Exchange Online Mailbox Setup on Smartphones

Exchange 365 Setup on iOS

To set up an Exchange 365 mailbox on iOS, perform the following:

1. Enter Settings and select Passwords & Accounts.
2. Tap Add Account and select Exchange on the page that opens.
3. On the dialog that pops up, enter your full e-mail address in the Email field, add a description for it in the Description field, and tap Next.
4. When presented with a choice between manual configuration and sign in, tap Configure Manually.

5. Enter your password in the Password field added in between the Email and Description fields, and tap Next to proceed to the page shown below.
6. The previously entered information will automatically show up in the Email and Description fields on this page. Fill out the additional following details:
   - Enter the address outlook.office365.com in the Server field.
   - Enter wismain in the Domain field (this is optional).
   - Type your Institute user ID in the Username field.
   - Enter your password in the Password field.

7. Tap Next, and approve synchronization of your e-mail, contacts and calendar records when requested to do so.

**Exchange 365 Setup on Android**

To set up an Exchange 365 mailbox on Android, perform the following:

1. Enter your device Settings and tap Accounts & sync.

2. Tap Add account and select Exchange on the list of account types that shows up (this option may appear as Active Sync/Corporate on certain Android devices).

3. Enter your e-mail address and password in the appropriate fields (tap Next in between these fields).

4. When asked for further details, fill them out as follows:
   - Type wismain in the Domain field. Should this field not be available on your device, add the domain name as a prefix to your user name (see next step for details).
   - Enter your Institute user ID in the User name field (as stated, should the Domain field not be available on your device, add the wismain domain name as a prefix to your user ID in the user name field, as in wismain\user ID).
   - Type your password in the Password field.
   - Enter the address outlook.office365.com in the Server field.

5. Enable SSL connection (Use secure connection) with the Accept all SSL certificates option.

6. Should you be presented with Remote Security Administration and/or Device Administrator messages, tap OK or Activate.

7. Select the (Automatic) Push option under Inbox check frequency to define the way and frequency in which arrival of new e-mail items is checked for (manually, or once every predefined number of minutes).

8. Choose the Three days option under Amount to synchronize, to limit the number of e-mail items synchronized to your device to those having arrived over the past three days.

9. At this point, you’ll be able to choose to synchronize contacts and calendar records, in addition to your e-mail.

10. To complete setup, enter Exchange as the name for the new account and tap Next.
Error Message following Migration from Exchange 2010 to Exchange 365 on Android

Migration from Exchange 2010 to Exchange 365 will result in the error message shown below (or one similar to it) being presented when accessing your mailbox.

To resolve the error, perform the following:

1. Tap OK at the bottom of the error message.
2. In your Exchange account settings, replace the server address `xmail.weizmann.ac.il` with `outlook.office365.com`, and confirm the edit. You will now be able to access your mailbox again.