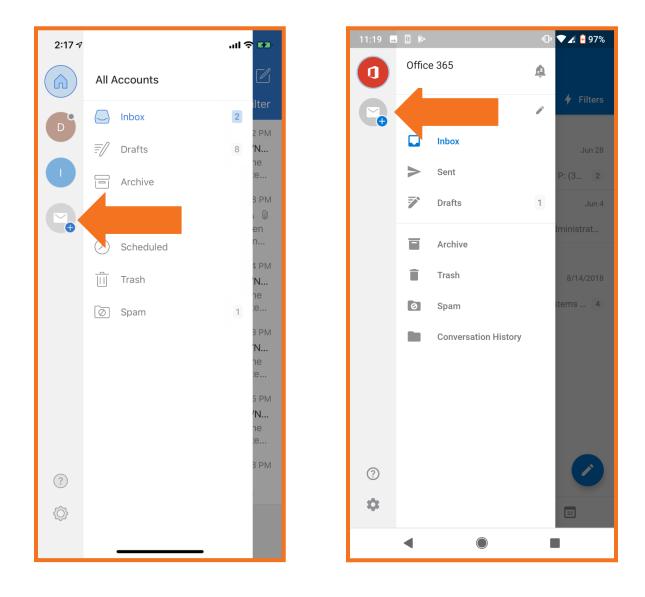




3. Tap **the hamburger symbol** \equiv in the upper-left corner of the window.



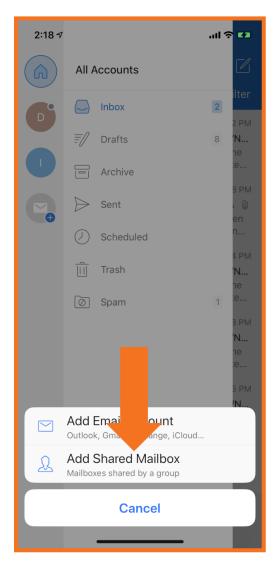


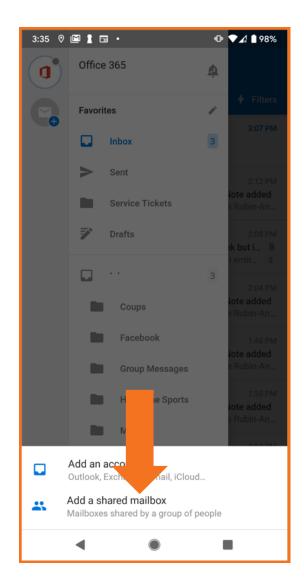


6. Tap the envelope with a plus icon from the pane that appears.



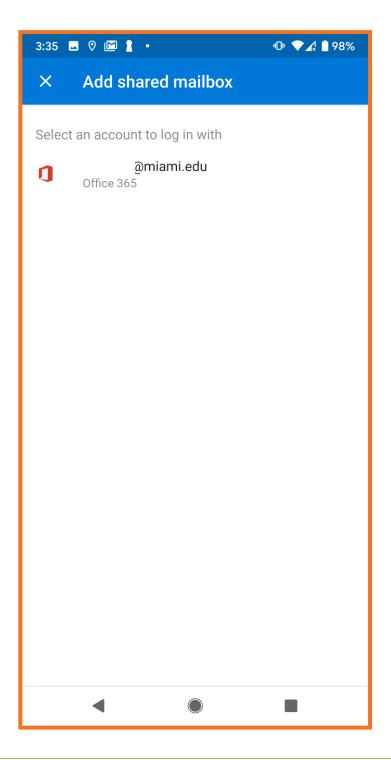
7. Tap Add a Shared Mailbox.





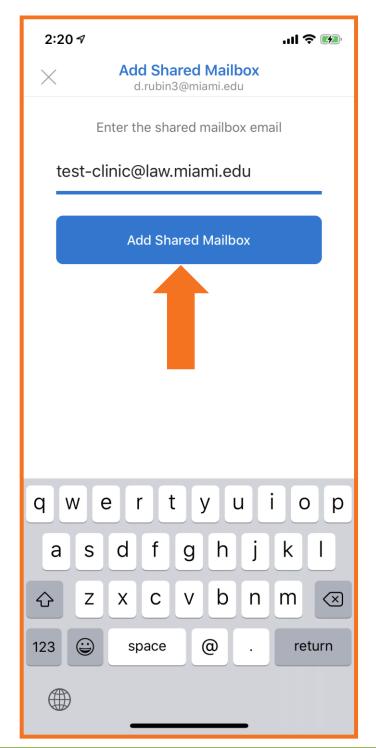


8. If you have multiple accounts in Outlook Mobile, select the account that has permissions to access the shared mailbox. If you do not see this screen, skip to step 8.



