

How to configure your mobile device

Set up an Office 365 for business or other Exchange-based email account on an iPhone, iPad or iPod Touch

* Please Remove your current Exchange account before proceeding.

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.
2. In the **Add Account** page, tap **Exchange**.
3. Enter your full email address, for example `tony@contoso.com`, and your password, and then tap **Next**.

If the device can't find your settings, you need to add them. If you have an Office 365 Exchanged email account in **Server**, enter **outlook.office365.com**, and then add your **Email Address** and **Password**. This is the same username and password you use for work or school. Leave the **Domain Name** Blank

4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Note If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

Note You might need to need to wait ten to fifteen minutes after you set up your account before you can send or receive email.

Set up an Office 365 for business or other Exchange-based email account on an Android.

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.
2. Type your full email address, for example tony@contoso.com, type your password, and then tap **Next**.
3. Select **Exchange**.
4. If prompted, accept the defaults on the **Exchange server settings** page, and tap **Next**. If your device can't connect, enter the following account information, and then select **Next**.

- **Domain\Username** Type your full email address in this box, for example, tony@contoso.com. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
 - **Password** Use the password that you use to access your account.
 - **Exchange Server** Use the address of your Exchange server. If you aren't sure what your server address is, check with your administrator. The server for Office 365 for business is **outlook.office365.com**.
 - Depending how your Exchange administrator set up your account, you might receive a message about additional security features. Select **OK** to continue.
5. As soon as the device verifies the server settings, the **Account Options** page opens. Select the options for how you want to receive your mail, and then tap **Next**. (You may need to scroll down to see **Next**.)
 6. If you see **Activate device administrator?** page, select **Activate**.
 7. Give the account a name, and then tap **Done**.
 8. If you're prompted to create a passcode, tap **Continue** and type a numeric or alphabetical passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Tip You might need to wait ten to fifteen minutes after you set up your account before you can send or receive email.

Set up an Office 365 for business or other Exchange-based email account on a Windows Mobile Device

1. In the [App list](#), tap **Settings**, and then tap **Email + accounts**.
2. Do one of the following:
 - If you have Windows Phone 8 or 8.1, tap **Add an account > Exchange**.
 - If you have Windows Phone 7 or 7.5, tap **Add an account > Outlook**.
3. Enter your full email address, for example tony@contoso.com, and your password, and then tap **Sign in**. If the phone finds your account settings, your email, calendar, and contacts will be synched to your phone.
4. If you're prompted to create a passcode, tap **Continue** and type a numeric or alphabetical passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.

Note If there's a problem connecting the email account, see the Microsoft Exchange or Office 365 email account section in [Set up or delete an email account for Windows Phone 8 or 8.1](#), or in [Set up or delete an email account for Windows Phone 7 or 7.5](#).