



Office 365

Configuring a Mobile Device

Point Solutions - Support Gables One Suite 1100

UMIT Helpdesk (305) 284-6565

Technical Support Email itsupportcenter@miami.edu

IT Training <http://miami.edu/it/training>

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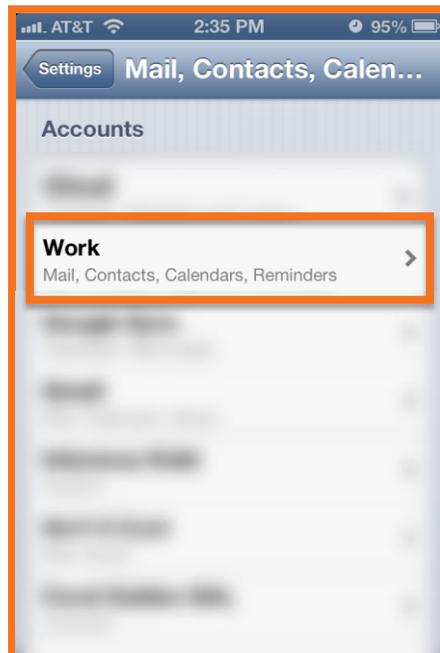
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How do I remove my Office 365 account from an iPhone, iPad or iPod Touch?

1. Tap **Settings > Mail, Contacts, Calendar**.



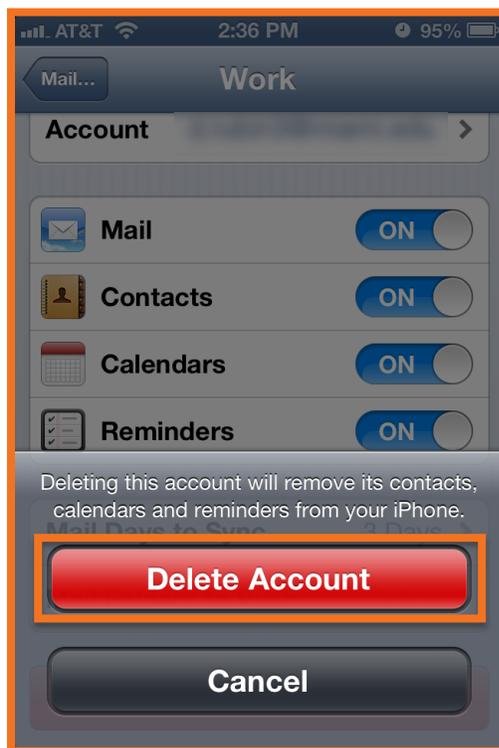
2. Click your Office 365 account.



3. Scroll towards the bottom of the window and click **“Delete Account.”**

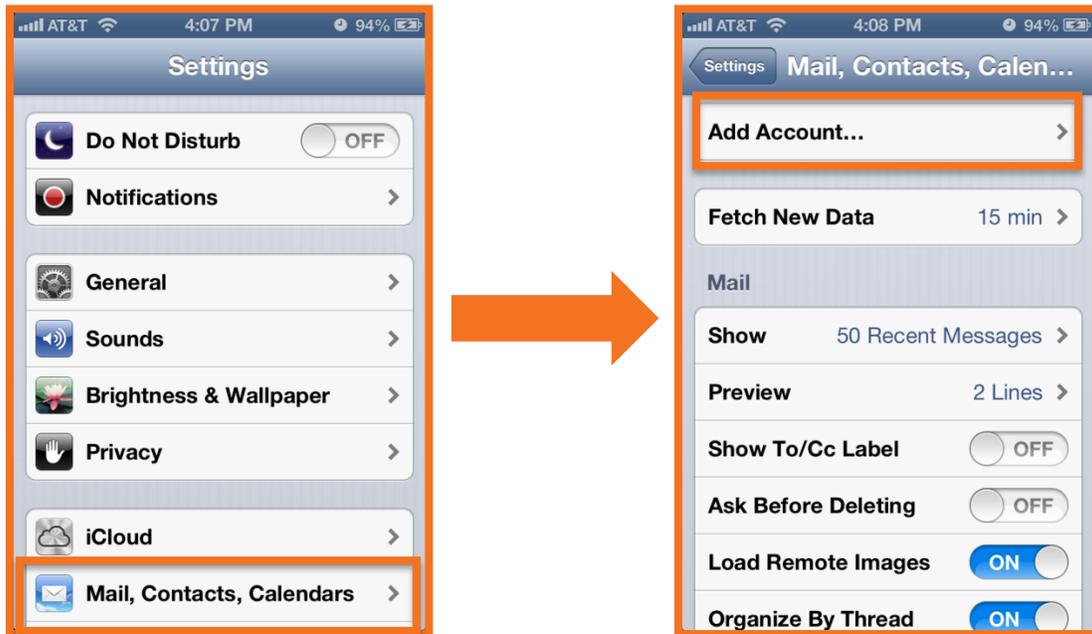


4. A Delete Account warning will appear, click **Delete Account** to complete the process.

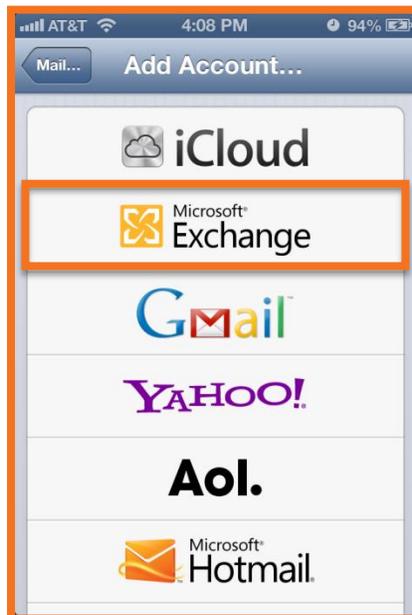


How do I set up my Office 365 account on an iPhone, iPad or iPod Touch?

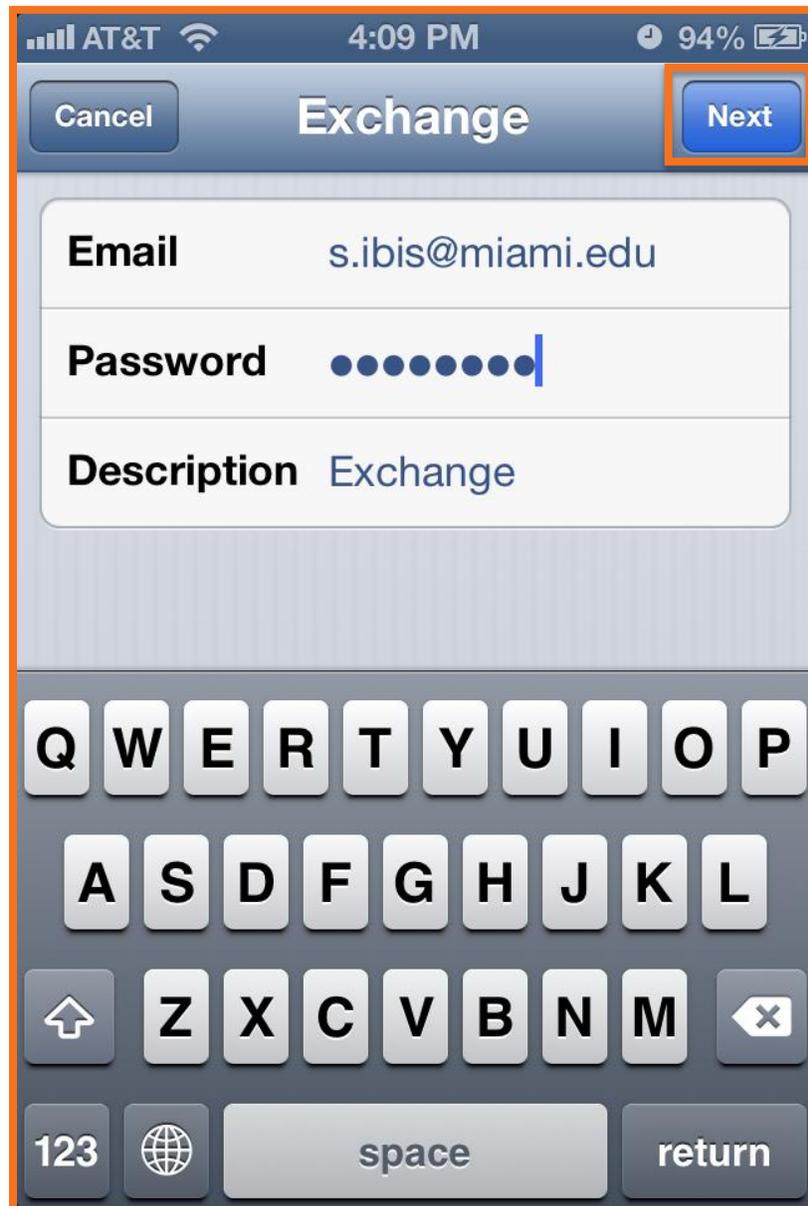
1. Tap **Settings > Mail, Contacts, Calendars > Add Account.**



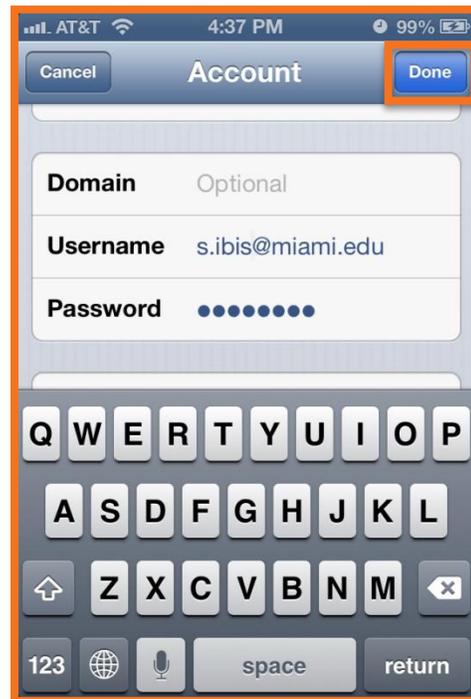
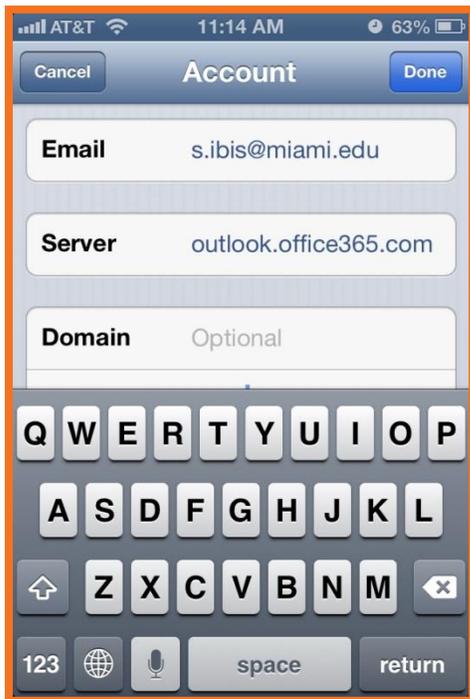
2. Tap **Microsoft Exchange.**



