

HOW TO CONFIGURE YOUR IOS NATIVE APP FOR EMAIL OFFICE 365 FOR EMPLOYEES

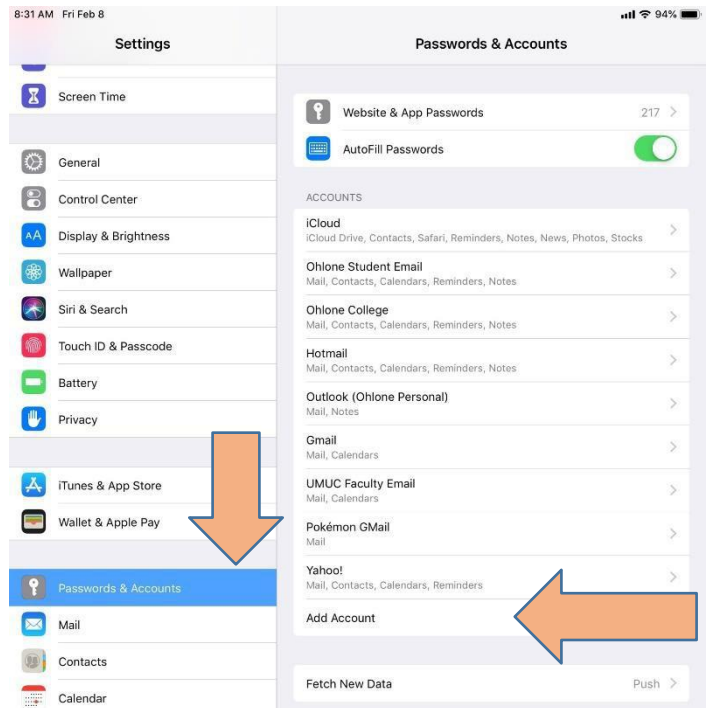
These set of instructions is applicable for both iPhones and iPads running on the latest version of IOS.

Note

If you have your Ohlone College email installed on your phone prior to migration, you need to delete your account first before setting up your email using Office 365.

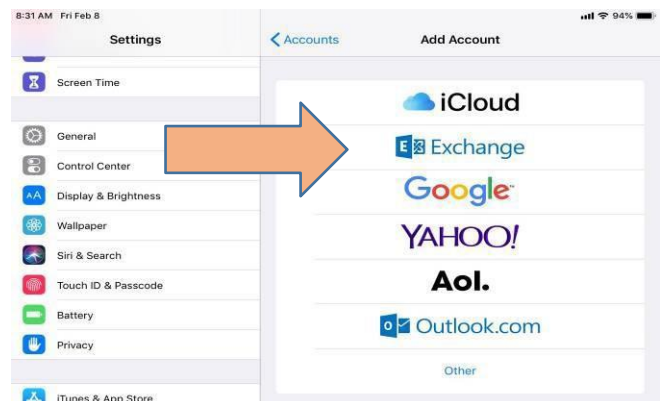
Open Settings

1. Open **Settings** from your device.
2. Click on **Passwords & Accounts**.
3. Click on **Add Account**.



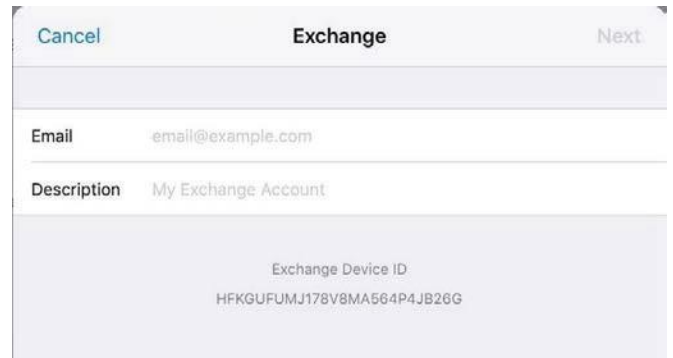
Select the type of Email Account

4. From the list, select **Exchange** as your email type.



Enter your Information

5. In the **Email** field, type your complete email address. For example, ssmith@ohlone.edu.
6. In the Description field, enter **Ohlone College**.
7. Click **Next**.



Cancel Exchange Next

Email email@example.com

Description My Exchange Account

Exchange Device ID
HFKGUFUMJ178V8MA564P4JB26G

Configure Manually

8. A pop-up window will show up. Click on **Configure Manually**.



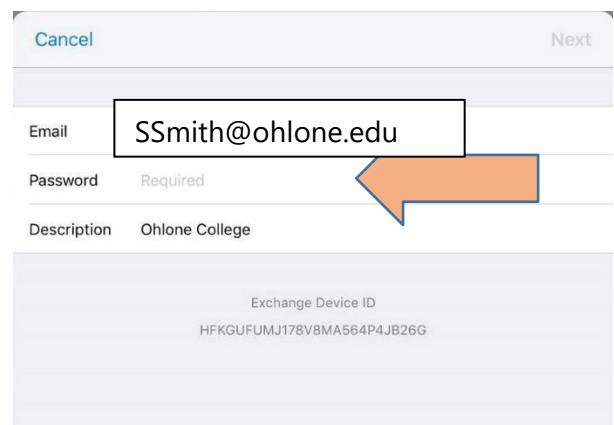
Sign in to your "ohlone.edu"
Exchange account using
Microsoft?

Your email address will be sent to
Microsoft to discover your Exchange
account information.

Configure Manually

Sign In

9. Enter your password. Remember that your email password is the same as your WebAdvisor password.
10. Click **Next**.



Cancel Exchange Next

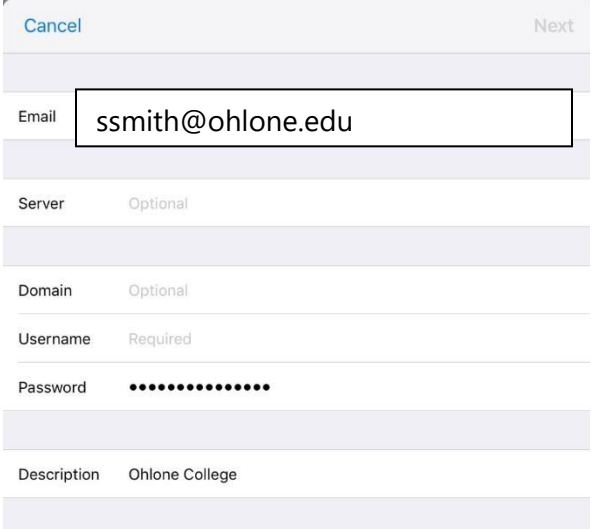
Email SSmith@ohlone.edu

Password Required

Description Ohlone College

Exchange Device ID
HFKGUFUMJ178V8MA564P4JB26G

11. In the **Server** field, enter **outlook.office365.com**.
12. You can leave the **Domain** name blank.
13. In the **Username** field, enter your username using the following format: **<username>@admin.ohlone.edu**. For example, ssmith@admin.ohlone.edu. Please note that your username is not your email address. It is important that you use @admin.ohlone.edu.
14. Click **Next**.
15. You are done!



The screenshot shows a configuration window with a light gray background. At the top, there are two buttons: "Cancel" on the left and "Next" on the right. Below the buttons is a form with several fields:

- Email:** A text input field containing "ssmith@ohlone.edu".
- Server:** A text input field with the label "Optional" to its right.
- Domain:** A text input field with the label "Optional" to its right.
- Username:** A text input field with the label "Required" to its right.
- Password:** A text input field with a series of black dots representing masked characters.
- Description:** A text input field containing the text "Ohlone College".