

# **How to configure your mobile devices post migrating to Microsoft Office 365**

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## Purpose

This document is designed to assist with configuring your mobile device email clients, following your migration to the Microsoft Office 365 (Office 365).

## Document support boundaries

This Document is written to support the following mobile devices using the specified Software versions listed below:

- Apple—iOS 4.x and 5.x
- Apple—iOS 6.x
- Android version 4.0.3
- Android version 4.1.1
- Windows 8 for Windows Phone

### **NOTE**

For any other devices or versions of Operating Systems, please consult your manual, built in help system, place of purchase or use online searches for configuration instructions.

## Examples used in this document

We have used examples throughout this document for usernames and email addresses

- Where email address is asked for, please enter your ANU email address
- Where username is asked for please enter it in the format listed below

Uni-id@uds.anu.edu.au (for example u1234567@uds.anu.edu.au).

## iPad and iPhone (iOS 4.x and 5.x)

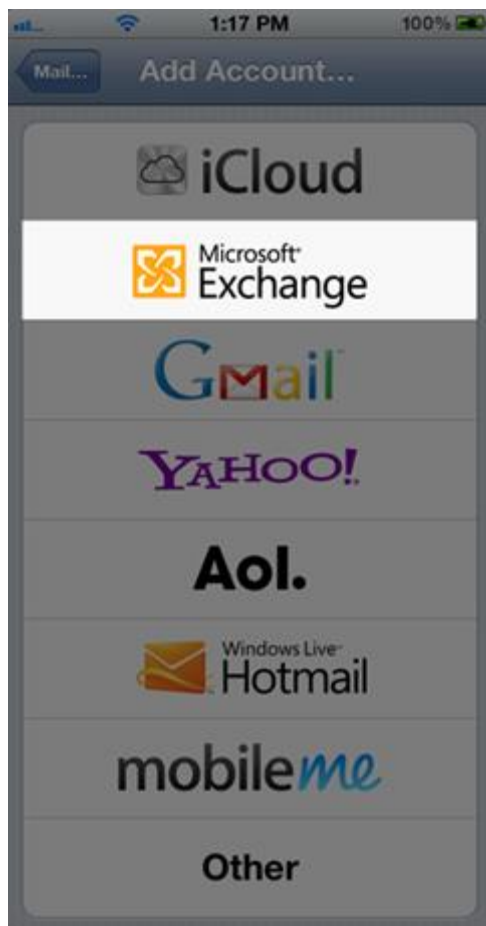
1. Select the **Settings** app.
2. Select **Mail, Contacts, Calendars**.



3. Select **Add Account**.



4. Select **Microsoft Exchange**.



5. Enter the following details:

- Email: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Domain: Leave this blank
- Username: eg u1234567@uds.anu.edu.au
- Password: your ANU password
- Description: ANU Email (or your own description)



6. Select **Next**.

7. The iOS device will locate your server settings. Select **Next** when it's done.

8. Enter **server** name: **m.outlook.com**



Cancel Exchange Next

**Email** john.smith@anu.edu.au

**Server** m.outlook.com

**Domain** Leave this field empty

**Username** u1234567@uds.anu.edu.au

**Password** your ANU password

**Description** ANU email

9. Select which services you want to setup: (your choice)

Mail **On**

Contacts

Calendars

Reminders (iOS 5+)



10. Select **Save**.

11. Exit **Settings**.

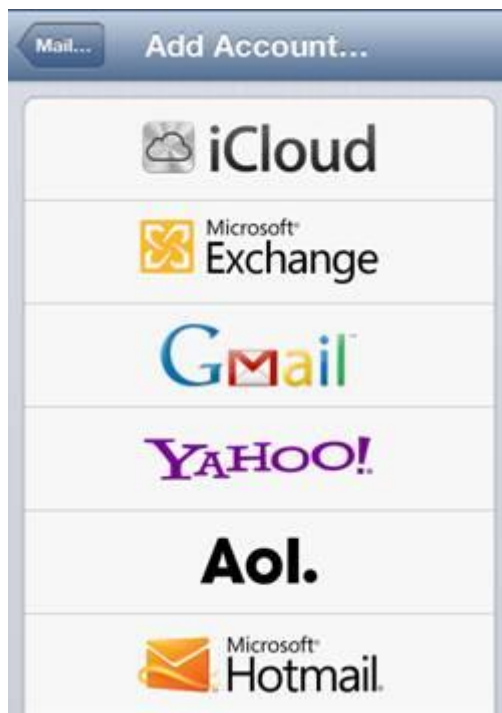


## iPad and iPhone (iOS 6.x)

1. From the iPhone home screen, select **Settings**.
2. From the **Settings** screen select **Mail, Contacts and Calendar**.