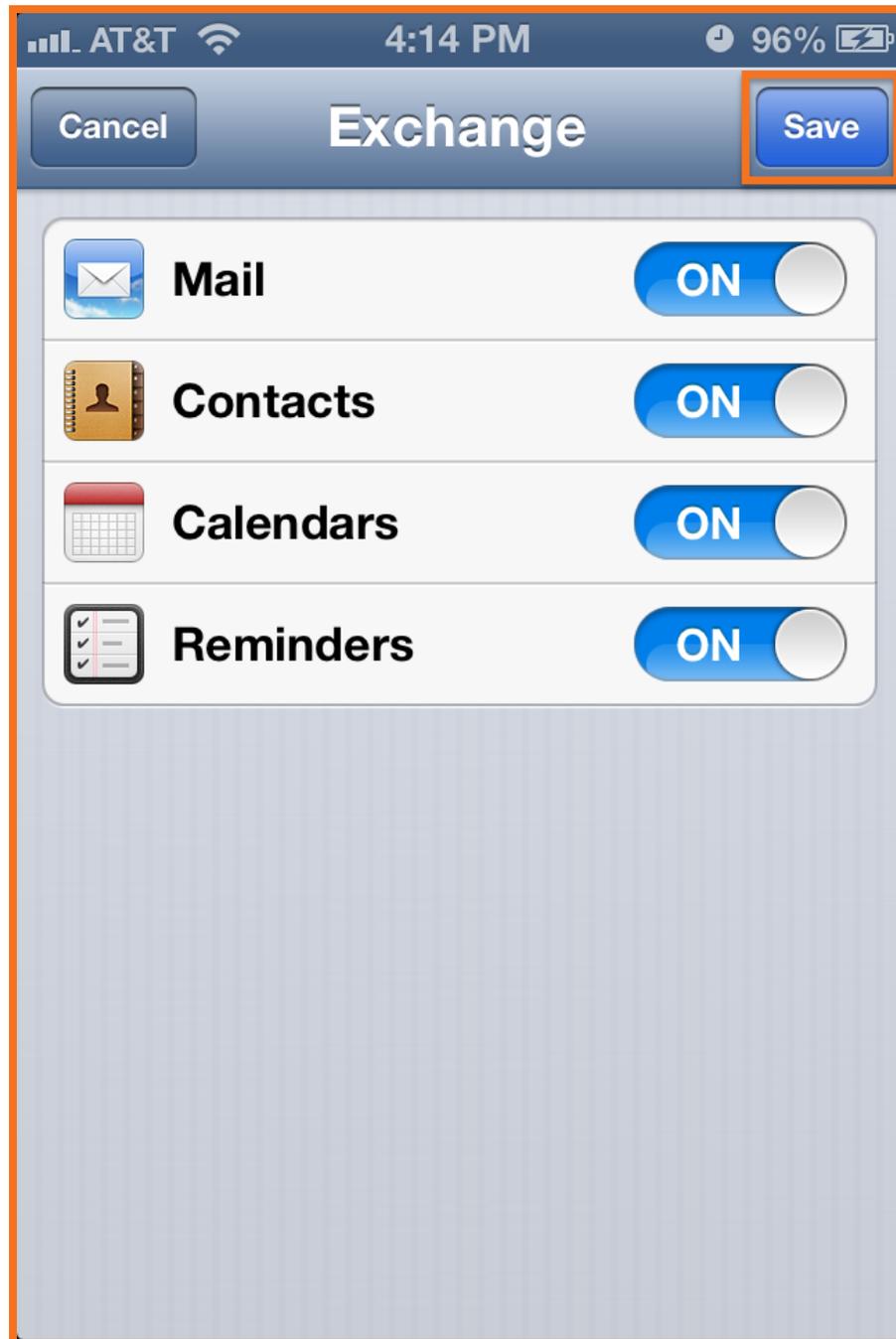
3. Enter the information requested in the **E-mail**, **Password** and **Description** boxes.
4. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account.



5. Enter the information below:
 - a. **Email:** This is your full e-mail address, for example s.ibis@miami.edu
 - b. **Server:** outlook.office365.com
 - c. **Domain:** Leave this field empty.
 - d. **Username:** This is your full e-mail address, for example s.ibis@miami.edu.
 - e. **Password:** This is the password for your e-mail account.
6. Tap **Done** on the upper-right corner of the screen.



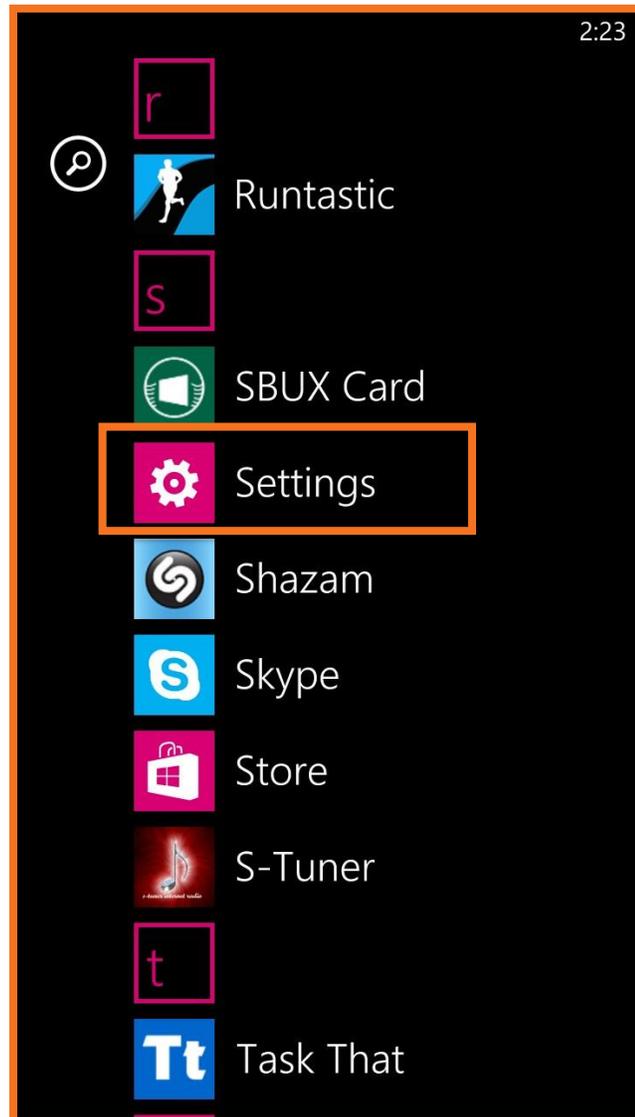
7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.



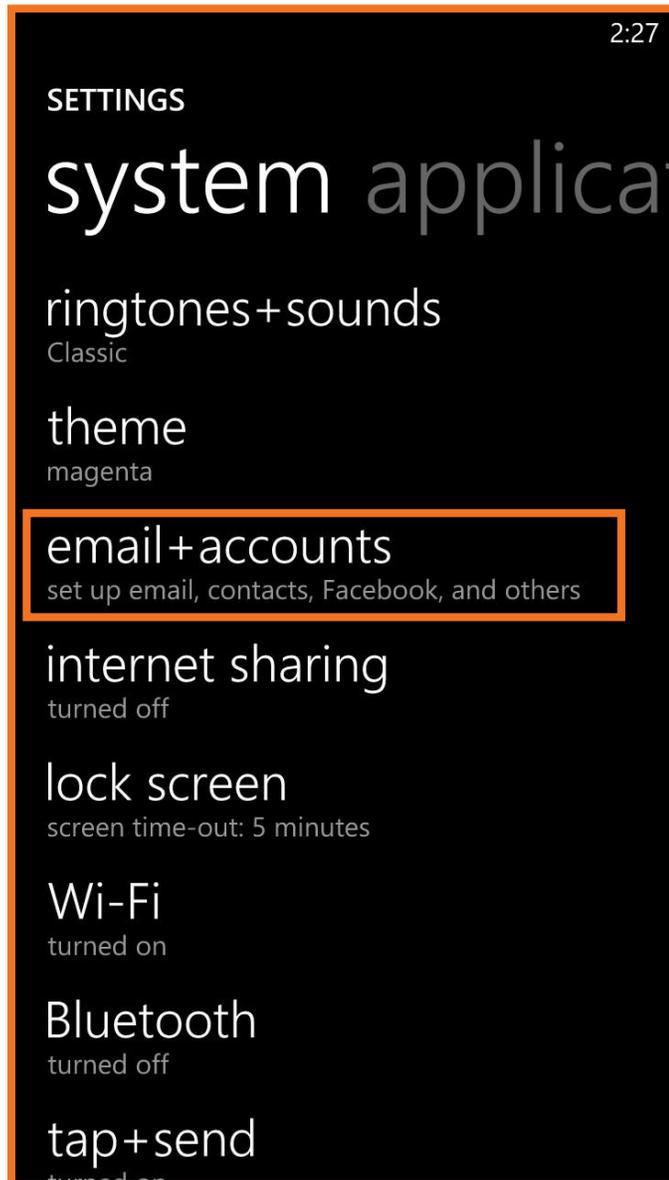
How do I remove my Office 365 account from a Windows Phone?

These instructions are for devices running Windows Phone 7, Windows Phone 7.5, and Windows Phone 8.

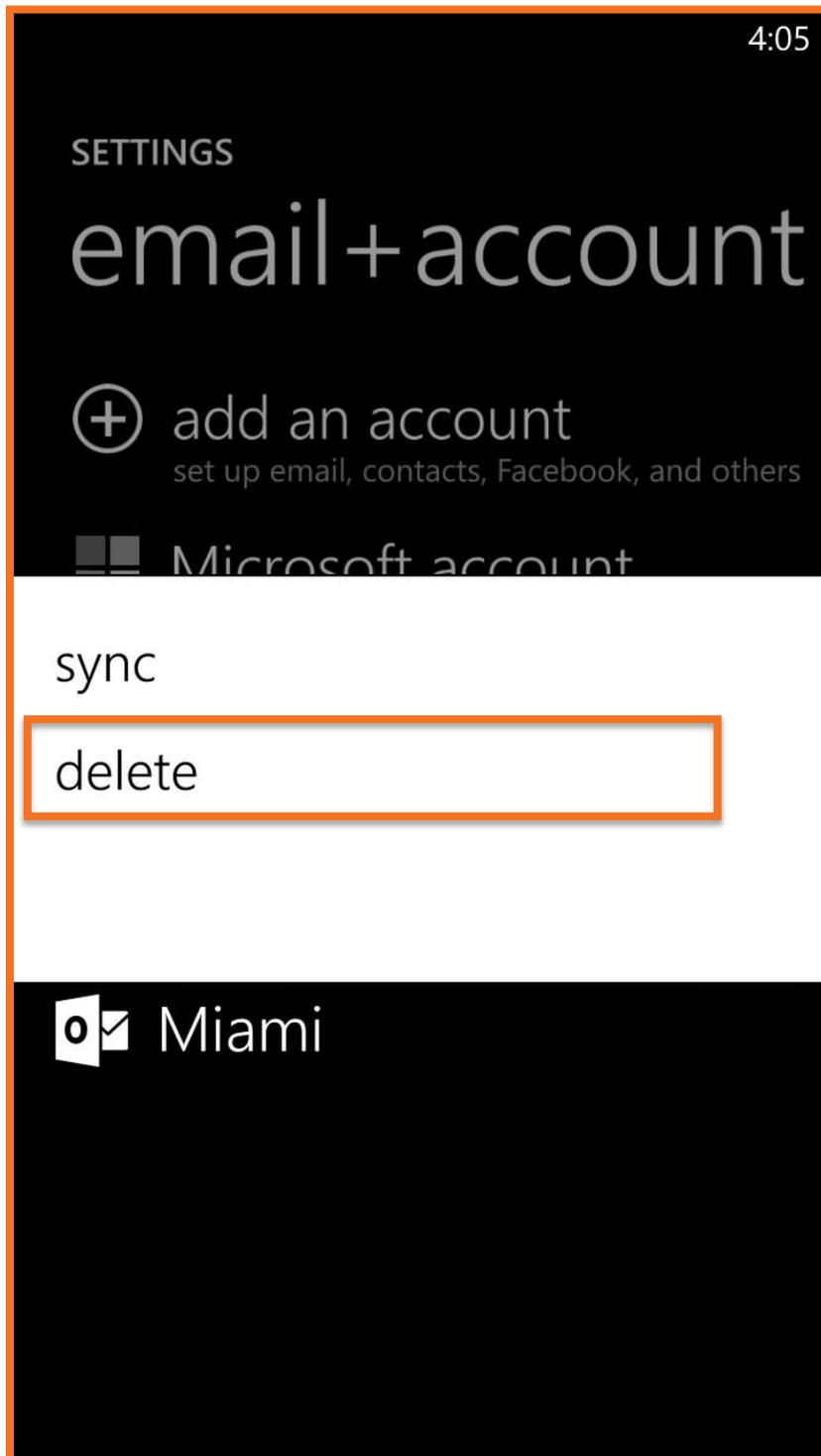
1. On **Start**, swipe to the **App** list and select **Settings**.



