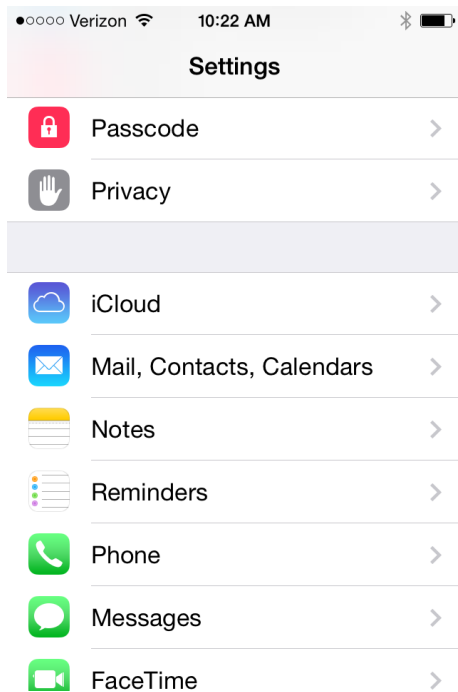
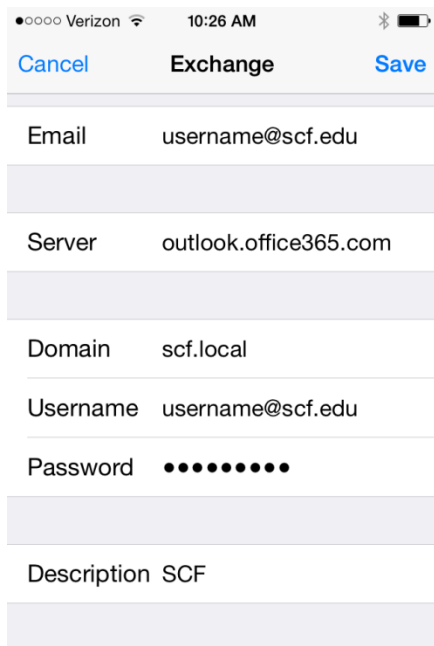


Configuring an Apple iOS device (iPhone, iPad, iPod)

To change the settings on an existing account



1. Click Settings > Mail, Contacts, Calendars.



2. Type in your username@scf.edu in

Email → username@scf.edu

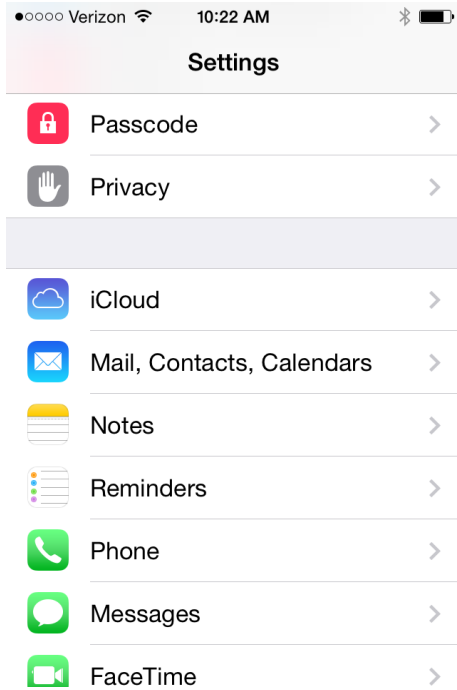
Server → outlook.office365.com

Username → username@scf.edu

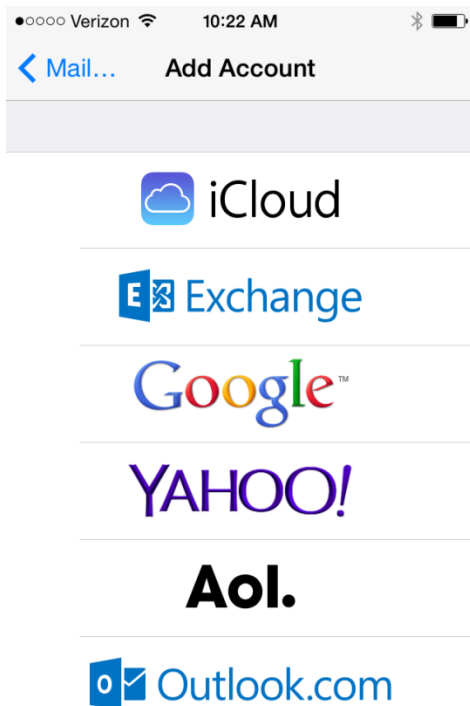
3. Change the server to: outlook.office365.com.

