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Setting up Office365 / Outlook on iOS and Android devices

Jeff Clark - 2018-04-02 - Email and Collaboration

Setting Up Office 365 email on different mobile devices:

iPhone/iPad Office 365 email Setup:

Touch -> Settings.

Touch -> Mail, Contacts, Calendars.

Touch -> Add Account.

Touch -> Microsoft Exchange.

Type in your FAU email address and password.

Touch -> Next.

It will then verify the account information and bring up the server field.

If the field is not automatically populated, type, outlook.office365.com

Username is your FAU email address (ie. FAUNetID@fau.edu)

If you are on O365 Health, your email address is

FAUNetID@health.fau.edu

Touch -> Next.

Make sure that each of the following has ON next to it: Mail, Calendars, Contacts, Reminders (if you want to sync all to your phone).

Touch -> Save.

Office 365 email Setup for various Android devices:

Touch -> Settings

Touch -> Accounts.

Touch -> Add Account

Touch -> Microsoft Exchange ActiveSync or Corporate.

Type in your FAU email address and password (ie.

FAUNet_ID@fau.edu) *If you are on O365 Health, your email address is*

FAUNetID@health.fau.edu

If you see a Domain\Username field, enter your full email address.

If Domain and Username are separate fields, enter your full email address in Username , and leave Domain blank. If required to enter domain field, enter your full email address.

Touch -> Next.

It will then verify the account information and bring up the server field.

If the field is not automatically populated, type: outlook.office365.com in the server section

Touch ->Next.

Select the Account Options.

Touch -> Next

Depending on the version of Android being used, these procedures may vary slightly.