3. Select **Add Account**.
4. Select **Microsoft Exchange**.



5. Enter the following details:

- Email: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Password: your ANU password
- Description: ANU Email (or your own description)



The screenshot shows an iPhone screen with the status bar at the top displaying 'Telstra', signal strength, Wi-Fi, time '11:21 AM', and battery '73%'. The app title is 'Exchange'. There are 'Cancel' and 'Next' buttons. The 'Email' field is filled with 'john.smith@anu.edu.au'. The 'Password' field is masked with 10 dots. The 'Description' field is filled with 'Exchange'. A standard QWERTY keyboard is visible at the bottom.

6. Select **Next**.

7. Enter the appropriate information into the following fields: **Domain/Username, Password and Server.**

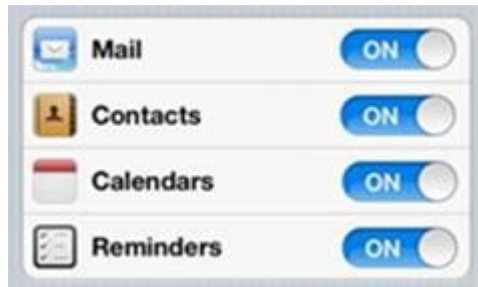
- Server: m.outlook.com
- Domain: Leave this blank



8. Select **Next**.

9. Now choose which content you would like to synchronise: **Mail**, **Contacts**, and **Calendars**.

10. Select **Save** when finished.



11. Exit Settings.

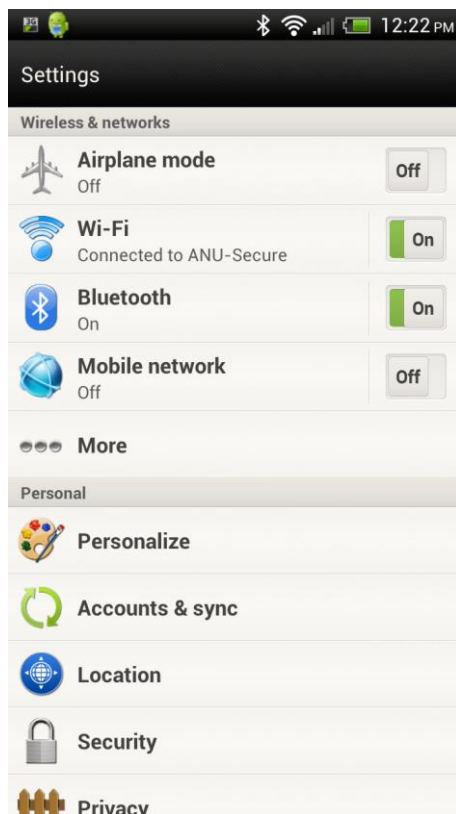
## Android Version 4.0.3

(screenshots taken from a HTC device)

### Note for Android 4.0.3 users and earlier versions:

If you have previously setup your ANU email prior to the Office 365 migration, you will need to **remove** the Email exchange account and add a new email account by following the steps above for the email to work with the new settings.

