



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.