Set up Exchange email on an Apple iPhone, or iPad

1. If this is the first email account on your iPhone, tap Mail. Otherwise, tap Settings> Mail, Contacts, Calendars> Add Account.

2. Tap Settings> Mail, Contacts, Calendars> Add Account.

3. Tap Microsoft Exchange.

4. You don't need to type anything in the Domain box. Type the information requested in the Email, Username, and Password boxes. You need to type your full email address in the Email and Username boxes (for example, arajeurs@student.atlantatech.edu).

5. Tap Next on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.

6. If your iPhone can't find your settings, use outlook.office365.com for your server name.
   In the Server box, enter your server name, and then tap Next.

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.

8. If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later your iPhone settings.

Set up Microsoft Exchange email on an Android

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.

2. Type your full email address, for example arajeurs@student.atlantatech.edu, and your password, and then select Next.

3. Select Exchange account. This option may be named Exchange ActiveSync on some versions of Android.

4. Enter the following account information and select Next.

   Domain\Username Type your full email address in this box. 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.

   > NOTE On some versions of Android, you must use the domain\username format. For example, if your email address is arajeurs@student.atlantatech.edu
   > type atlantatech\arajeurs@student.atlantatech.edu Your username is your full email address.

   Password Use the password that you use to access your account.

   Exchange Server Use outlook.office365.com for your server name.

5. As soon as your phone verifies the server settings, the Account Options screen displays. The options available depend on the version of Android on your device. The options may include the following:

   Email checking frequency The default value is Automatic (push). When you select this option, email messages will be sent to your

phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.

Amount to synchronize This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.

Notify me when email arrives If you select this option, your mobile phone will notify you when you receive a new email message.

Sync contacts from this account If you select this option, your contacts will be synchronized between your phone and your account.

6. Select Next and then type a name for this account and the name you want displayed when you send e-mail to others. Select Done to complete the email setup and start using your account.

NOTE   You may need to wait ten-to-fifteen minutes after you set up your account before you can send or receive e-mail.

Set up Exchange ActiveSync on Windows Phone

1. On Start, swipe left to the App list, select Settings, and then select email + accounts.

2. Select add an account > Outlook.

3. Enter your email address and password, and then select Sign in. Windows Phone will try to set up your email account automatically. If setup completes successfully, skip to step 8.

4. If you see the message "Check your information and try again. You may have mistyped your password.", verify that you entered the correct email address and password. At this stage, you don't need to specify any values for User name and Domain. Select Sign in. If setup completes successfully, skip to step 8.

5. If your email 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:

   E-mail address This is your full email access, for example arajeurs@student.atlantatech.edu.
   Password This is the password for your email account.
   User name This is your full email address, for example arajeurs@student.atlantatech.edu.
   Domain This is the part of your email address after the @ sign, for arajeurs@student.atlantatech.edu
   Server Use outlook.office365.com for your server name.

6. Select the Server requires encrypted (SSL) connection box.

7. Select Sign in.

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