1. Go to **Settings**.
2. Select **Accounts & sync**.



3. Select **+Add**.
4. Select **Exchange ActiveSync**.
5. Select **Manual setup**.

6. Configure Exchange ActiveSync as shown below using your ANU ID and HORUS password.

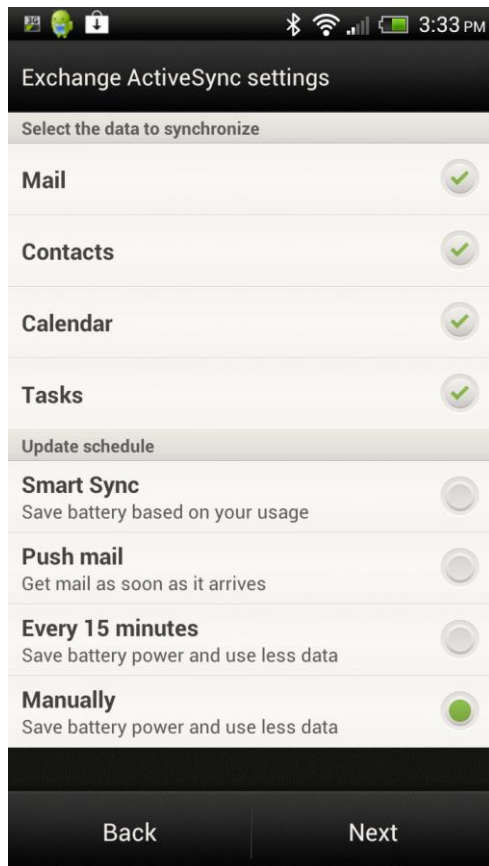
- Email: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Server Address: m.outlook.com
- Domain: Leave this field blank
- Username: eg u1234567@uds.anu.edu.au
- Password: your ANU password

Select **This server requires an encrypted SSL connection.**



7. Select **Next**.

8. Select which accounts you wish to synchronise and update schedule.

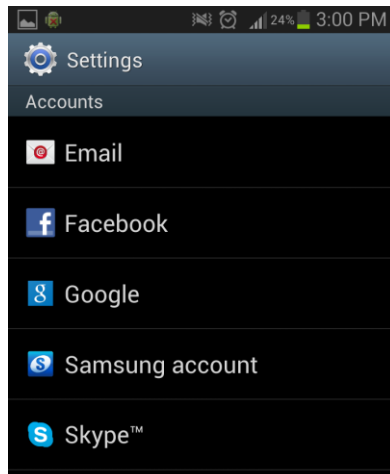


9. Select **Next**.
10. Enter a description name for your new account: ANU Email (or your own description).
11. Select **Finish setup**.

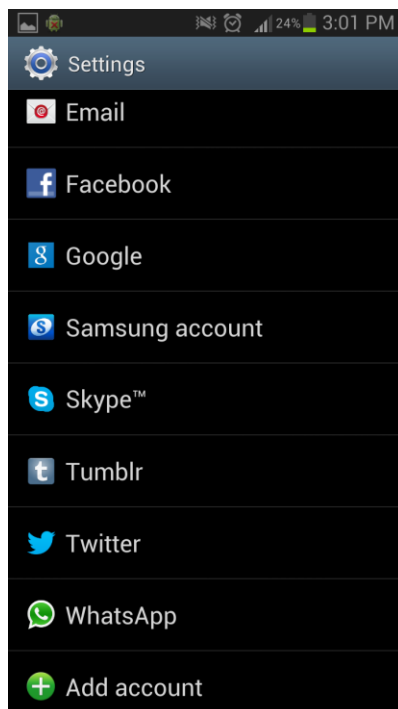
## Android Version 4.1.1

(screenshots taken from a Samsung S3 device)

