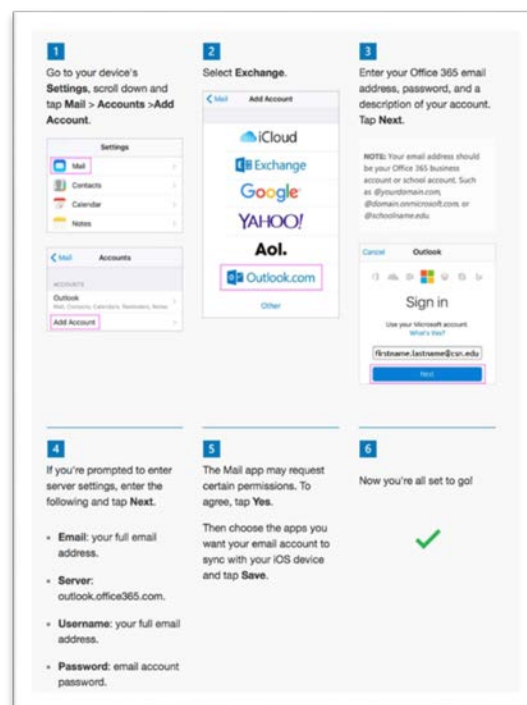


How to setup Exchange Online Email on a Mobile Device/Tablet

Microsoft offers the Outlook App for Mobile Devices and Tablets: <https://www.microsoft.com/en-us/outlook-com/mobile/>. This App can be used on iPhones, Android Phones, and tablets. It provides the best email experience for your mobile devices and is highly recommended for seamless mobile connectivity. Using the Outlook App, you only need to input in your email address and password; no other information is required.

If you choose to use the Native Mail client on your mobile device, please follow the instructions below.

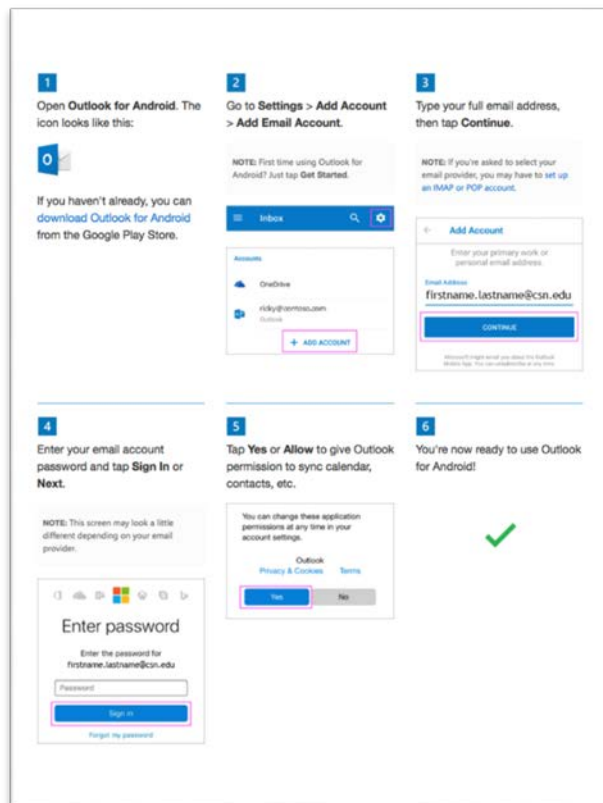
iOS:



- Under the Settings app, select Mail, Contacts, Calendars.
- Select the Add Account option on the screen.
- Select Exchange from the Add Account Screen.
- Enter your Email address using this format: first.last@csn.edu
- Enter your Exchange Password in the Password field and then tap Next.

- Edit the Description field (this is optional) and then tap Next in the upper-right corner.
- iOS will verify your settings, and if they are correct you will quickly see little checkmarks appear next to your settings and the screen will change.
- On the resulting Exchange screen, set the following:
 - Mail – Set it to “ON”
 - Contacts – Set it to “ON”
 - Calendars – Set it to “ON”
 - Notes – Set it to “ON”
- Tap on the Next button to complete your setup.
- Server Information: **outlook.office365.com**

Android:



Some Android users may see a slightly different menu of options when configuring their devices. The settings below have been tested on Google Nexus & Samsung devices.

- Tap the Settings app on the phone.

Office of Technology Services

- Tap Accounts.
- Swipe down and Tap + Add Account.
- Tap Exchange (Some users may see it listed as Microsoft Exchange ActiveSync).
- Enter your Email address in the format first.last@csn.edu and then tap Next.
- Enter your Exchange Password in the Password field and then tap Next.
- Some Android devices will auto configure at this point; however, Google Nexus devices need to enter the Server information manually, so swipe down and edit the Server field to read outlook.office365.com and then tap Next.
- Tap OK in the Remote Security Administration window that appears.
- Tap Next to create the account.
- Tap Activate at the bottom of the Activate Device Administrator window.
- Edit the Account Name field (this is optional) and then tap Next to complete setup.