

## Setup for iPhone/iPad

### Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an iPhone or iPad. When you set up an Exchange account on your phone or tablet, you'll be able to access and synchronize your email, calendar, and contacts.

1. If this is the first email account on your iPhone, select **Mail**. Otherwise, select **Settings > Mail, Contacts, Calendars > Add Account**.

2. Select **Microsoft Exchange**.



Exchange	
Email	email@company.com
Password	Required
Description	My Exchange Account

3. Enter your full email address, for example tony@contoso.com, and your password. Then select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Skip to step 5 if your mail program finds your settings.

4. If your iPhone can't find your settings, you'll need to manually enter your server name. If you're connecting to your Office 365 email, in **Server**, enter **outlook.office365.com**.



Exchange Account	
Mail	<input checked="" type="checkbox"/> ON
Contacts	<input type="checkbox"/> OFF
Calendars	<input type="checkbox"/> OFF

5. Choose the type of information you want to synchronize between your account and your device, and then select **Save**. By default, Mail, Contacts, and Calendar information is synchronized.

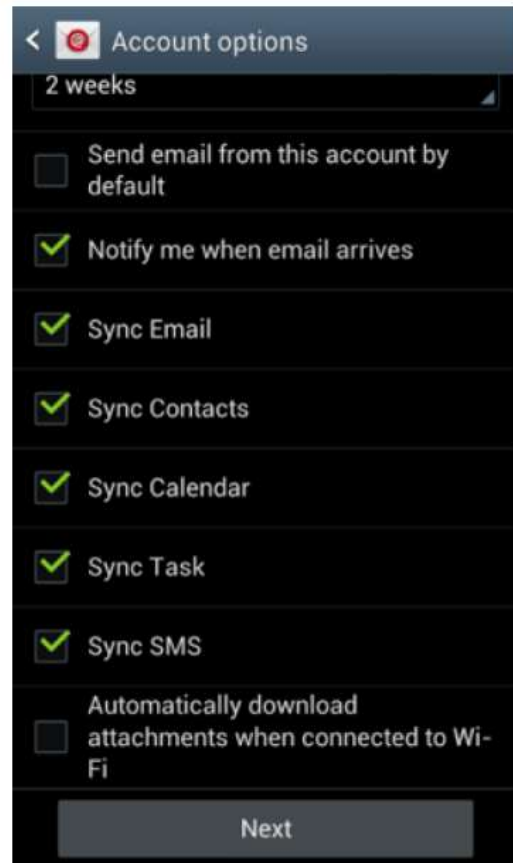
6. If you're prompted to create a passcode, select **Continue**, and enter a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone.

## Setup for Android

### Set up email, calendar, and contacts

You can connect to your Office 365 or other Exchange-based email on an Android phone. When you set up an Exchange account on your phone, you'll be able to access and synchronize your email, calendar, and contacts.

1. From your phone, select **Apps > Settings > Accounts and sync > Add account > Email**.
2. Type your Office 365 email, for example tony@contoso.com, and your password, and select **Next**.
3. Select **Microsoft Exchange ActiveSync**.
4. If you get a remote security administration warning, select **OK**.
5. On the next screen, in the **domain\username** field, type your domain and full email address. For example if your email address is tony@contoso.com, type contoso.com\tony@contoso.com. Your user name is your full email address.
6. As soon as your phone verifies the server settings, the **Account options** screen displays. Select from the available options, and then select **Next**. Sync email, calendar, and contacts are selected by default.
7. Type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.



## Setup for Windows Phones

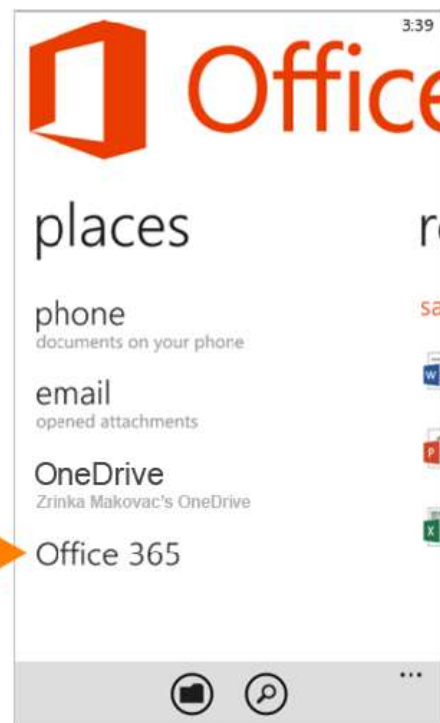
## Set up the Office Mobile app

Windows Phone is pre-installed with the Office Mobile app. Office Mobile is where you create new Office Word, Excel, and PowerPoint documents and where you can view and edit documents stored on OneDrive for Business or SharePoint sites.

How you choose to set up the Office Mobile app depends on whether you've already added your Office 365 email account to your phone. Follow the procedure that best matches what you need to do.

### I need to set up my Office 365 email account and the Office Mobile app for the first time

1. In the App list, tap **Office**.
2. On **Places**, tap **Office 365 > Set up**.
3. On **Add an Account**, tap **Outlook**. Type your full Office 365 email address, for example tony@contoso.com and tap **sign in**. Your account takes a few minutes to set up.
4. Your mail, calendar, contacts, and OneDrive for Business account are set up by default on your phone. Tap **done**.
5. On the Office 365 page, sign in with your Office 365 username and password. Check **Keep me signed** if you don't want to sign in each time you open an Office 365 document. Tap **Sign in**. Your OneDrive for Business and team site are now added to **Places**.



## Manage your email, calendar, and contacts

If you followed the procedures for setting up Office Mobile on the previous page, your Office 365 email, calendar, and contacts information are automatically synced. You can make changes to your Office 365 account from the **Settings** menu.

1. In the App list, tap **Settings > email+accounts**.
2. Tap your Office 365 account.
3. From the account's settings, you can:
  - Rename the account
  - Set when you want new content to download
  - Set how far back you want to download emails
  - Uncheck any items such as email, contacts, calendar, and tasks that you don't want to sync
4. When you're finished making your changes, tap **Done** 