1. Go to **Settings**.
2. Scroll down to **Accounts**.

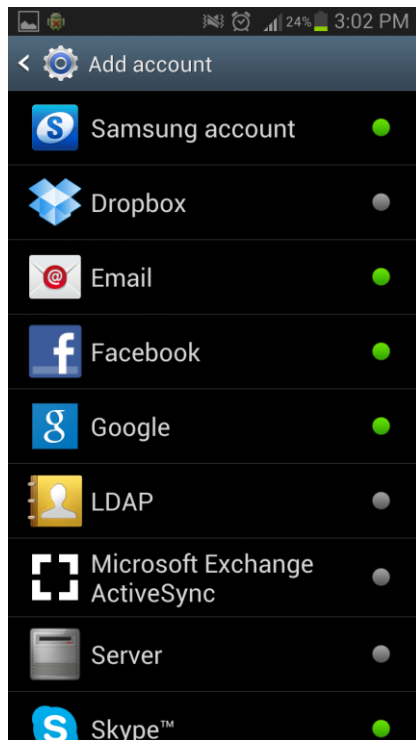


3. Select **Add Account**.





4. Select **Microsoft Exchange ActiveSync**.

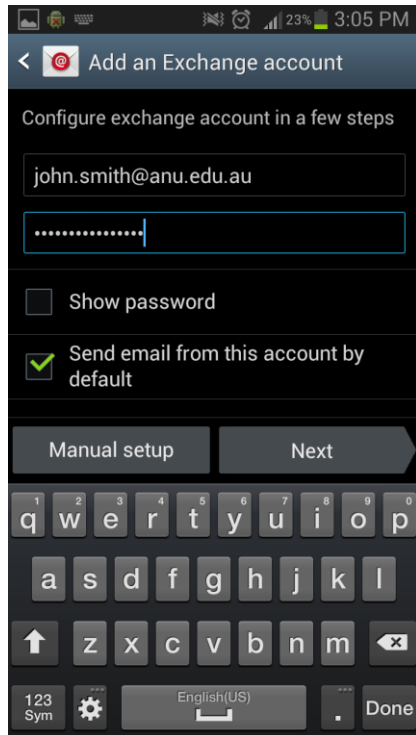


5. Configure the exchange account by entering:

- Email: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students
- Password: your ANU password

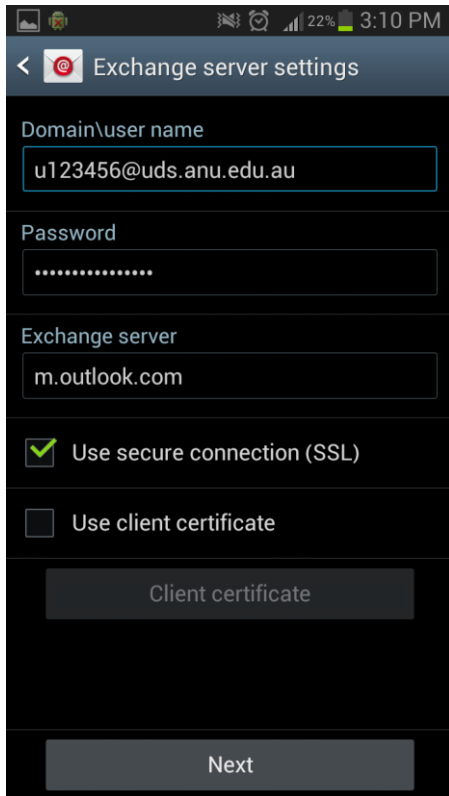
6. De-select **Show Password**.

7. If you want this to be your primary email, select **Send email from this account by default**.



8. Select **Manual Setup**.
9. Enter the following information:
- Domain\user name: eg u1234567@uds.anu.edu.au
  - Password: (enter ANU password)
  - Exchange Server: m.outlook.com
10. Check **Use secure connection (SSL)**.

11. Uncheck **Use client certificate**.



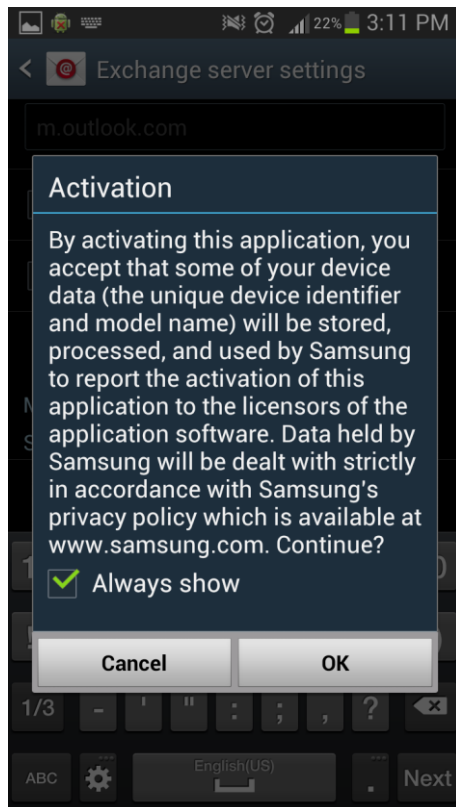
The screenshot shows the 'Exchange server settings' screen on a mobile device. The status bar at the top indicates 22% battery and 3:10 PM. The screen has a dark theme. The settings are as follows:

- Domain\user name:** u123456@uds.anu.edu.au
- Password:** [Redacted with dots]
- Exchange server:** m.outlook.com
- Use secure connection (SSL):** ☒ (checked)
- Use client certificate:** ☐ (unchecked)
- Client certificate:** [Greyed-out button]
- Next:** [Greyed-out button]

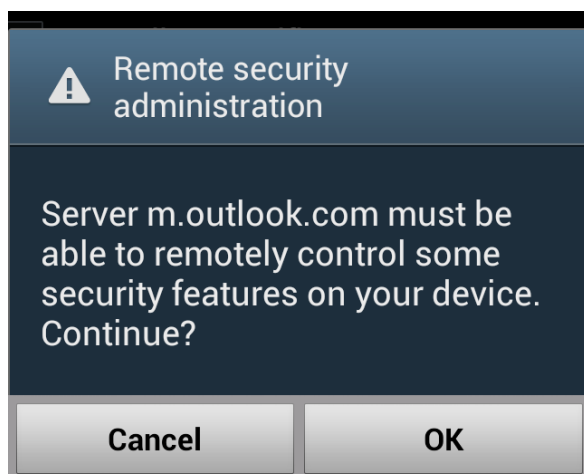
12. Select **Next**.

