

# How to Set Up Office 365 Email

Click to be taken to the section you need:

- [Mail for iOS Devices](#) (iPhones, iPads, iPods)
- [Mail for Android Devices](#)
- [Security Information](#)

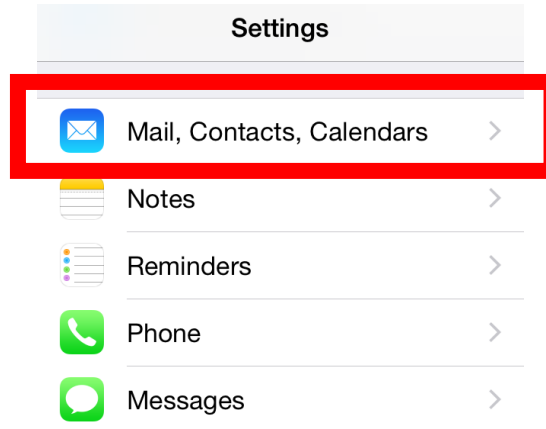
# Mail for iOS Devices

Before setting up email on your device, please make sure it is connected to Wi-Fi.

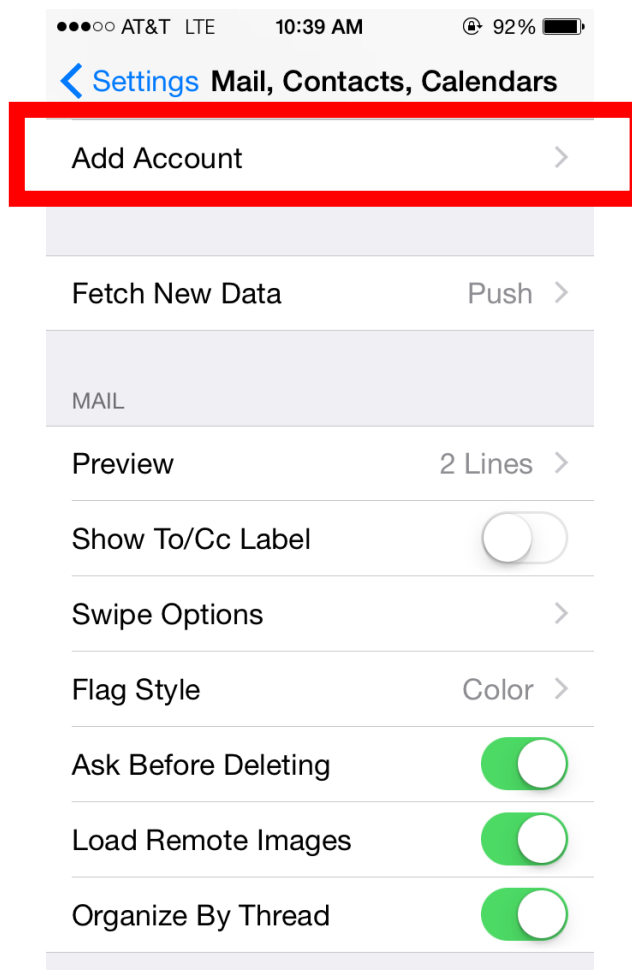
1. From the **Home** screen, select **Settings**



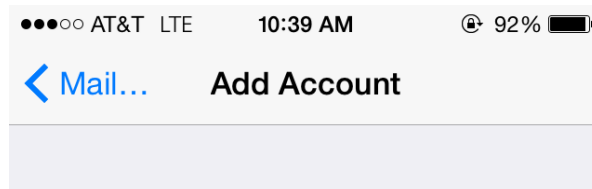
2. Select **Mail, Contacts, Calendars**



3. To add the account, select **Add an account**



#### 4. Select Microsoft Exchange



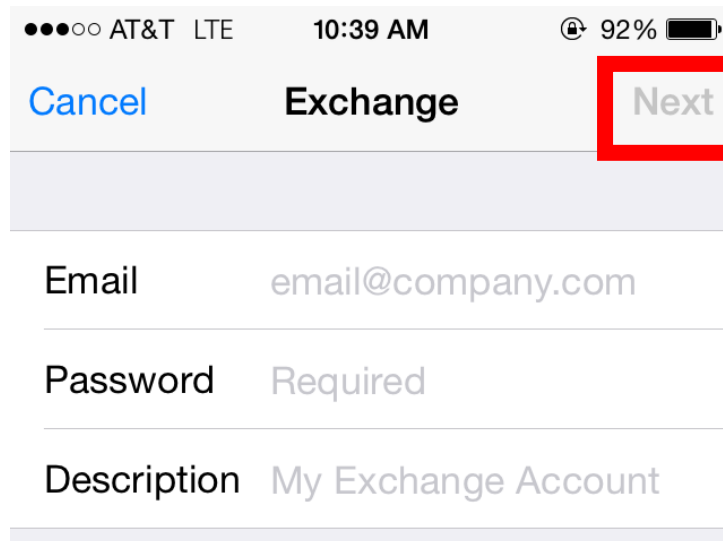
iCloud

Exchange

Google™

Enter your following details:

- **Email address:** [username@berry.edu](#) - Example: [jsmith@berry.edu](#)
- **Password:** <your Berry network password>
- **Description:** “My Berry Email” – this can be whatever you want