4. Click Done.

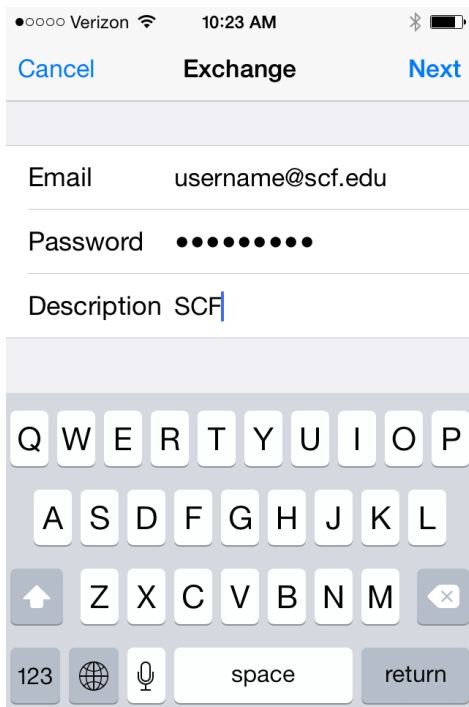
To setup a new account



1. Click Settings > Mail, Contacts, Calendars.



2. Click Exchange.



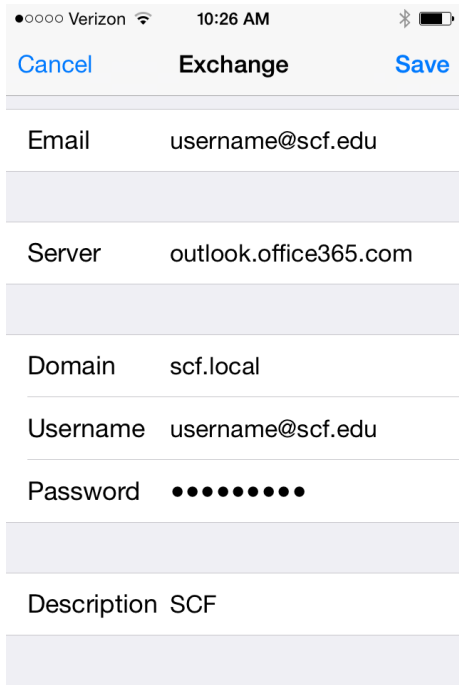
3. Enter the following information:

Email → username@scf.edu

Password → *****

Description → (optional)

4. Click Next.



5. Enter the following information:

Email → username@scf.edu

Server → outlook.office365.com

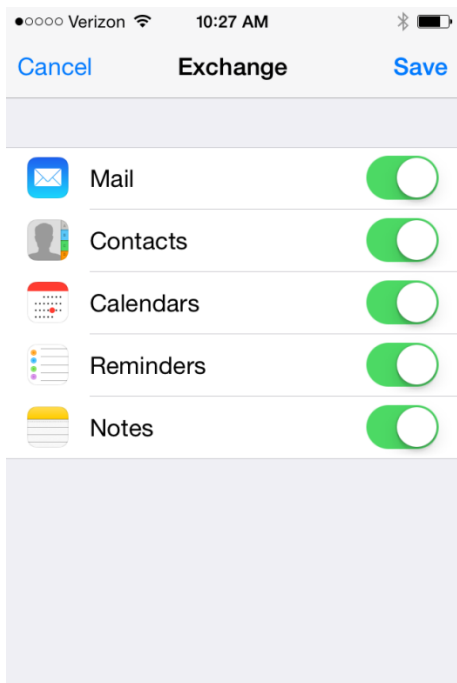
Domain → scf.local

Username → username@scf.edu

Password → *****

Description → (optional)