2. Then select **email + accounts**.



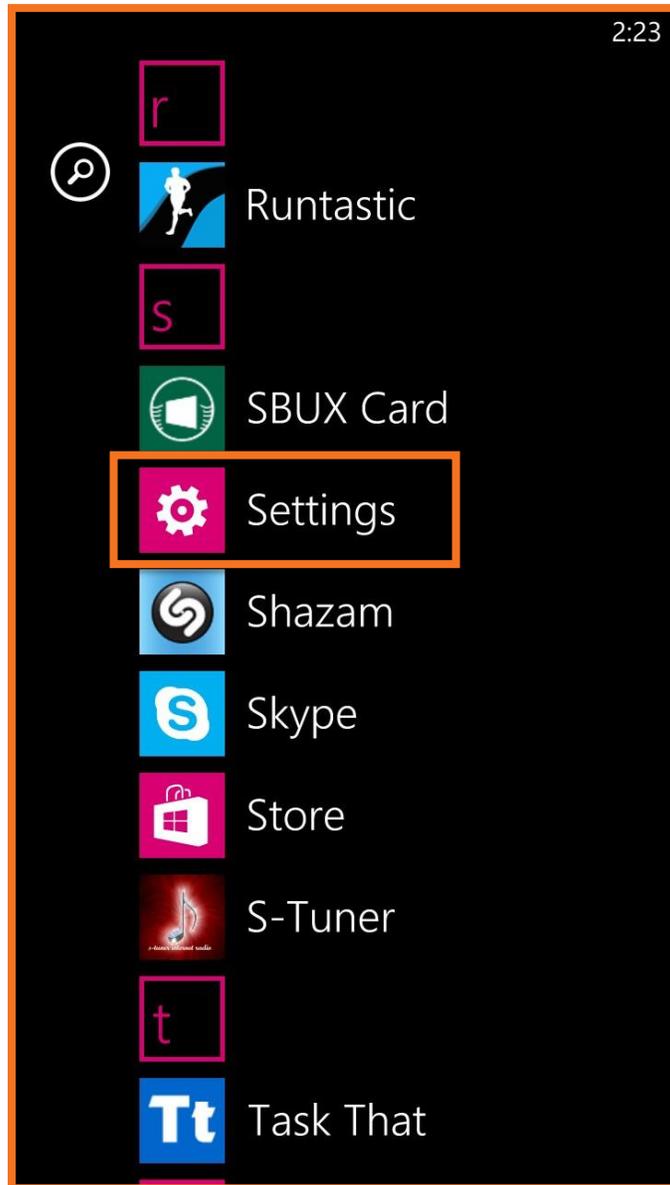
3. Tap and hold on the email account you want to delete. Two options will appear **sync** and **delete**. Choose **delete**.



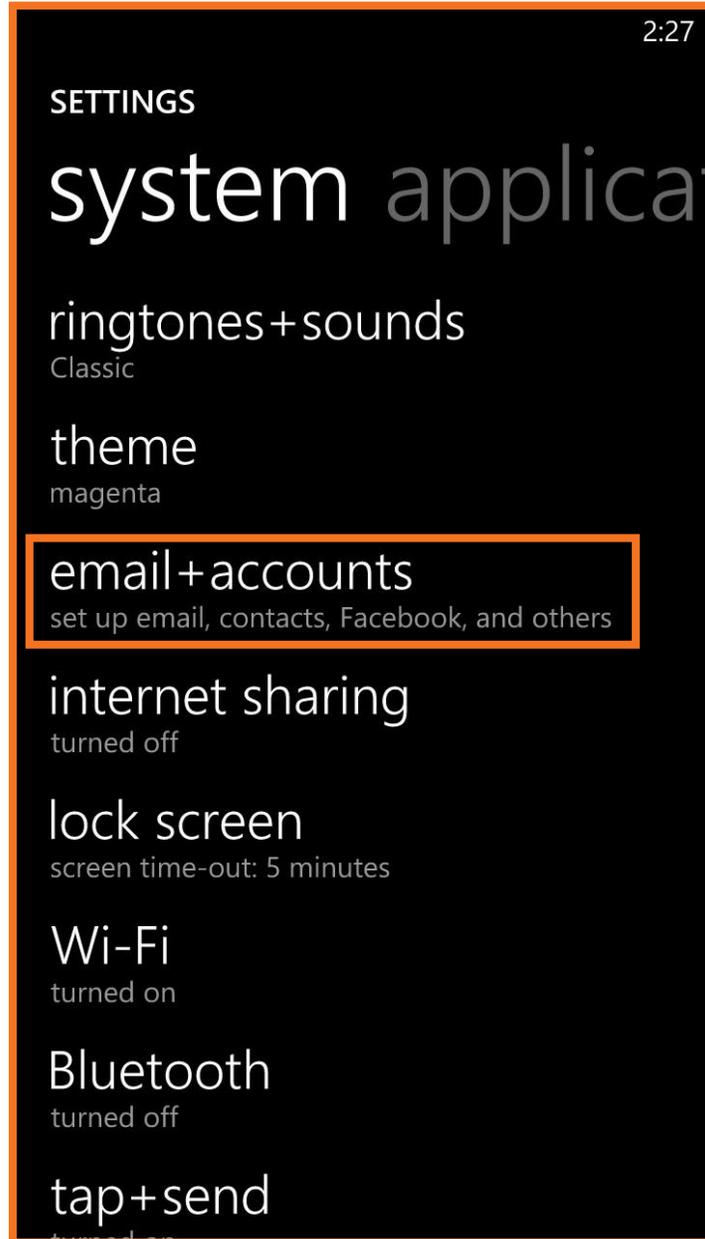
How do I set up my Office 365 on a Windows Phone?

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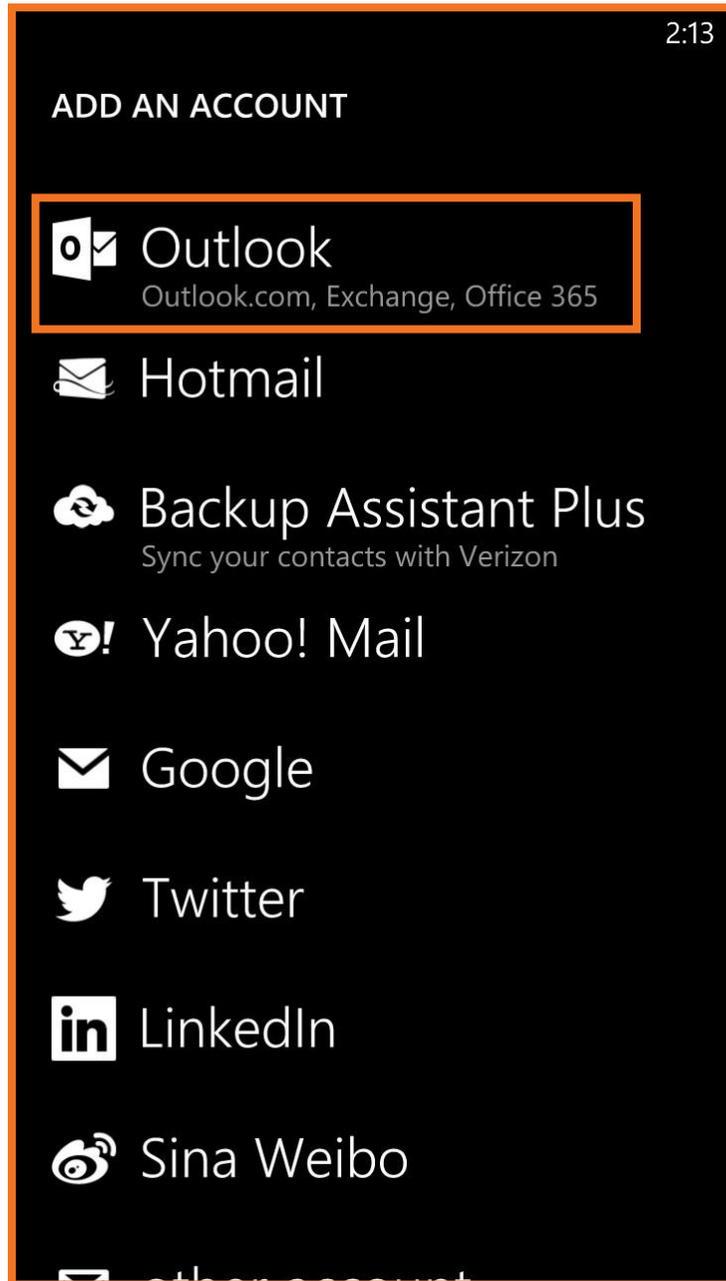
1. On Start, swipe to the App list and select **Settings**.



2. Then select **e-mail + accounts**.



3. Select **Add an account > Outlook**.



4. Enter your University address (i.e. s.ibis@miami.edu) and password and select **sign in**.
5. The phone will try to setup your e-mail account automatically. If setup completes successfully, skip to step 9.

2:13

OUTLOOK

Email address

s.ibis@miami.edu

Password

.....

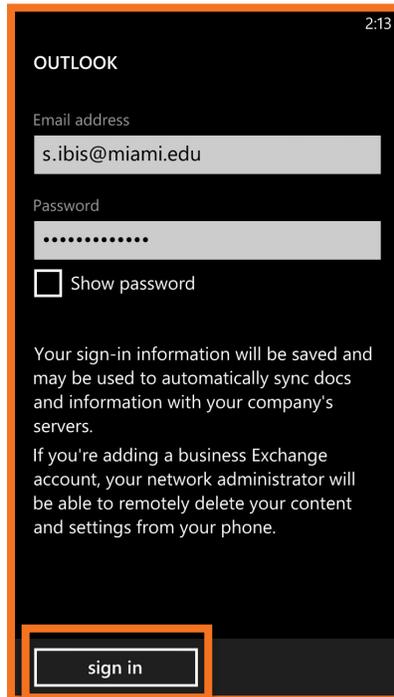
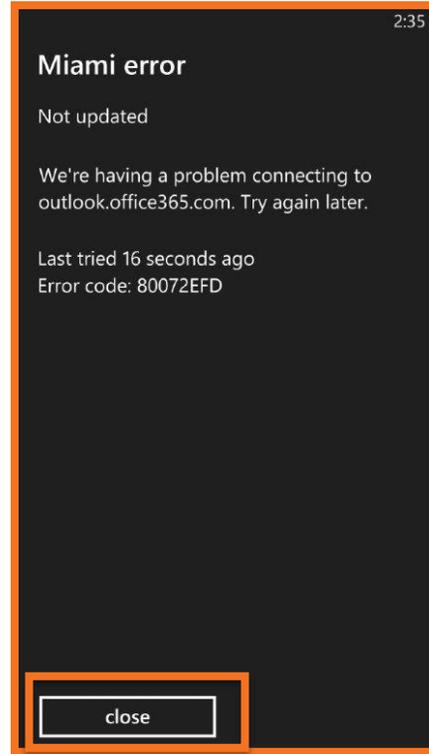
Show password

Your sign-in information will be saved and may be used to automatically sync docs and information with your company's servers.

