



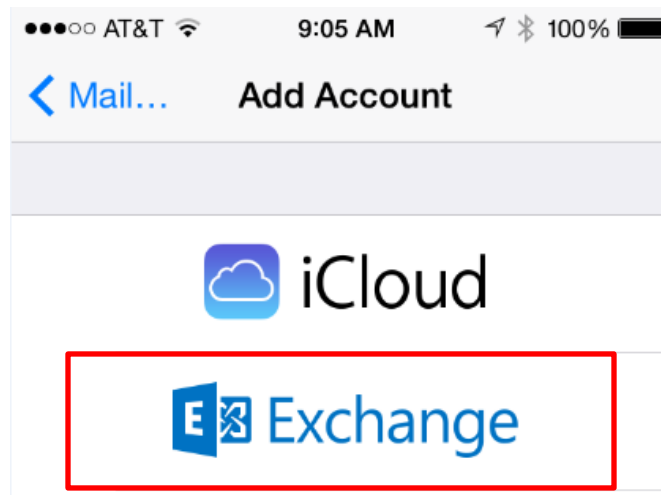
Office 365 SmartPhone FAQ

New iPhone/iPad Configuration

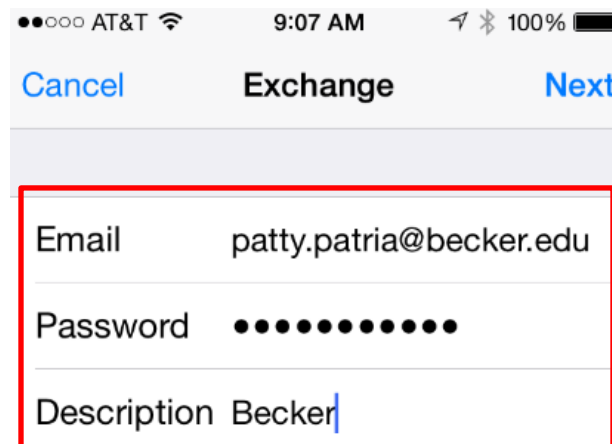
To connect your iPad or iPhone to your Office365 email account, follow the instructions below. Please note that based on the version of your IOS device, you may need to delete any previous email configurations.

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.

●●●● AT&T 9:08 AM 100%

Cancel **Next**

Email patty.patria@becker.edu

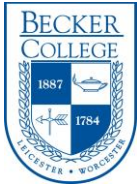
Server outlook.office365.com

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.

The screenshot shows the 'Account' configuration screen on an iPhone. The status bar at the top indicates 'AT&T M-Cell', signal strength, Wi-Fi, time '11:57 AM', and battery level '89%'. The screen has a 'Cancel' button on the left and a 'Done' button on the right. The configuration fields are as follows:

Email	patty.patria@becker.edu
Server	outlook.office365.com
Domain	Optional
Username	patty.patria@becker.edu
Password	●●●●●●●●
Description	Becker
Advanced Settings	>

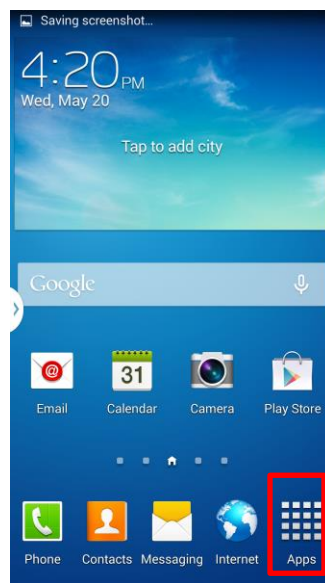


Droid Configuration

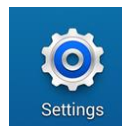
To connect Droid to your Office365 email account, follow the instructions below. Please note that if you had emailed configured on your phone prior to Office365, you should delete your Becker profile and use the instructions below to add a new profile. You may also need to temporarily get off the Becker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

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

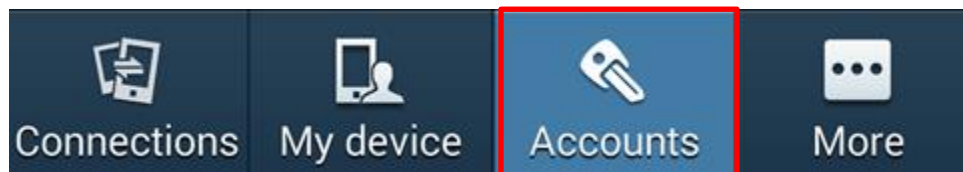
- Click apps.