### 13. Activation

- Uncheck **Always show**.
- Select **OK**.



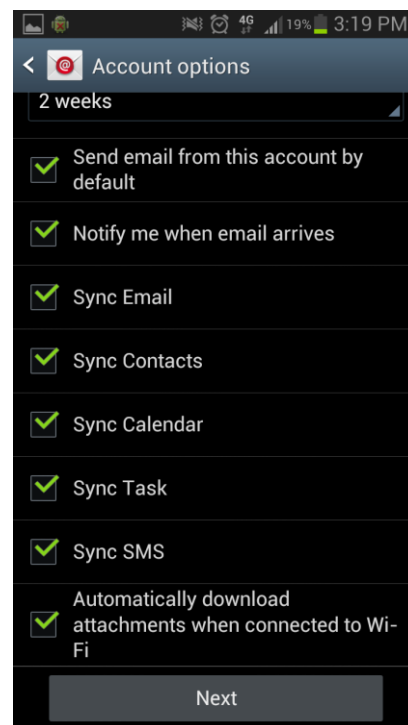
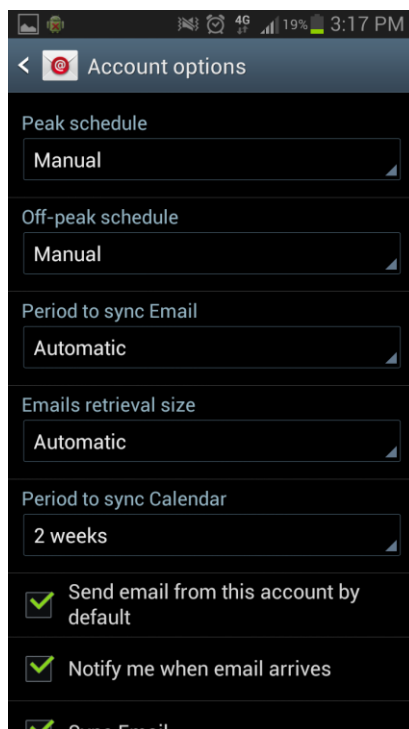
### 14. Remote security administration:



Select **OK**.

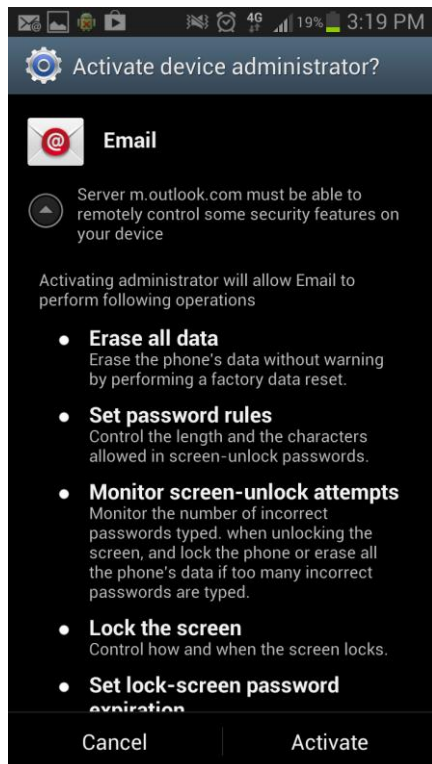
## 15. Account Options

- Peak schedule: Manual
  - Off-Peak schedule: Manual
  - Period to sync Email: Automatic
  - Emails retrieval size: Automatic
  - Period to sync Calendar: 2 weeks
- 
- Send email from this account by default: Check
  - Notify me when email arrives: Check
  - Sync Email: Check
  - Sync Contacts: Check
  - Sync Calendar: Check
  - Sync Task: Check
  - Sync SMS: un-Check
  - Automatically download attachments when connected to Wi-Fi: Check

