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**.

![Add Account](image1.png)

4. Select **Microsoft Exchange**.

![Select Microsoft Exchange](image2.png)
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
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)

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**.

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**.

![Activate device administrator?](image)

- **Erase all data**
  Erase the phone's data without warning by performing a factory data reset.
- **Set password rules**
  Control the length and the characters allowed in screen-unlock passwords.
- **Monitor screen-unlock attempts**
  Monitor the number of incorrect passwords typed when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.
- **Lock the screen**
  Control how and when the screen locks.
- **Set lock-screen password expiration**

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

![Account name](image)

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)

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.