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. Launch Google Play, then search for and install the Microsoft Outlook app.

2. Launch the freshly installed Microsoft Outlook app. In the app, tap Add account, enter your e-mail address and tap Next.
3. Enter your password in the appropriate field on the next screen and tap the **Enter** button.

4. You’ll now have full access to your mailbox.