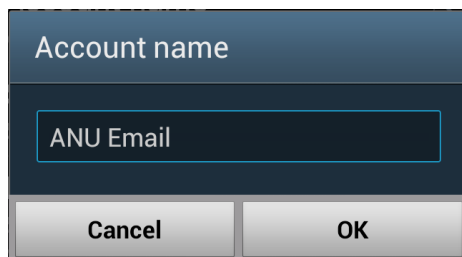


## 16. Select **Next**.

17. Select **Activate**.



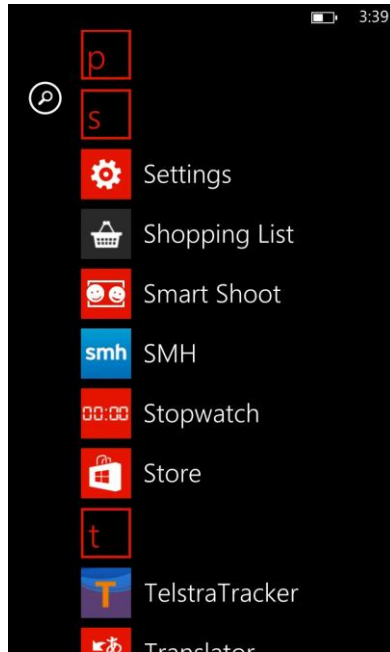
18. Enter a description name for your new account (i.e. ANU Email or Outlook 365).



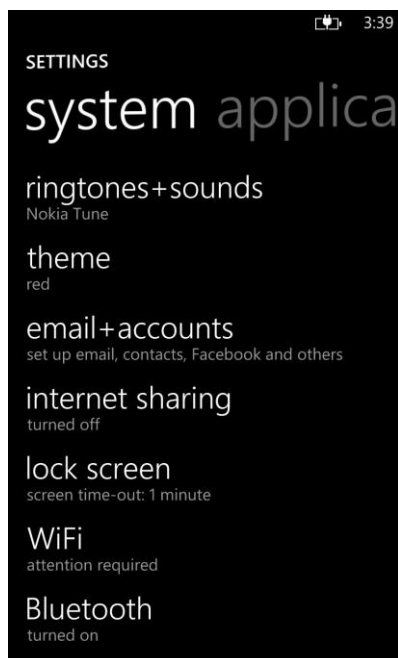
19. Select **OK**.

## Windows 8 for Phone

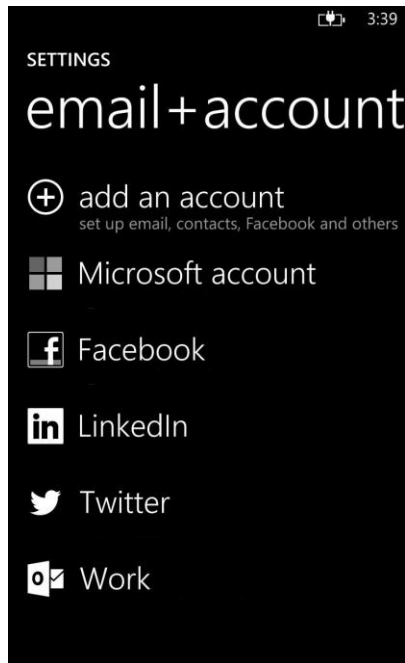
1. Open **Settings**.



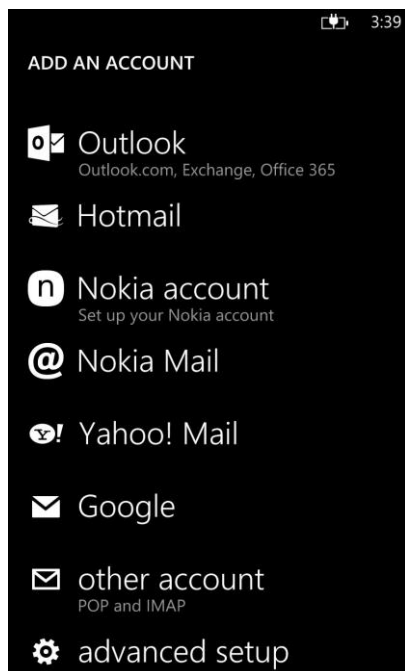
2. Select **email+accounts**.