- Navigate to your settings button.



- Click the Accounts tab.

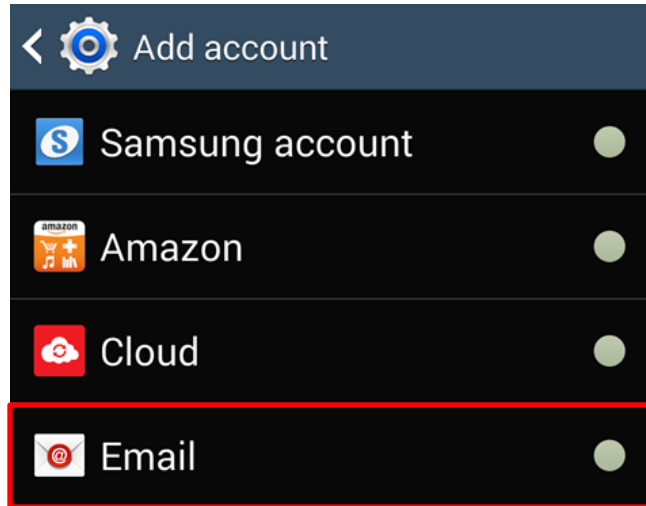


- Select your current email to edit it.
- Once you select your current account, click remove at the bottom right.
- This will remove the account from your phone. Follow the steps below to re-add your account.

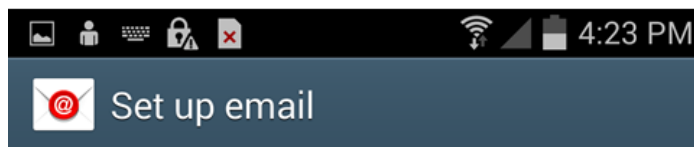


To setup a new Office 365 Account for Becker:

- 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.

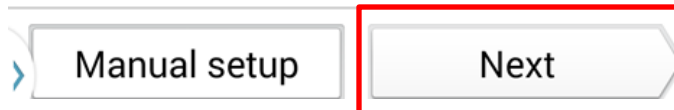


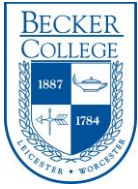
You can configure email for most accounts in a few steps.

first.last@becker.edu

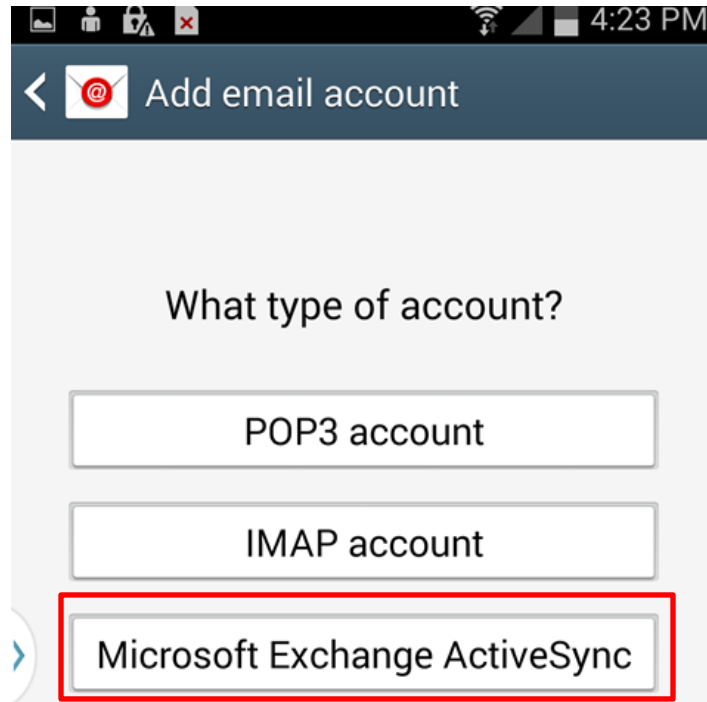
.....