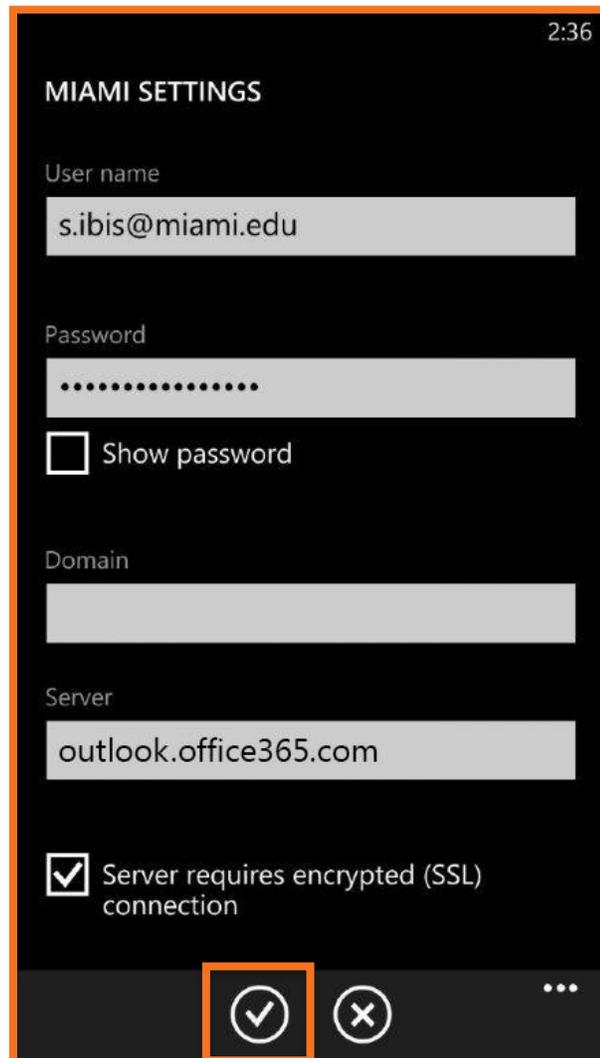
If you're adding a business Exchange account, your network administrator will be able to remotely delete your content and settings from your phone.

sign in

6. If you see any of the following messages: “Check your information and try again;” Attention required;” or “Not updated,” verify that you entered the correct e-mail address and password.



7. If your e-mail account can't be set up automatically, you'll see the message, "We couldn't find your settings". Select **Advanced**. You'll need to enter the following information:
 - a. **E-mail address:** This is your full e-mail address, for example s.ibis@miami.edu
 - b. **Password:** This is the password for your e-mail account.
 - c. **User name** This is your full e-mail address, for example s.ibis@miami.edu.
 - d. **Domain** Leave this field blank.
 - e. **Server:** Enter **outlook.office365.com**.
 - f. Select **Show all settings** and make sure the **Server requires encrypted (SSL) connection** box is selected.
8. Click the **check mark** or select **sign in**.

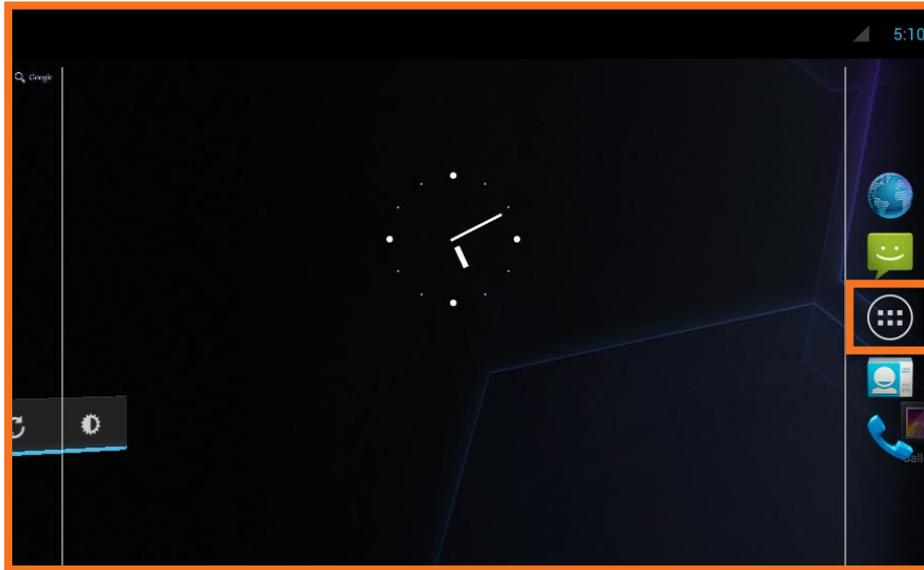


9. Select **OK** if Exchange ActiveSync asks you to enforce policies or set a password.

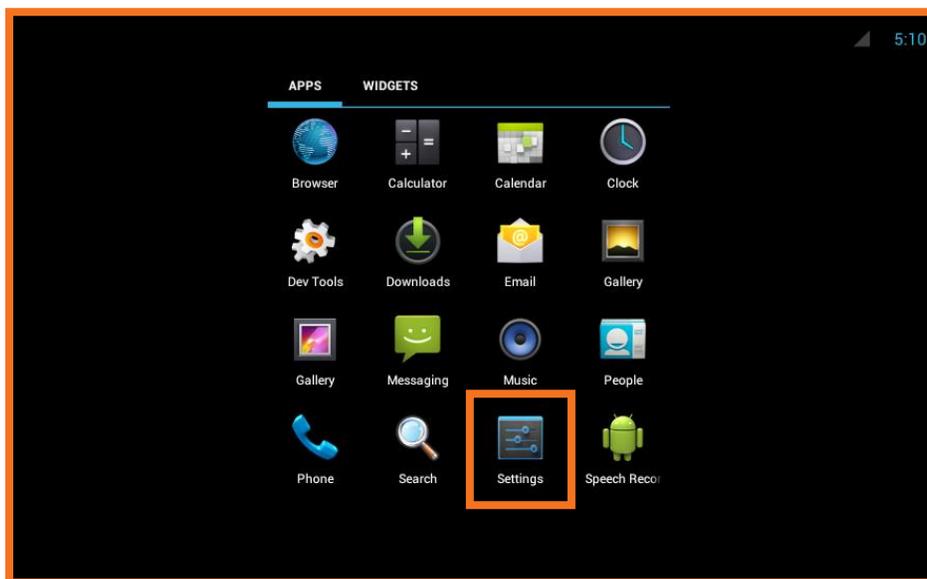
How do I remove my Office 365 account from an Android phone?

Because Android devices from different carriers and manufacturers have differing user interfaces and features. The basic information below should get you connected. The screenshots are from Android version 4.2.1. The screens may differ on other versions of Android.

1. From the Home screen, tap the **App Drawer** icon.



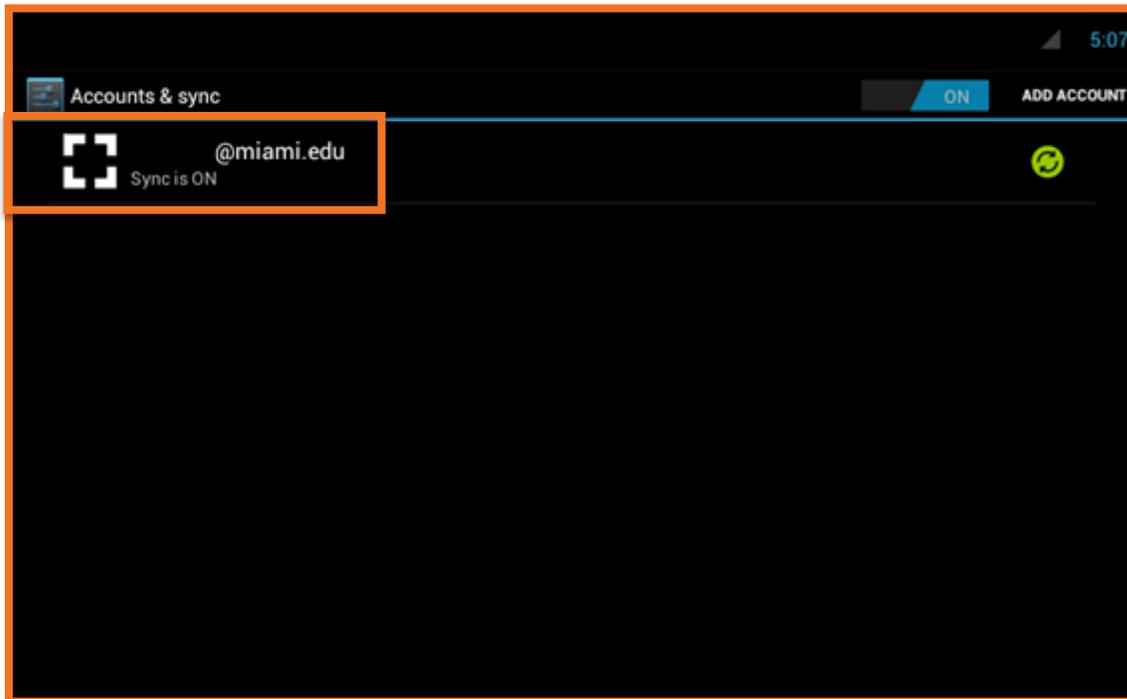
2. Tap on **Settings**. The settings screen will appear.



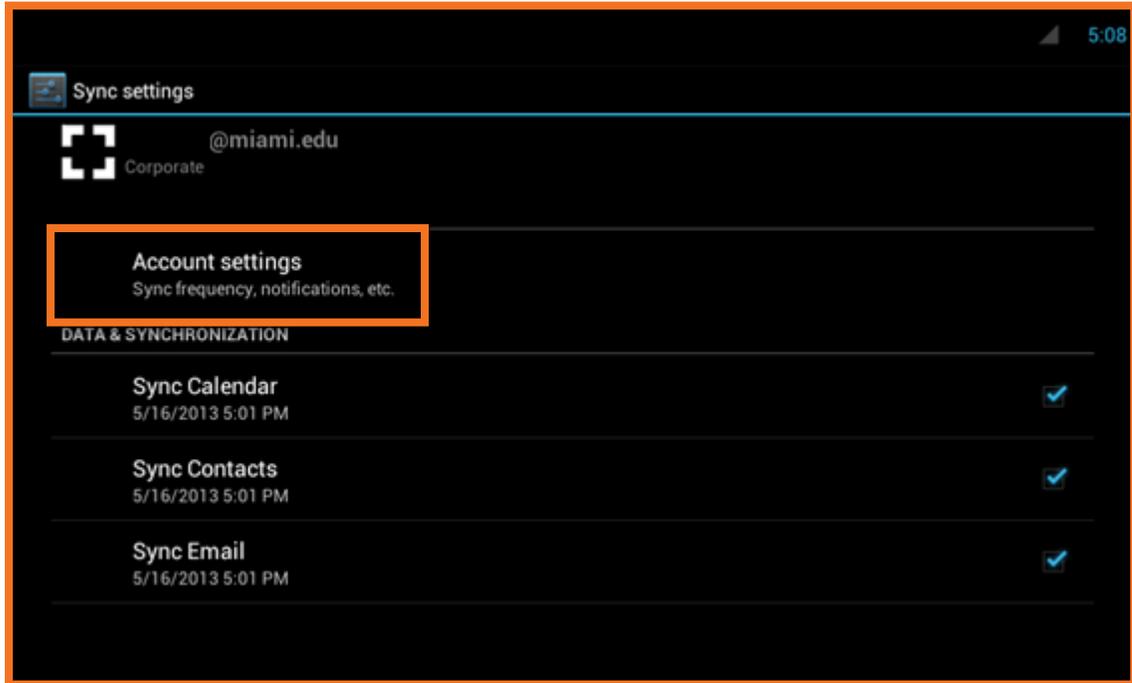
3. Tap **Accounts & sync**. The accounts & sync screen will appear.