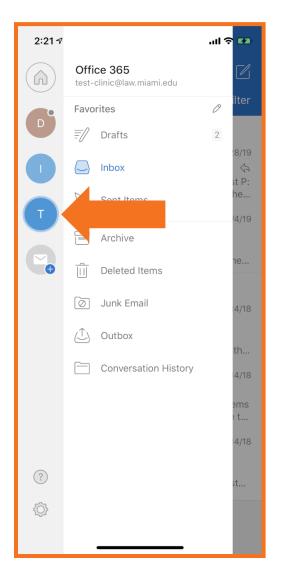


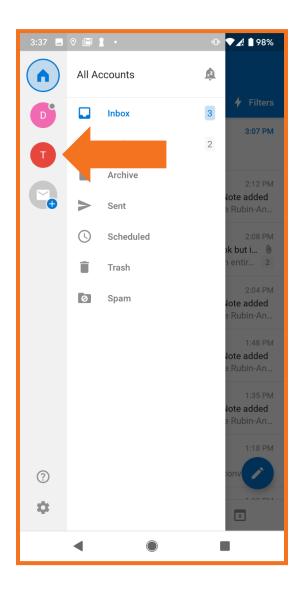
- 9. Enter the shared mailbox's email address in the window that appears.
- 10. Tap Add Shared Mailbox.





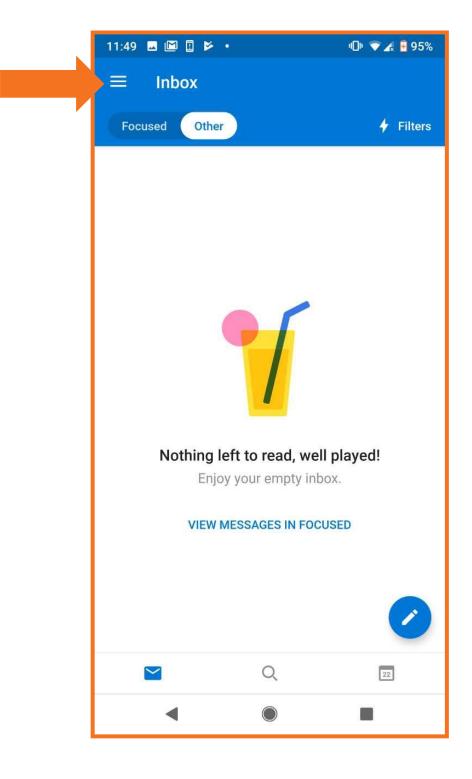
11. After the account setup process completes, the shared mailbox will display in your account list in Outlook for iOS or Outlook for Android.





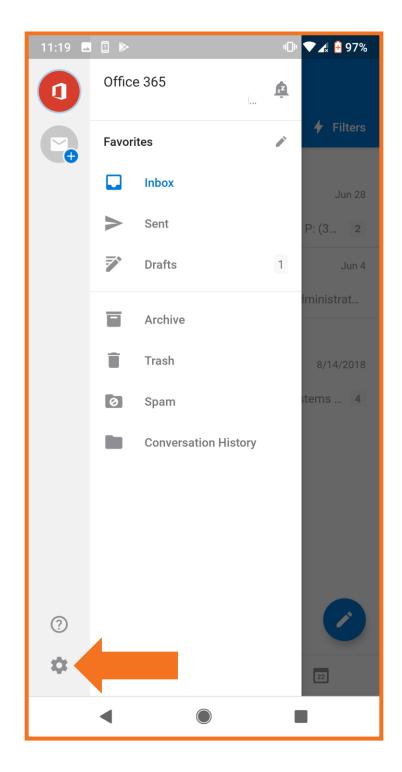
Removing a Shared Mailbox

1. Tap the **hamburger symbol** \equiv in the upper-left corner of the window.



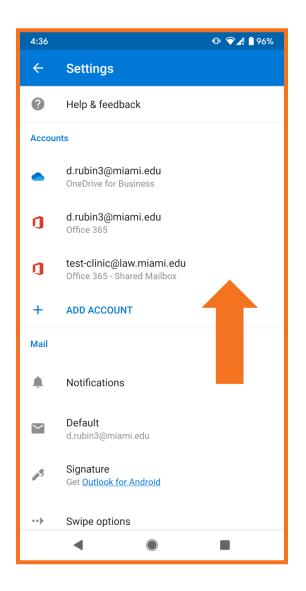


2. Tap the gear icon in the bottom left of the window.





3. Tap the account you'd like to remove.





4. At the bottom of the screen, select **Delete Account**.

2:22 ⋪		.ıll 🌣 🖽
Confrice 365 - Shared Mailbox		
Info		
Email	test-clinic@law	v.miami.edu
Description	test-clinic@law	v.miami.edu
Account Settings		
Automatic Replie	S	OFF>
Block External Images ?		
Save Contacts 🤅		
Sync issues? Try resetting your account.		
Reset Account		
Delete Account		
Microsoft		

4:36 🗖 🗟 🕅 🕨	@ ❤∡ 🛯 96%
← Account info	
Office 365 - Shared Mailbox test-clinic@law.miami.edu	
Description	
Automatic replies	
Sync contacts	0
Block external images	0
Suggested replies	•
Sync issues? Try resetting your account.	
5 RESET ACCOUNT	
DELETE ACCOUNT	
Microsoft sync technology	,
•	



5. Tap Delete.

2:22 🕫	.ul 🕈 🕅	
Office 365 - Shared Mailbox		
Info		
Email	test-clinic@law.miami.edu	
Description	test-clinic@law.miami.edu	
Account Settings		
Automatic Replies	OFF>	
Block External Ima	ages ③	
Save Contacts 🕐		
Sync issues? Try resetting your account.		
Re		
De	Account	
Delete	n this device?	
Delete		
Cancel		

