Office 365 SmartPhone FAQ

New iPhone/iPad Configuration

To connect your iPad or iPhone to your Office365 email account, follow the instructions below. Please note that based on the version of your IOS device, you may need to delete any previous email configurations.

On an iPhone or iPad, go to Settings->Mail, Contacts, Calendars and Select Add Account.

- Click Exchange.

- Enter your email address, password and enter Becker for the description.
• Enter outlook.office365.com to the server area.
• Keep the domain blank.
• Enter your email address for the username and click Next.

- Email: patty.patria@becker.edu
- Server: outlook.office365.com
- Domain: Optional
- Username: patty.patria@becker.edu
- Password: ●●●●●●●●●●●

• Click Save on the final screen and your emails should be setup.
**Existing iPhone/iPad Configuration**

To connect your iPad or iPhone to your Office365 email account, follow the instructions below. Please note that based on the version of your IOS device, you may need to delete any previous email configurations.

On an iPhone or iPad, go to Settings->Mail, Contacts, Calendars and Select your Becker account.

- Make sure the server says outlook.office365.com
- Make sure your email is correct and your username is your email address.
- Leave the domain field blank.
- Make sure your password is correct and click Done.

![Account setup screenshot]

- **Email**: patty.patria@becker.edu
- **Server**: outlook.office365.com
- **Username**: patty.patria@becker.edu
- **Password**: ••••••••••
- **Description**: Becker
**Droid Configuration**

To connect Droid to your Office365 email account, follow the instructions below. Please note that if you had emailed configured on your phone prior to Office365, you should delete your Becker profile and use the instructions below to add a new profile. You may also need to temporarily get off the Becker wireless network to configure email.

*To delete a previous Becker email setup prior to Office 365:*

1. Click apps.
2. Navigate to your settings button.
3. Click the Accounts tab.
4. Select your current email to edit it.
5. Once you select your current account, click remove at the bottom right.
6. This will remove the account from your phone. Follow the steps below to re-add your account.
To setup a new Office 365 Account for Becker:

- Navigate back to the Accounts tab and Add an Account. Choose Email.

- Type your email address and network password. The format is first.last@becker.edu for your username. Click Next when done.
- Select Microsoft Exchange ActiveSync.

- You may get a security warning. Select continue.
- Select ‘Corporate’ if you are prompted to select the email type.
• In the email and domain fields, type your email address. Make sure it is first.last@becker.edu for BOTH. In the Exchange server field, enter outlook.office365.com.
• Make sure “Use secure connection” is checked and scroll down and click next.

• Click OK on the Activation window.
• Click OK on the Remote Security Administration window.

Remote security administration

Server outlook.office365.com must be able to remotely control some security features on your device. Continue?

[Image of a dialog box with options: Cancel and OK]

• Click Activate and then next on the following window.

[Image of a dialog box titled "Activate device administrator?" with options: Cancel and Activate]

• You’re done! Allow several minutes for your mail to sync.
If you have any problems with your phone, Outlook client or web based email, please contact the Help Desk at 508.373.1999 or helpdesk@becker.edu. Thank you.