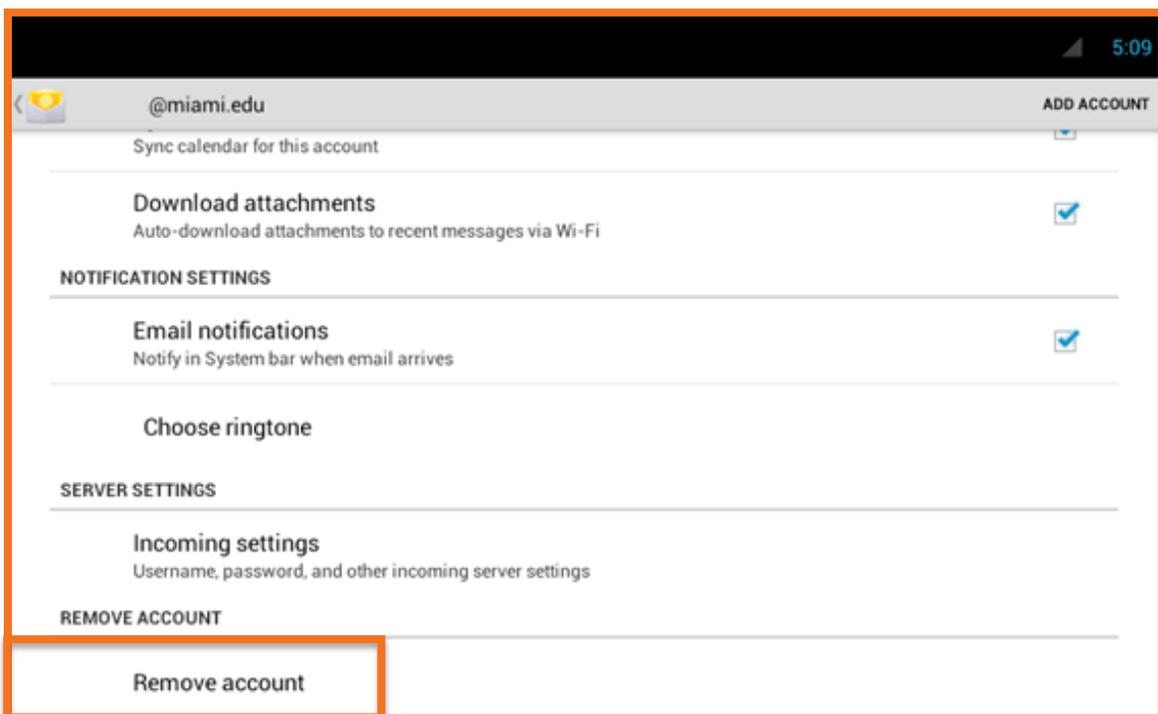
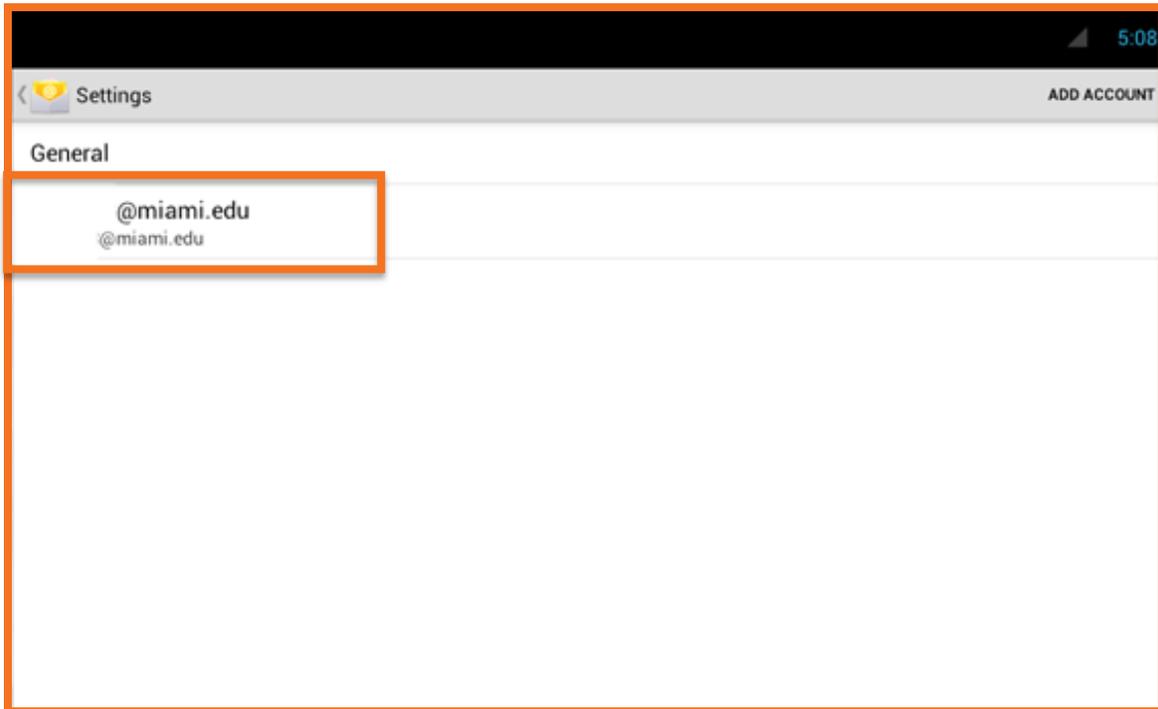
4. Tap on the E-mail Account you want to delete. The sync settings screen will appear.



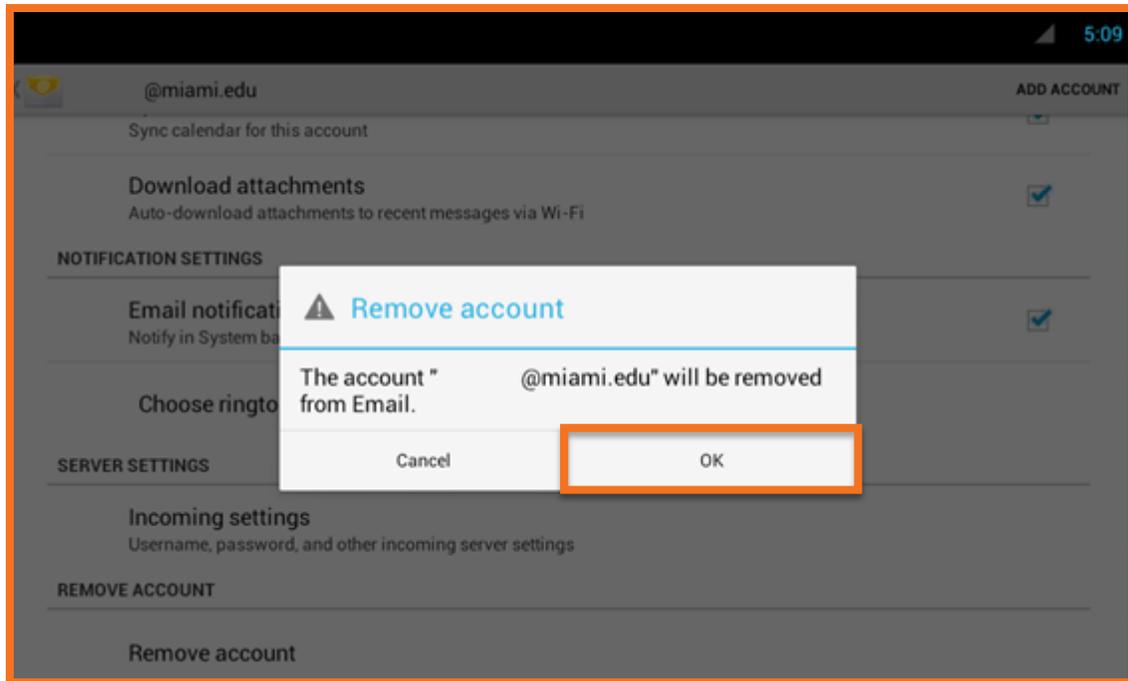
5. Tap **Account settings**. From here you should have an option to remove account.



6. Tap on the Remove account. Depending on your version of Android, this might be different. You may have to select your account and then select **Remove account**.



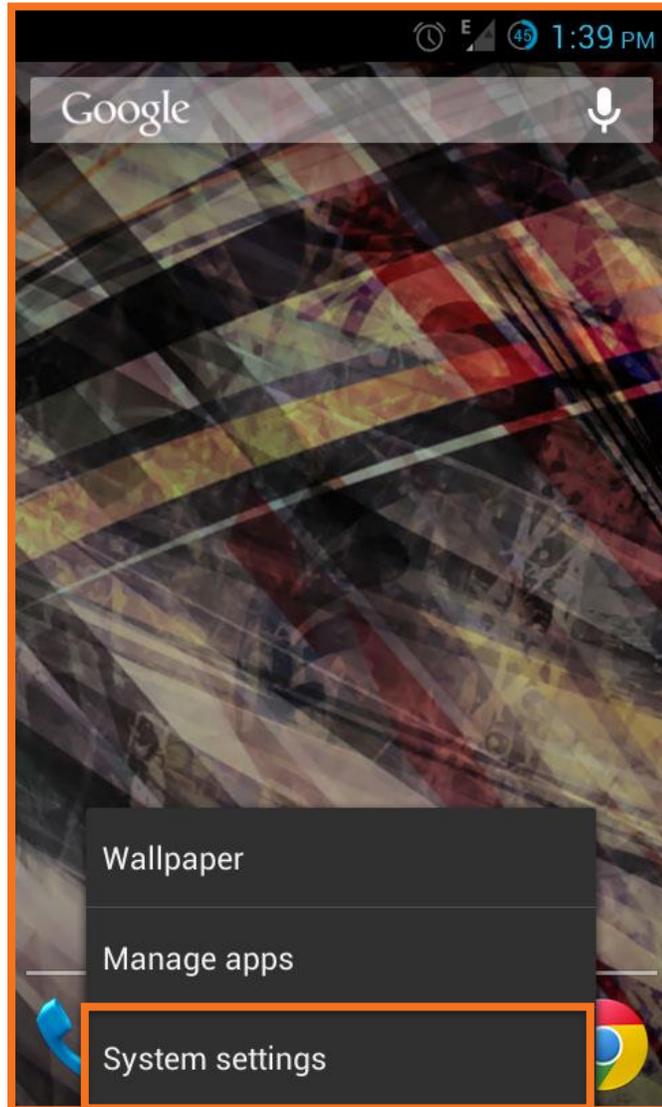
7. The Remove account window will appear. Click **OK**.



