How to Set Up Office 365 Email

Click to be taken to the section you need:

- Mail for iOS Devices (iPhones, iPads, iPods)
- Mail for Android Devices
- <u>Security Information</u>

Mail for iOS Devices

Before setting up email on your device, please make sure it is connected to Wi-Fi.

1. From the **Home** screen, select **Settings**



2. Select Mail, Contacts, Calendars



3. To add the account, select Add an account

••••• AT&T LTE 10:39 AM	92%
Settings Mail, Contacts	, Calendars
Add Account	>
Fetch New Data	Push >
MAIL	
Preview	2 Lines >
Show To/Cc Label	\bigcirc
Swipe Options	>
Flag Style	Color >
Ask Before Deleting	
Load Remote Images	
Organize By Thread	

4. Select Microsoft Exchange



Enter your following details:

- Email address: <u>username@berry.edu</u> Example: <u>ismith@berry.edu</u>
- Password: <your Berry network password>
- Description: "My Berry Email" this can be whatever you want

●●●○○ AT&T LTE	10:39 AM	٩	92% 🔳
Cancel	Exchange		Next
Email	email@company.com		
Password	Required		
Description	My Exchange A	Acco	unt

• Select Next

5. Enter the following details:

Server: outlook.office365.com

Domain: AD

Username: <u>username@berry.edu</u>

Password: your email password

●●●○○ AT&T LTE	10:39 AM	92%
Cancel		Next
Email USE	rname@berr	y.edu
Server	Optional	
Domain	Optional	
Username	Required	

Password Required

Description My Berry Email

Exchange Device ID AppIDNTKMAQ9FH19

6. Select Next

7. Select the options you would like to synchronize.

Select ini	to to synchronize u	ising F
Cancel	Exchange	e Done
Mail		ON
Contact	s	OFF
Calenda	rs	OFF

8. Select Done

Once you have added your email account, return to the **Home** screen and select **Mail** to synchronize and view your email account.

Configure Office 365 on Android

Before setting up email on your Android, please make sure it is connected to Wi-Fi.

Configuration

1. Go to Settings.



2. Select Accounts then Add Account



3. The Add Account screen will appear. Click on Microsoft Exchange Activesync



4. The Email setup screen will appear. Enter your **Berry email** and **Berry password** then click **Manual setup**.



 Make sure the domain is in the format username@berry.edu where your username is your Berry username e.g. jdoe
 Change the Exchange server to outlook.office365.com
 Click Next

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< 🞯 Exchange server settings		
Email address		
username@berry.edu		
Domain\user name		
username@berry.edu		
Password		
Exchange server		
outlook.office365.com		
Use secure connection (SSL)		
Use client certificate		
Client certificate		
Mobile Device ID		
Next		

6. The following screen will appear. Click OK



7. On the next screen click **OK**



8. Select Activate.

 ▲ ■ ⊗ N № 7 ⊿ 12:43 ✓ ◎ Account options 			
Period to sync Email			
Automatic			
Sync schedule	Sync schedule		
Push			
Peak schedule	Peak schedule		
Push			
Emails retrieval size	Emails retrieval size		
50 KB	50 KB		
Period to sync Calenda	Period to sync Calendar		
2 weeks			
Votify me when email arrives			
Sync Email			
Cancel	Activate		

9. Select Activate.



10. Setup will be complete. Click **Done.** Your Berry email will be added to your inbox.



Security Information

By connecting to the Exchange server, you give Berry College OIT access to control certain features of your phone. This includes being able to remotely wipe the device, forcing the use of a passcode, and monitor failed password attempts to unlock the phone.

Please note that this is a standard feature of the Exchange service, has always been in place, and is true for every mobile phone. Although Android phones warn users of this security setting, other mobile devices don't.

You should be aware that Berry OIT has no desire or interest in accessing any of these features, and will not do so without the express request of the user (e.g. if your mobile phone is lost or stolen, we can wipe the phone's contents for you).

We cannot remove this functionality from the Exchange service (Microsoft would have to do that); it is a standard feature.

If you have concerns about the security risks implied by these features, please email <u>computing@berry.edu.</u>