

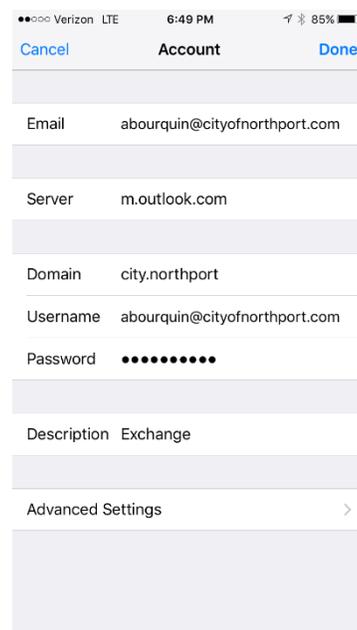
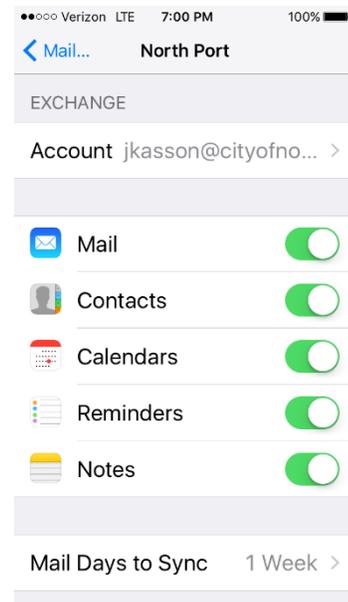
# Mobile Setup for Office 365

## iPhone/iPad

1. If this is the first e-mail account on your iPhone or iPad, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. Tap in the **E-mail** box and enter your full e-mail address (for example, JDoe@cityofnorthport.com).
4. Tap in the **Username** box and enter your full e-mail address again.
5. Tap in the **Password** box and enter your password.
6. Optionally, tap in the **Description** box and enter a short description for the account (JDoe's work email).
7. Tap **Next** on the upper right corner of the screen.
8. Sometimes a **Server** field appears. If it does, enter the server name **m.outlook.com** and then tap **Next**. (if you're having trouble with this, see "Troubleshooting" below.)  
**Skip this step if server name field does NOT appear.**
9. Tap **Next**.
10. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.
11. Tap **Save**.
12. It may be necessary to **turn off and re-start** iPhone/iPad, but in most cases simply open your new mail account and allow the mail to sync.
13. Note by default, your iPhone will only sync mail for a limited period of days so the mobile's performance will be fast. This setting can be configured if desired.

## Troubleshooting

1. If you're having problems connecting your mobile device, please check for misspellings in the username and password. If the setup is still not working properly, restart the device and try again. If this does not work, please contact the Information Technology Service desk at 941-429-7100.



## Android

(caveat: since there are so many different Android smartphones on the market, the steps for setting up email could vary from the instructions below.)

1. From the Applications menu, select Email. This application may be named Mail on some versions of Android.
2. Type your full e-mail address, for example JDoe@cityofnorthport.com, 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.
  - Username: Type your full e-mail 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 e-mail address in the Username box. Note: On some versions of Android, you need to use the domain\username format. For example, if your e-mail address is JDoe@cityofnorthport.com, type cityofnorthport.com\jdoe@cityofnorthport.com.
  - Password: Use the password that you use to access your North Port network account.
  - Domain: enter your email domain (cityofnorthport.com) if this is a separate field. Occasionally this is optional and the field may not appear or it may be grouped with Username.
  - If the Exchange Server field appears, tap in **m.outlook.com** -- If that doesn't work, see troubleshooting at end of this section.
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, e-mail 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 e-mail 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 e-mail setup and start using your account

Server settings

Email address  
ncongo@cchss.org

Server address  
m.outlook.com

Domain  
cchss.org

Username  
ncongo@cchss.org

Password  
Operations#1

Show password

Use secure connection (SSL)

Back Next

## Troubleshooting

- Please contact the Information Technology Service desk at 941-429-7100 if these instructions don't work.

## **Windows Phone**

1. If this is the first e-mail account you've set up on the phone, tap the E-mail tile on the phone's home screen and skip to step 4. If this is not the first e-mail account you've set up on the phone, swipe left from the home screen.
2. Tap Settings and then tap E-mail and Accounts.
3. Tap Add an Account and select Outlook.
4. Enter your e-mail address and North Port network password and tap Sign In. Windows Phone 7 will try to configure your e-mail account automatically.