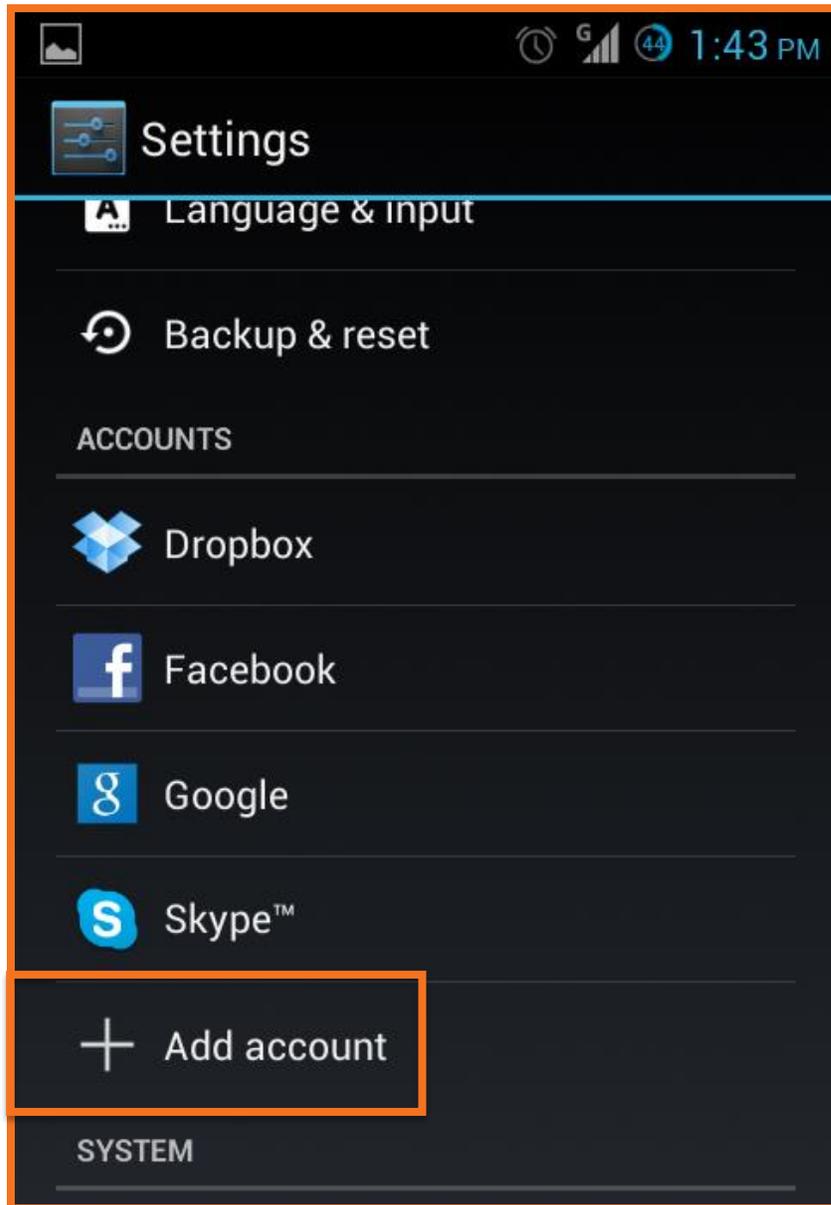
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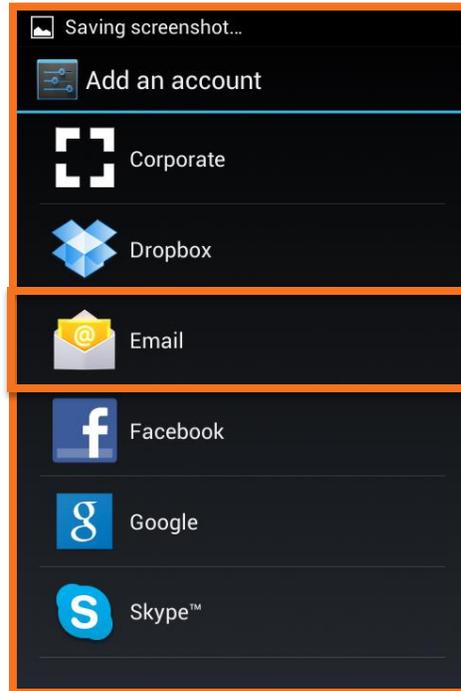
1. From the home screen press the **Menu** button and select **System Settings**.



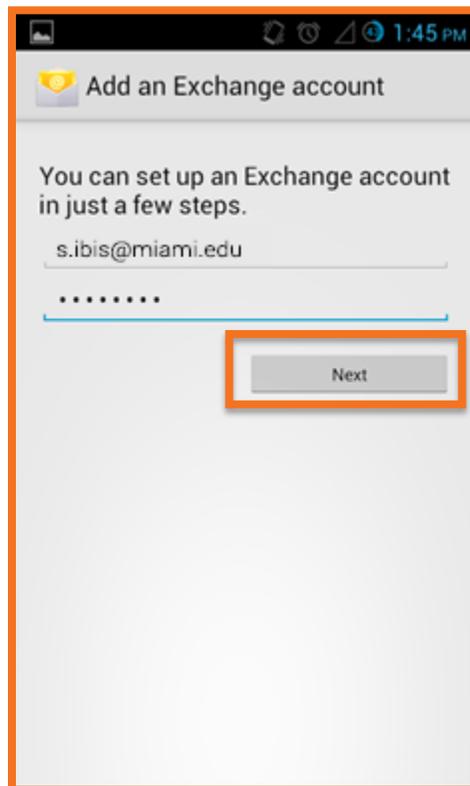
2. Underneath *Accounts* press **Add Account**. On some phones you may need to select **Accounts & sync** first.



3. Select **E-mail**. On some phones it may be listed as Exchange, Exchange ActiveSync or Corporate.



4. Enter you e-mail address and password and press **Next**.



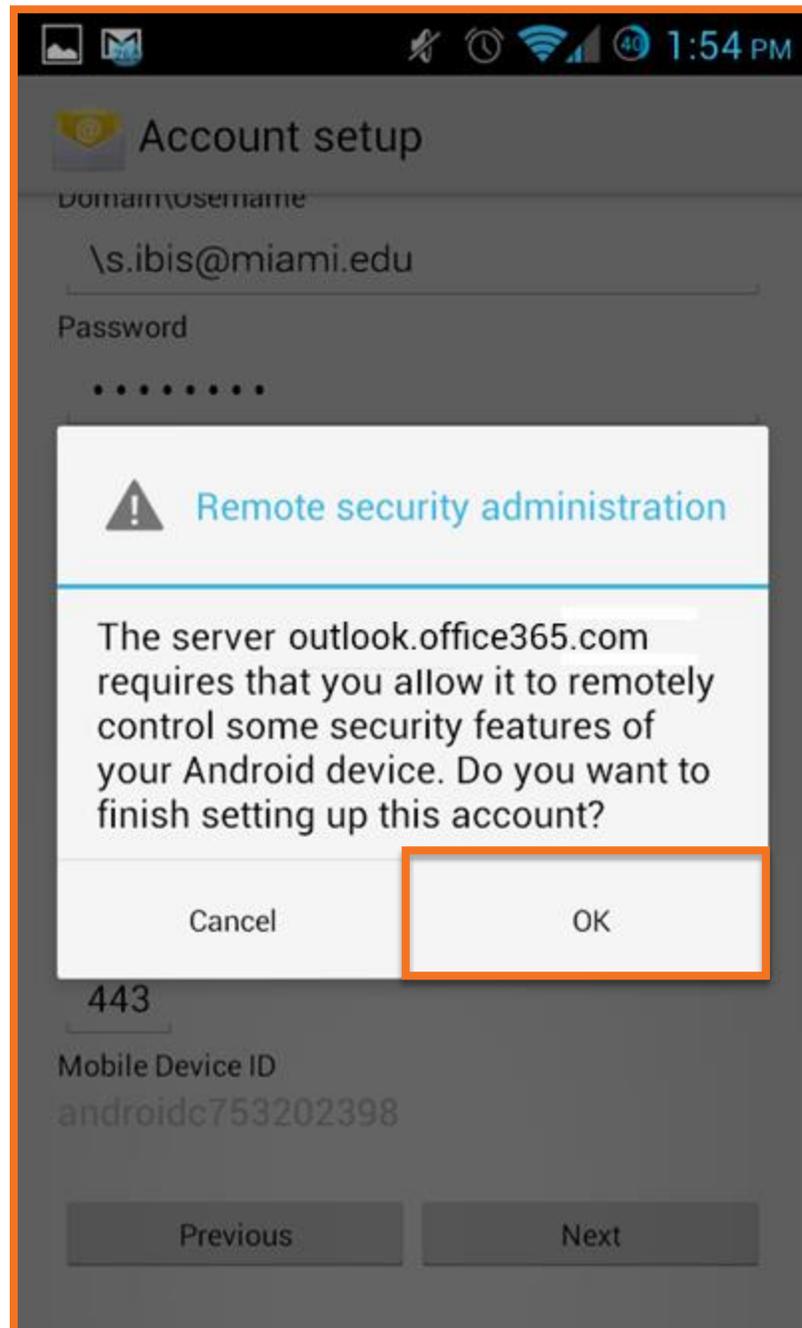
5. Enter the information below:
 - a. **Username** field: youre-mailaddress@miami.edu (i.e. s.ibis@miami.edu)
 - i. If there is a Domain field leave it empty.
 - ii. If the field reads Domain\Username enter \youre-mailaddress@miami.edu
 - b. **Password**: Your password
 - c. **Server Address**: outlook.office365.com
 - d. Make sure the box for **Use secure connection (SSL)** is checked.
6. Press **Next**.

The screenshot shows an Android phone's 'Account setup' screen. At the top, there's a status bar with icons for mail, camera, airplane mode, alarm, Wi-Fi, cellular signal, and battery level (40%), along with the time 1:52 PM. Below the status bar is a header with an '@' icon and the text 'Account setup'. The main content area contains several input fields and checkboxes:

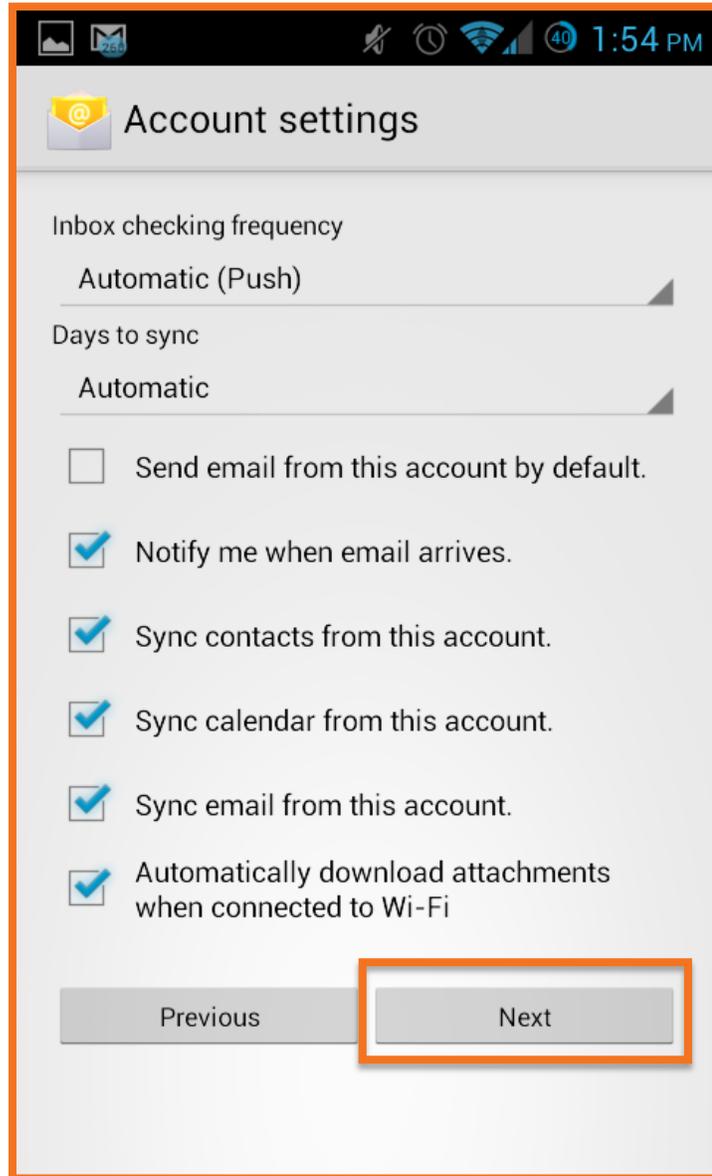
- Domain\Username**: A text field containing '\s.ibis@miami.edu'.
- Password**: A text field with 10 dots representing a masked password.
- Server**: A text field containing 'outlook.office365.com'.
- Use secure connection (SSL)**: A checked checkbox.
- Accept all SSL certificates**: An unchecked checkbox.
- Client certificate**: A section with 'None' selected and a 'Select' button.
- Port**: A text field containing '443'.
- Mobile Device ID**: A text field containing 'androidc753202398'.

At the bottom of the screen, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange rectangular box.