Show password

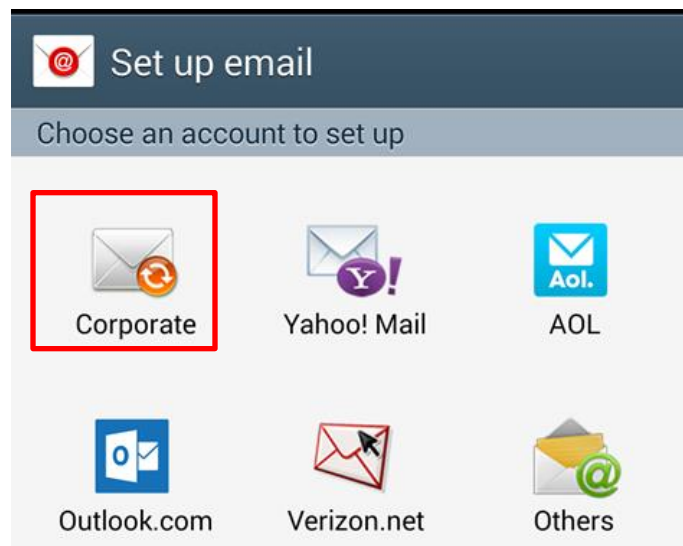




- Select Microsoft Exchange ActiveSync.



- 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.

Exchange server settings

Email address
ryan.bickford@becker.edu

Domain\username
ryan.bickford@becker.edu

Password
.....

Exchange server
outlook.office365.com

Use secure connection (SSL)

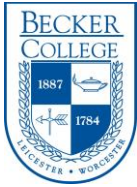
- Click OK on the Activation window.

Activation

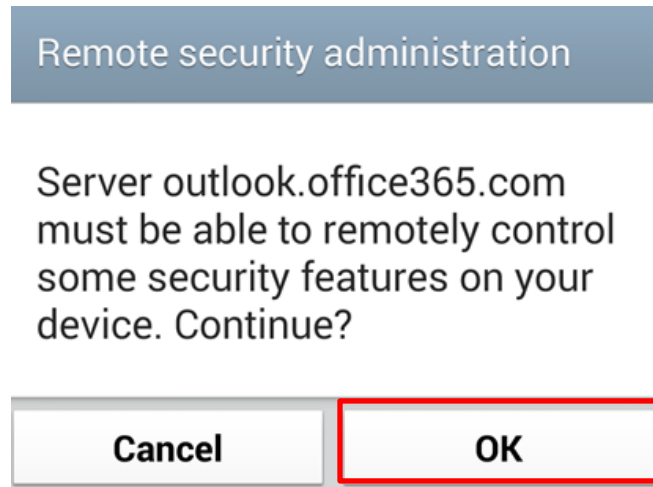
By activating this application, you accept that some of your device data (the unique device identifier and model name) will be stored, processed and used by Samsung to report the activation of this application to the licensors of the application software. Data held by Samsung will be dealt with strictly in accordance with Samsung's privacy policy which is available at www.samsung.com. Continue?

Always show

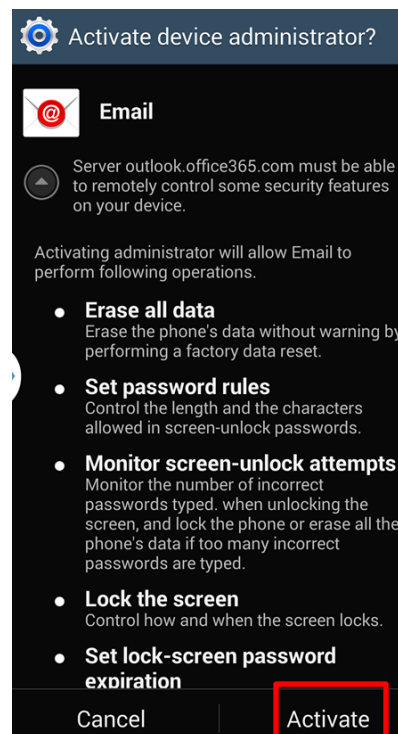
Cancel OK



- Click OK on the Remote Security Administration window.



- Click Activate and then next on the following window.



- 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.