## Set up Microsoft Exchange email on an iPhone or iPad

**Set up an Office 365 for business Exchange-based email account on an iOS device**

1. Tap **Settings** > **Accounts** > **Add account** > **Email**.
2. Select **Exchange**.
3. Type your full email address and password, and then tap **Next**.

If the phone cannot find your settings, you need to add them. If you have an Office 365 Exchange email account, in Server, type **outlook.office365.com**, then add your **Username** and **Password**. This is the same username and password you use for work or school.

1. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.
2. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don’t set up a passcode, you can’t view this account on your device. You can also set up a passcode later in your settings.

## Set up Microsoft Exchange email on an Android

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full email address, for example, tony@contoso.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 then select **Next**.
	* **Domain\Username**     Type your full email address in this box. If **Domain** and **Username** are separate boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.

**Note**    On some versions of Android, you must use the domain\username format. For example, if your email address is tony@contoso.com, type contoso.com\tony@contoso.com. Your user name is your full email address.

* + **Password**     Type the password that you use to access your account.
	+ **Exchange Server**    Type the address of your Exchange server. If you’re connecting to your Office 365 email, use **outlook.office365.com** for your server name. If you're not using Office 365, see [Find your ActiveSync server name](https://support.office.com/en-au/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872#__find_your_exchange) in this article.
1. As soon as your phone verifies the server settings, the **Account Options** screen opens. The options available depend on your version of Android and may include the following:

**Email checking frequency**     The default setting is Automatic (push). When you select this option, email messages are sent to your phone as they arrive. We recommend selecting this option only 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 retention options, including One day, Three days, and One week.

**Notify me when email arrives**     If you select this option, your mobile phone notifies you when you receive a new email message.

**Sync contacts from this account**     If you select this option, your contacts are synchronized between your phone and your account.

1. Select **Next**, and then type a name for this account and the name you want displayed when you send email. Select **Done** to complete the email setup and start using your account.

**Note**    You may need to wait 10-to-15 minutes after you set up your account before you can send or receive email.

### Find your Exchange Server name

If your email program is on a server running Exchange ActiveSync and isn't able to automatically find your server name, you may need to look it up.

|  |  |
| --- | --- |
| I'm connecting to Office 365. | Use **outlook.office365.com** as your server name.  |

**Upgrading to Office 2013**

To fully utilize the advantages of our new Office 365 subscription, it is recommended that you upgrade your school computers to Office 2013. You currently have Office 2010 installed. Click on the link below and follow the instructions. If Internet Explorer is not your default browser, you may need to copy and paste the link into Internet Explorer. Make sure all other windows are closed. Especially make sure that all Office applications are closed. Do not use this method to install Office 2013 on your home computers. I will send separate instructions for that.

<http://hcdewsus/CMApplicationCatalog/#/SoftwareLibrary/AppListPageView.xaml>

**After Upgrading to Office 2013**

To make it easier to access your new Email Client, Microsoft Word, Powerpoint, Excel, etc…

Left click the start button.

Left click All Programs.

Right Click Microsoft Office.

Click Copy.

Go to your Desktop (where you see your wallpaper) and click Paste.

You will now see a folder full of icons. These are your Office 2013 programs. One of the programs is Outlook 2013. It is the new, improved version of the Outlook email client. This is how I would send and receive email from work. It has a lot more features than the web-based client.

**Setting Up Unlimited Cloud Storage**

You now have unlimited storage in the cloud. You will have to install OneDrive for Business in order to access this storage. Please follow the link below to download and install OneDrive for Business on your computers (both at school and at home).

<https://onedrive.live.com/about/en-us/download/>

Once you download and install OneDrive for Business, you can save files in the OneDrive-Hamilton County Department of Education folder, and these files will be available on any machine that has OneDrive for Business installed (once you log-in).