6. Click Next.



7. Choose the type of information you want to synchronize between your account and your device.

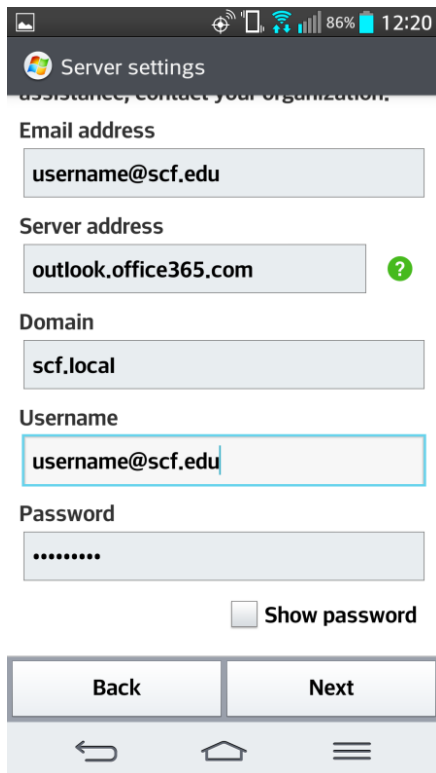
8. Click Save.

Configuring an Android device

These steps may vary due to the variety of Android mobile operating systems and Android devices.

To change the settings on an existing account

1. Click on Settings.



Server settings

assistance, contact your organization.

Email address
username@scf.edu

Server address
outlook.office365.com

Domain
scf.local

Username
username@scf.edu

Password
.....

Show password

Back Next

2. Go to Accounts → Microsoft Exchange.

3. Navigate to the server settings and change the following information.

Email address → username@scf.edu

Server address → outlook.office365.com

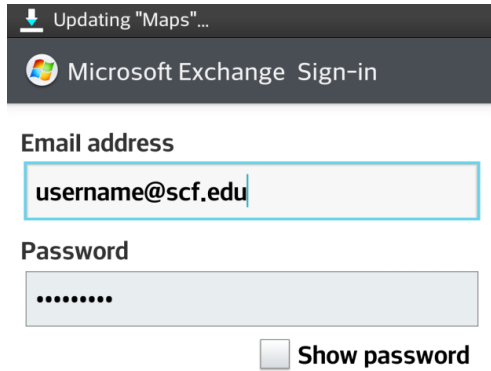
Username → username@scf.edu

4. Click Next → Save.

(If you cannot change your account settings, delete the account and follow the steps to set up a new account. *On back* →)

To set up a new account

1. Click on Settings.
2. Go to add Account → Select Microsoft Exchange.



Updating "Maps"...

Microsoft Exchange Sign-in

Email address

username@scf.edu

Password

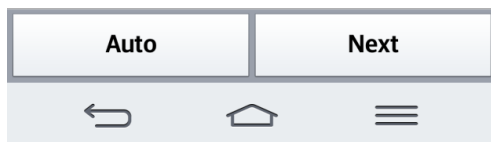
.....