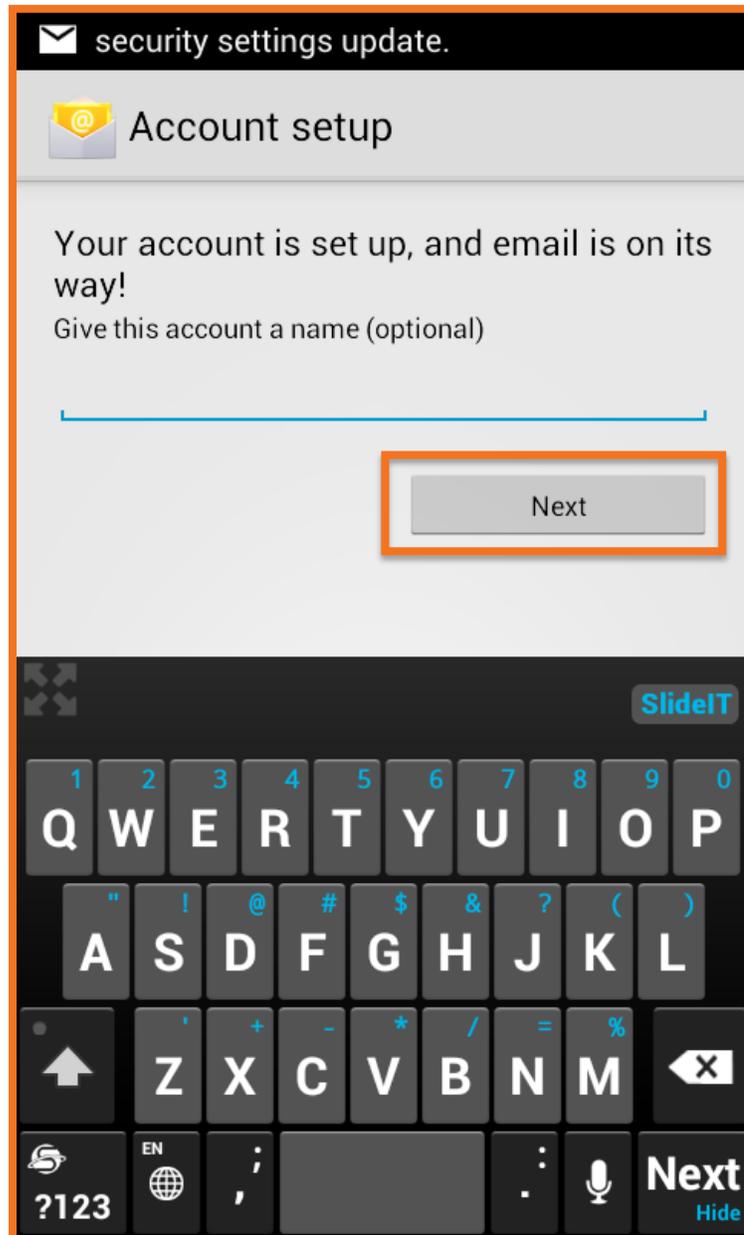
7. If you get a window asking you to allow outlook.office365.com to remotely control some security features of your device press **OK**.
8. After verification, press **Next**.



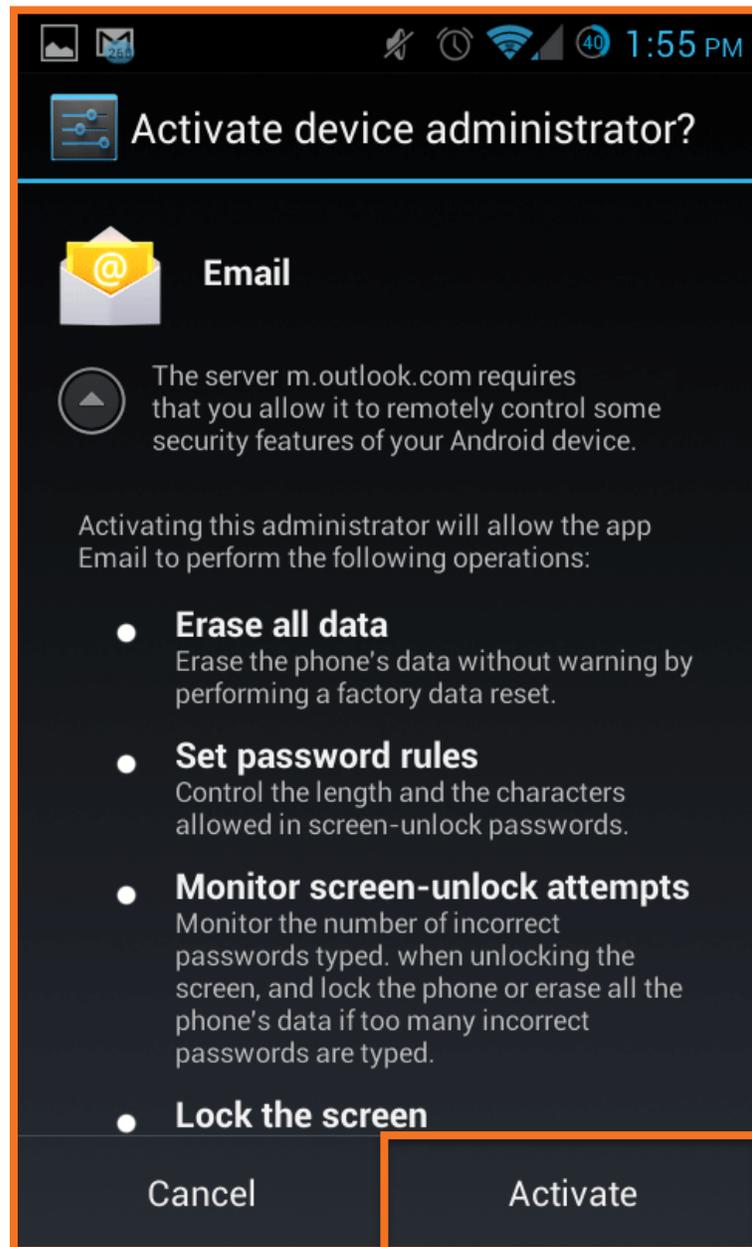
9. On the next screen, you will be able to set notifications and sync settings for your account.



10. Enter a name for your account (i.e. UM) or leave the default which is your e-mail address. Click **Next**.



11. Allow the e-mail client to access your phone.
12. Press Activate, and your mail will automatically download on your phone.
 - e. You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

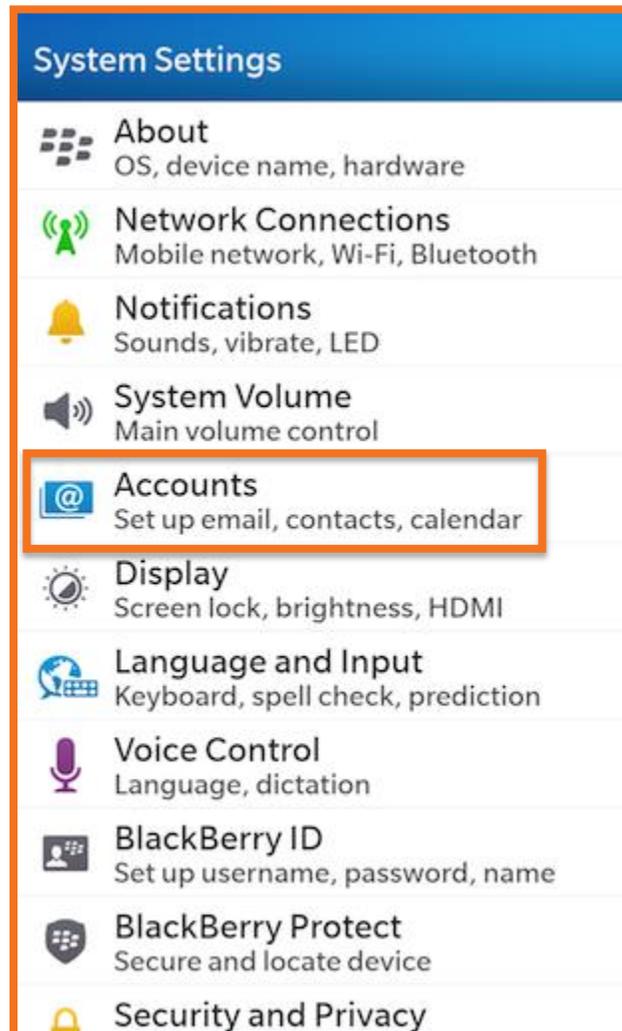


13. Your device is now connected to your Office 365 account and will allow you to pull e-mail and calendar information from the cloud

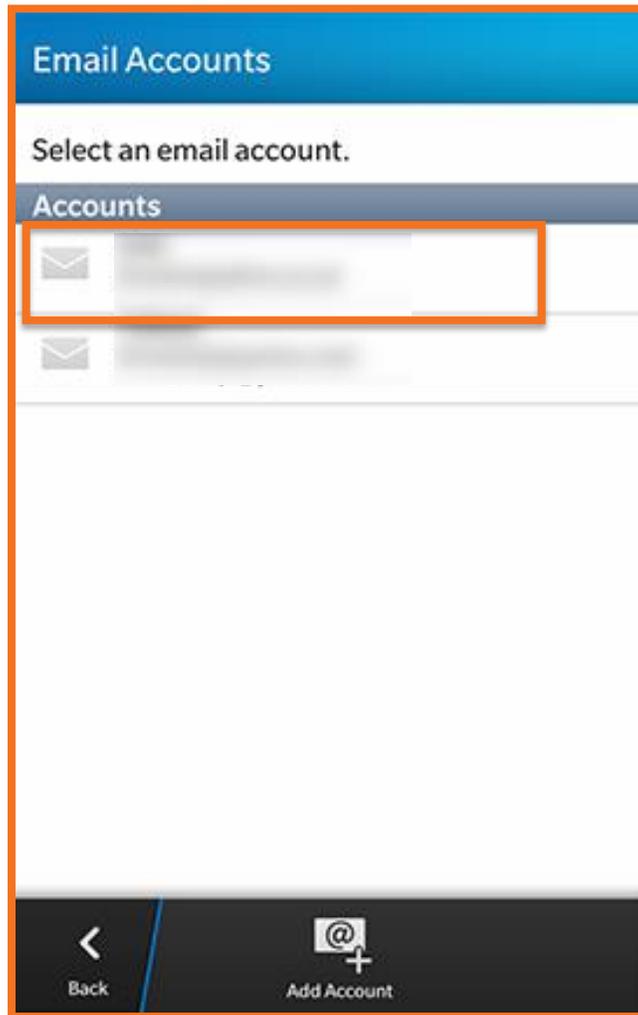
How do I remove my Office 365 account from a BlackBerry?

These instructions are for devices running the BlackBerry 10 operating system.

1. On the BlackBerry navigate to the **Settings** menu.
2. Within the **Settings** menu select **Accounts**.



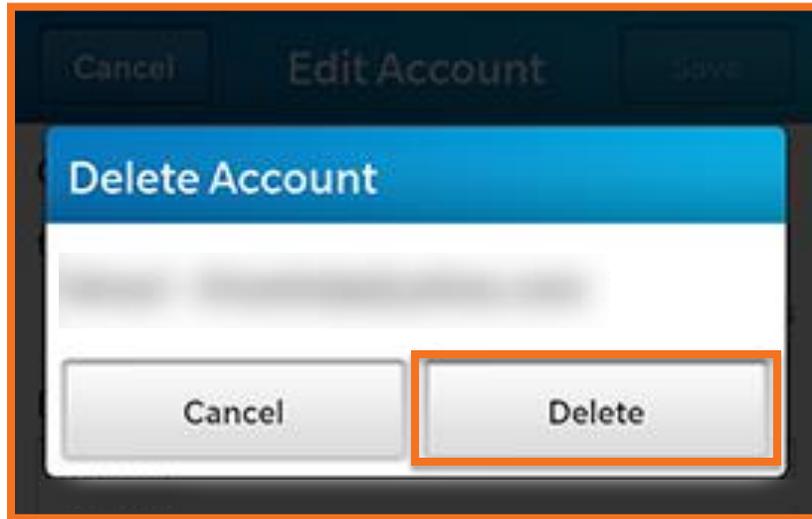
3. Select the email account you want to delete.