3. Select **add an account**.



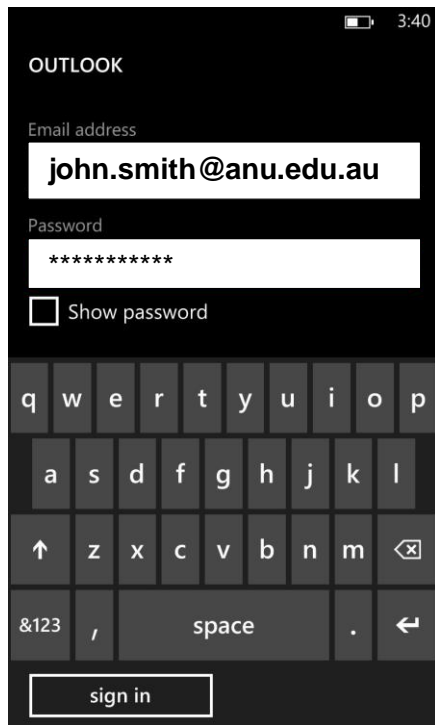
4. Select **Outlook**.





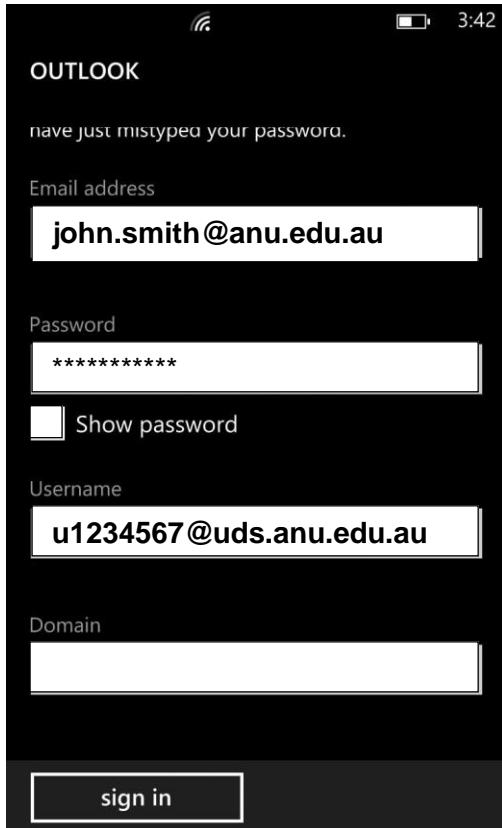
5. Enter the required details to sign in:

- Email Address: eg john.smith@anu.edu.au for staff or u1234567@anu.edu.au for students.
- Uncheck **show password**.
- Password: (enter ANU password)



6. Select **Sign In** and the **Settings** screen will expand

7. Enter the additional required details, including:
  - User name: eg u1234567@uds.anu.edu.au
  - Domain: (Leave it blank)



OUTLOOK

You have just mistyped your password.

Email address

john.smith@anu.edu.au

Password

\*\*\*\*\*

☐ Show password

Username

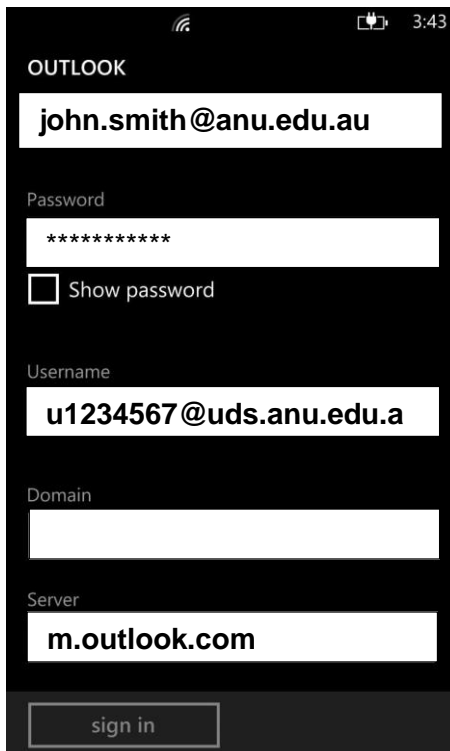
u1234567@uds.anu.edu.au

Domain

sign in

8. Select **Sign In** and the **Settings** screen will expand.

9. Enter the additional required details
  - Server: m.outlook.com



10. Select **Sign in**.
11. Outlook will start to synchronize your email.
12. Select the **Windows** key to return to the main screen.