



Set up Office 365 on your Phone or Tablet

iPhone/iPad

1. Open Settings > Mail, Contacts, Calendars > Add Account > Exchange
2. Enter your full Lees-McRae email as well as your password. You'll see "Description." Enter any name you want it to become and then click "Next."
3. Your "Username" is your full email address.
4. Server should be "Outlook.office365.com"
5. Domain is Empty, and username and password needs to be filled out again.

Android Phone/Android Tablet

1. On your phone or tablet, select Apps > Settings > Accounts and sync > Add account > Email.
2. Type your Office 365 email (for example: smiths@lmc.edu) and your password, and select Next.
3. Select "Microsoft Exchange ActiveSync" and if not listed select "Other."
4. Add your full email address as well as password, but click "Manual Setup" and select "Exchange."
5. On the next screen, in the "Domain\Username field", type your full email address.
For example, if your email address is Smith@lmc.edu, type "\Smith@lmc.edu" (Always leave domain blank).
Your user name is your full email address. Then add your password underneath.
6. Now the server should be "Outlook.office365.com." If not, replace it.
7. 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.
8. Type a name for this account and the name you want displayed when you send email to others. Select "Done" to complete the email setup and start using your account.