4. Scroll down to the bottom of the Edit Account page and select **Delete**.

The screenshot shows the 'Edit Account' interface. At the top, there are three buttons: 'Cancel', 'Edit Account', and 'Save'. Below this is a section titled 'Configure the account settings for:' followed by a blurred text field. A note '* Required Fields' is positioned to the right. The form includes several input fields: 'Description', 'Display Name', 'Username *', and 'Email Address *'. Below these is an 'Update Password' section. At the bottom of the page, a dark bar contains a 'Delete' button, which is a trash can icon with the word 'Delete' underneath it, and this button is highlighted with an orange border.

5. To confirm, tap **Delete**.



How do I set up my Office 365 account on a BlackBerry?

In order to activate your BlackBerry device you will first need to be added to the BlackBerry Enterprise Server (BES). Please follow the steps below which will guide you through the process.

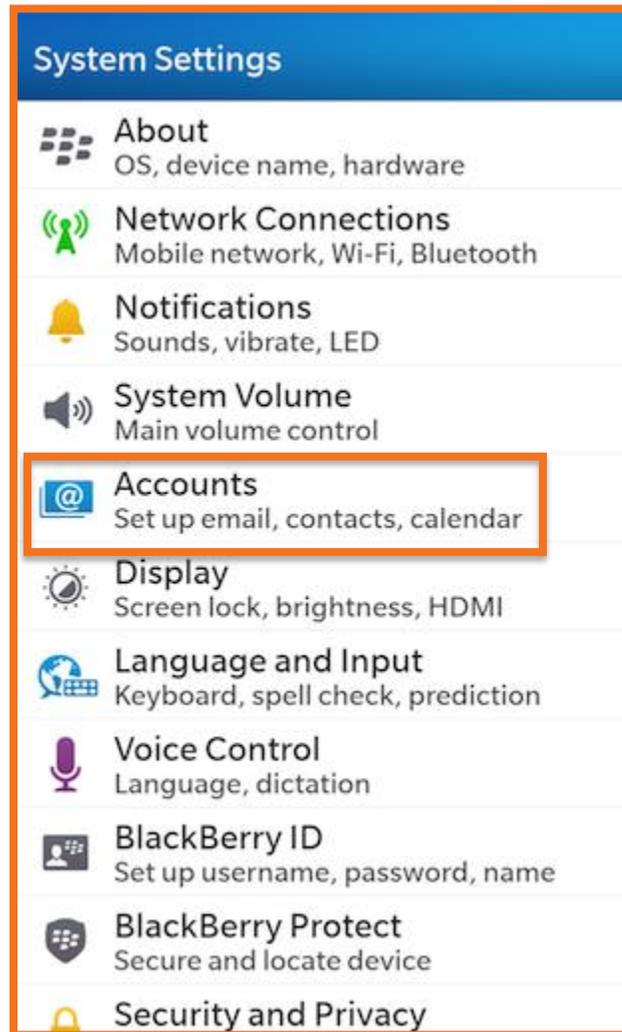
Please note if you have a Q10 or Z10 you do not need to submit a request for wireless activation. Instead proceed to the next page to configure your device.

To Request Wireless Activation:

1. First you must have an Office 365 account.
2. Make sure you have the proper data plan with your network carrier (i.e. ATT, Sprint, etc.). You will need to subscribe to a data plan which supports account setup using the BlackBerry Enterprise Server (BES). You may incur a higher monthly charge with this type of data plan.
3. Contact the IT Support Center at 305-284-6565 or at ITSupportCenter@miami.edu with the following information:
 - Your name
 - Your contact information (preferably telephone number and email address)
 - Your UMID number
 - BlackBerry model
 - Network carrier name.
4. We will in turn send you an email with the information needed to activate your BlackBerry device on our BES. The wireless activation password will be valid for 48 hours.

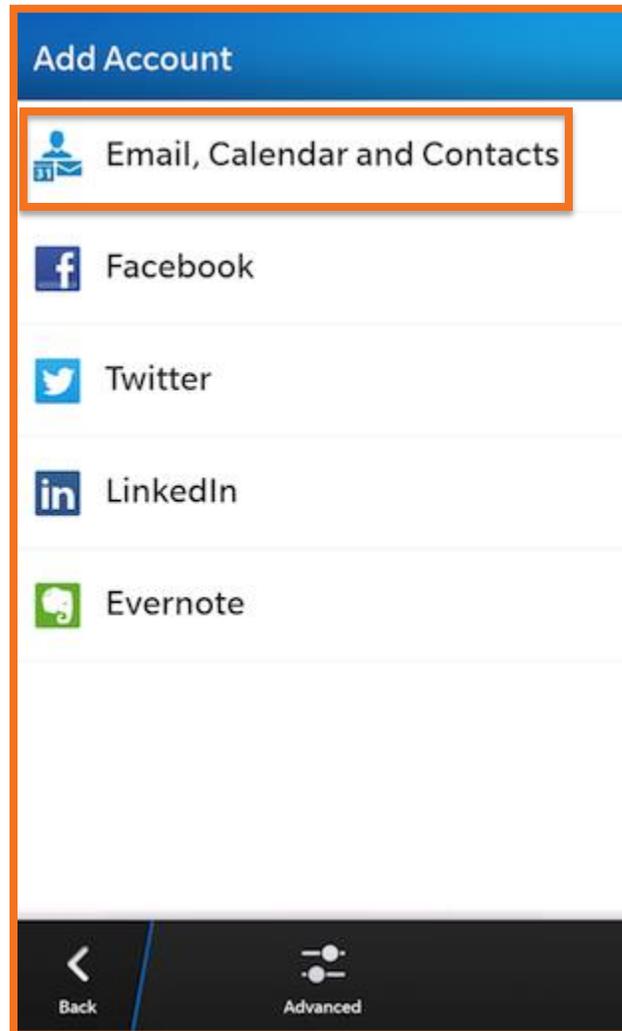
Once the above steps have been completed you can move forward with adding your account to your BlackBerry using the steps on the next page.

1. On the BlackBerry navigate to the **Settings** menu.
2. Within the **Settings** menu select **Accounts**.

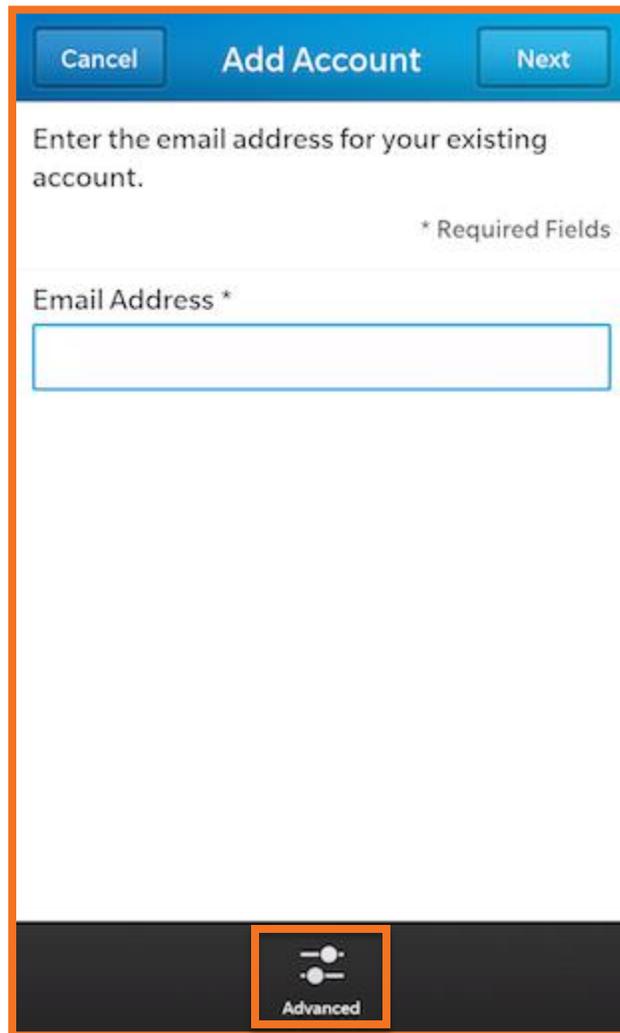


3. Click **Email, Calendar and Contacts**.

- a. If you have other email accounts set up already you will need to select **Add** Account first and the **Email, Calendar and Contacts**.

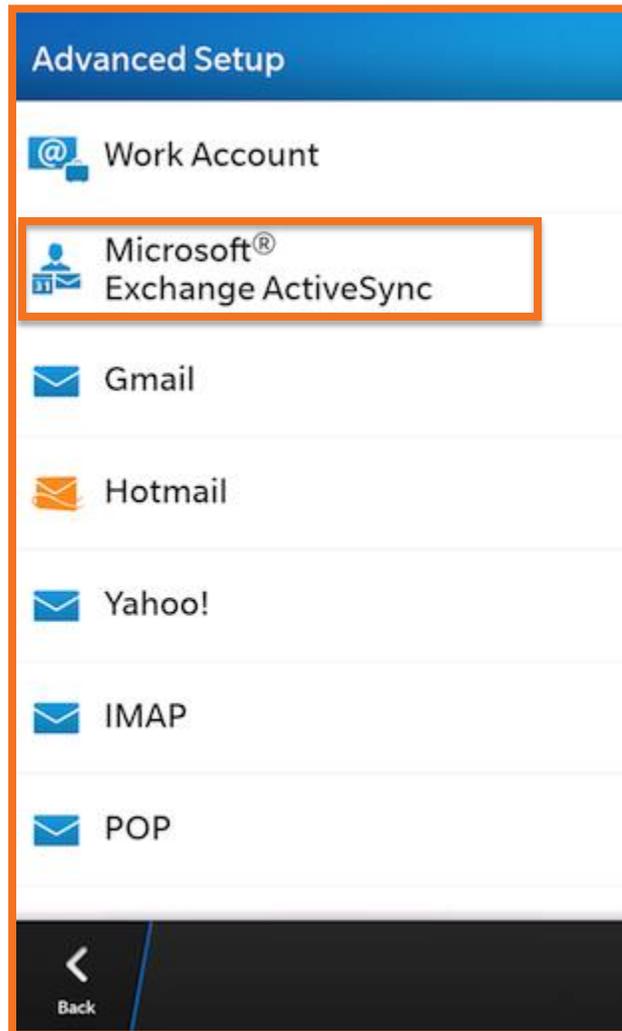


4. On the **Enter the email address for your existing account** screen tap anywhere in the white space to hide the keyboard. Click **Advanced** at the bottom of the screen.



The screenshot shows a mobile application screen titled "Add Account". At the top, there is a blue header bar with three buttons: "Cancel", "Add Account", and "Next". Below the header, the text "Enter the email address for your existing account." is displayed. To the right of this text is a small asterisk and the text "* Required Fields". Below this is a text input field labeled "Email Address *". At the bottom of the screen, there is a dark grey bar with a button labeled "Advanced" that has a white icon of two circles connected by a horizontal line.

5. Tap **Microsoft Exchange ActiveSync**.



6. In the **Add Account** window enter the requested information:
 - a. **Description:** Enter a description if you'd like.
 - b. **Domain:** Leave blank.
 - c. **Username:** Enter your University email address (e.g. sibil@miami.edu)
 - d. **Email Address:** Enter your University email address (e.g. sibil@miami.edu)
 - e. **Password:** Enter your password.
 - f. **Server address:** outlook.office365.com.
7. In the upper right corner, tap **Next**.

Microsoft® Exchange ActiveSync

* Required Fields

Description

University of Miami

Domain

Username *

sibil@miami.edu

Email Address *

sibil@miami.edu

Password *

.....

Server Address *

outlook.office365.com

8. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, Calendar, Task and Memo information are synchronized.
9. Click **Done**.