Show password

3. Type in your username (full email address) and password.

Email address → username@scf.edu

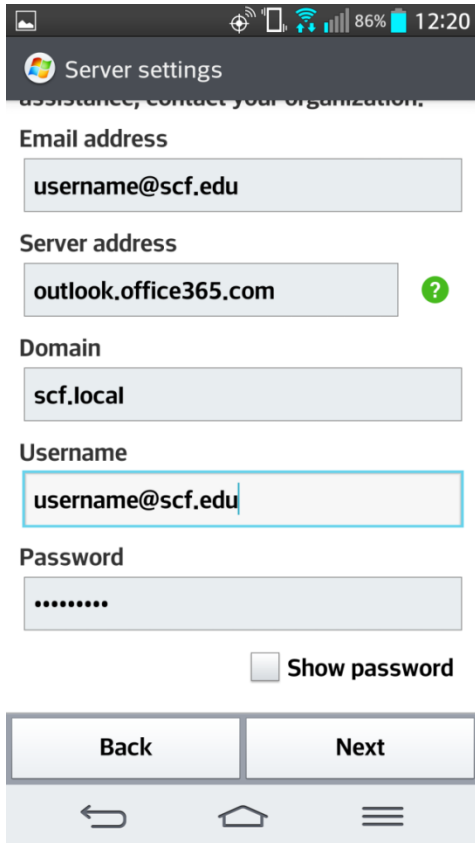
Password → *****



Auto Next

← 🏠 ☰

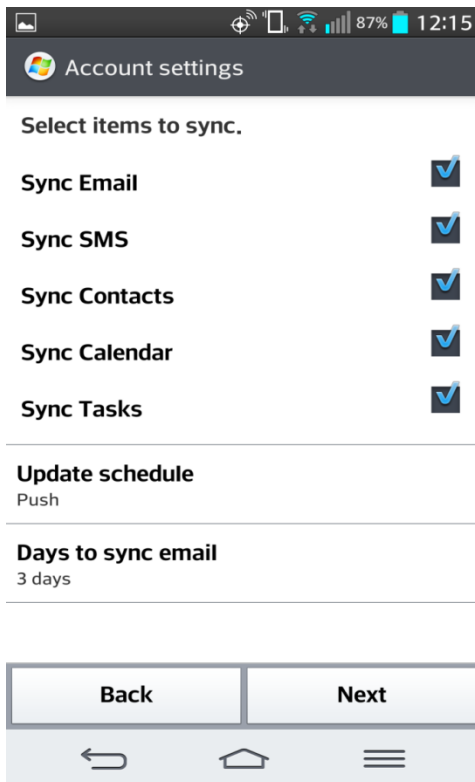
4. Click Next.



5.. Enter the following information:

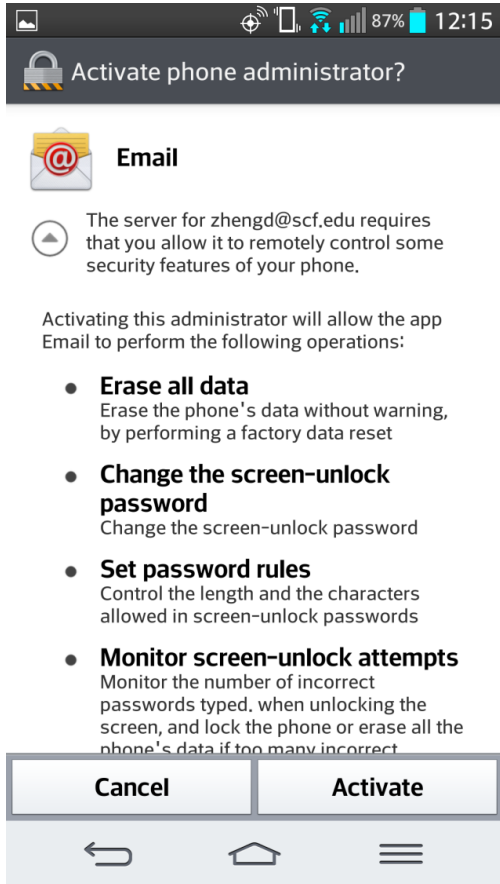
- Email address** → username@scf.edu
- Server address** → outlook.office365.com
- Domain** → scf.local
- Password** → *****
- Domain\Username** → username@scf.edu
- Password** → *****
- Use Secure Connection** → Check this box.

6. Click Next.



7.. Choose the type of information you want to synchronize between your account and your device on the Account Options screen.

8. Click Next.



9. Click to Activate the account.

You may receive a message similar to this after configuring your account: *This server requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?*

Mobile Phone Setup Reference for additional mobile platforms:

Help.outlook.com <insert link> <http://help.outlook.com/en-us/140/cc825479.aspx>