Office 365 Guide for Mobile Devices
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Office 365 Mobile Setup

Blackberry Setup

2. Type in the Username and Password to login

3. Click on “Set Up Another Email Account”

4. In order to invoke the Advanced Settings, type in your email address in this format user@companydomain.com with a wrong password. Click Next and let the Blackberry portal find the domain. Once it fails to find the email, you will be directed to the screen below.
5. Click on “Provide additional settings”.
6. Select “Microsoft Exchange” settings and type in your email account below. Type in the “Web Access URL” as shown in the screenshot. Both the username and mailbox name refers to your email address. *Note: The “Web Access URL” can be retrieved from the Outlook Web Access URL.

### Provide Additional Settings

- **POP/IMAP (Most common)**
- **Microsoft® Exchange (using Microsoft® Outlook® Web Access)**

### Provide Account Settings for Microsoft® Outlook Web Access

- **Email address:** kctee@kctee.com
- **Email password:** ********
- **Web Access URL:** https://hknpri0310.outlook.com/owa
- **User name:** kctee@kctee.com
- **Mailbox name:** kctee@kctee.com

*Tip: Contact your Microsoft Exchange administrator if you need help with these settings.*
7. Once successful, click on **Finish**.

An icon to access this email account will be added to your device Home screen. You can click this icon to access your email inbox.

8. Back at the **Home** screen, on the left panel click on **Help**.

9. Click on **“Send Service Books”** and wait for the settings to be delivered to your Blackberry Device.
Android Setup

1. Go to Settings

2. Select Accounts & Sync
3. Click on **Add Account**.

![Add Account](image1)

4. Select **Exchange Active Sync**.

![Exchange Active Sync](image2)
5. Type in your Office 365 email account and password. Click Next.

6. Leave the Domain field blank. Ensure the Username & Password is the same as your Office 365 email address. Change the server name to “m.outlook.com” as shown below. Click Next.
7. Leave the settings as shown or set the amount of days to synchronize your Office 365 email.

8. You can choose to name the account according to your personal preference. Click on Done.
9. The last screen will require you to **Activate Device Administrator** in order to complete setup. Click **Activate** and your email account is ready to be use.
iOS Setup

1. Go to Settings

2. Click on Mail, Contacts, Calendars
3. Click on **Add Account**

4. Select **Microsoft Exchange**

5. Type in your **Office 365** email address in the fields below. Click **Next**.
6. Once it requests for the server, type in “m.outlook.com” as shown below.

7. Allow the iOS to verify the email account

8. You can choose to sync the following items to your iOS devices. Click Save.
9. You can choose the number of Mail days to Sync.

10. Select **No Limit** if you require your iOS devices to sync all emails from the past.

11. Once done, go back to the iOS Home Screen and you can use your Office 365 email account.
Windows OS Setup

1. Go to the Windows Phone **Settings**. Click on “**Add an Account**”.

2. Select Outlook account
3. Type in the Office 365 email address and password. Click “sign in”. Outlook will then verify the account settings with Office 365.

4. Once confirmed the account exists, click on **Done**.