- Select **Next**

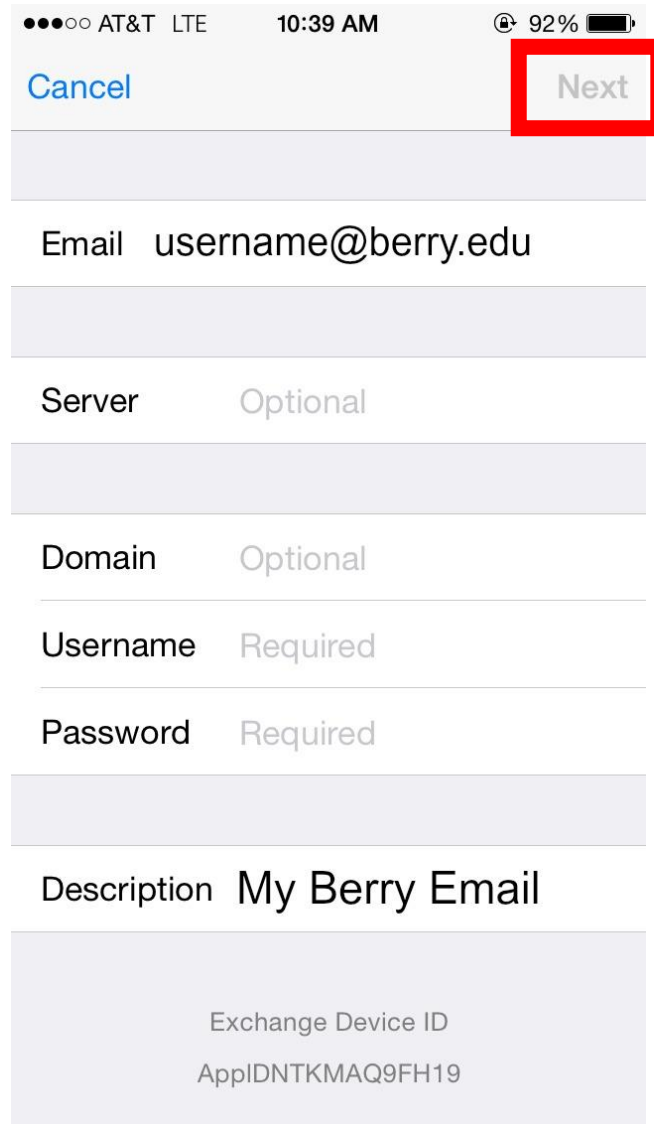
5. Enter the following details:

**Server:** outlook.office365.com

**Domain:** AD

**Username:** [username@berry.edu](mailto:username@berry.edu)

**Password:** your email password



The screenshot shows an iPhone interface for setting up an email account. At the top, the status bar displays 'AT&T LTE', '10:39 AM', and '92%' battery. Below the status bar, there are two buttons: 'Cancel' on the left and 'Next' on the right. The 'Next' button is highlighted with a red rectangular box. Below the buttons, the email address 'username@berry.edu' is entered in the 'Email' field. Below that, there are four rows of settings, each with a label and a status: 'Server' (Optional), 'Domain' (Optional), 'Username' (Required), and 'Password' (Required). At the bottom, the 'Description' is set to 'My Berry Email'. Below the description, the 'Exchange Device ID' is shown as 'AppIDNTKMAQ9FH19'.

6. Select **Next**
7. Select the options you would like to synchronize.



8. Select **Done**

Once you have added your email account, return to the **Home** screen and select **Mail** to synchronize and view your email account.

# Configure Office 365 on Android

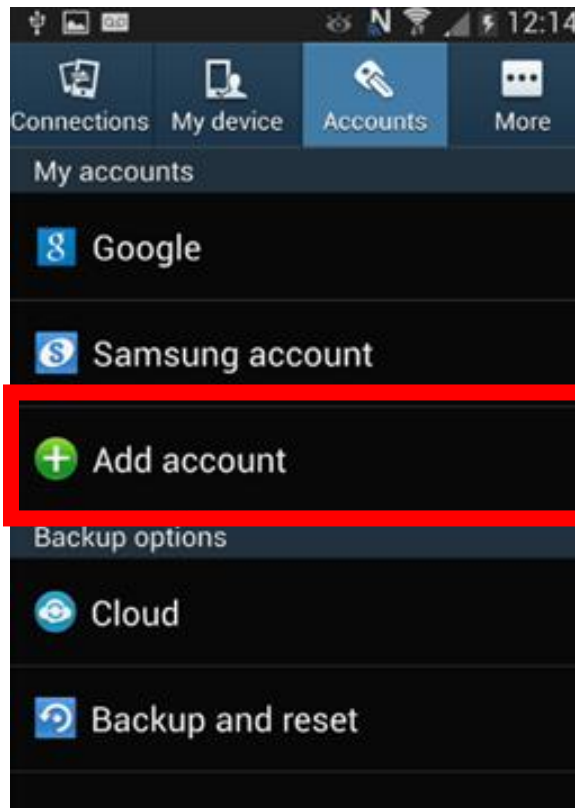
Before setting up email on your Android, please make sure it is connected to Wi-Fi.

## Configuration

1. Go to Settings.

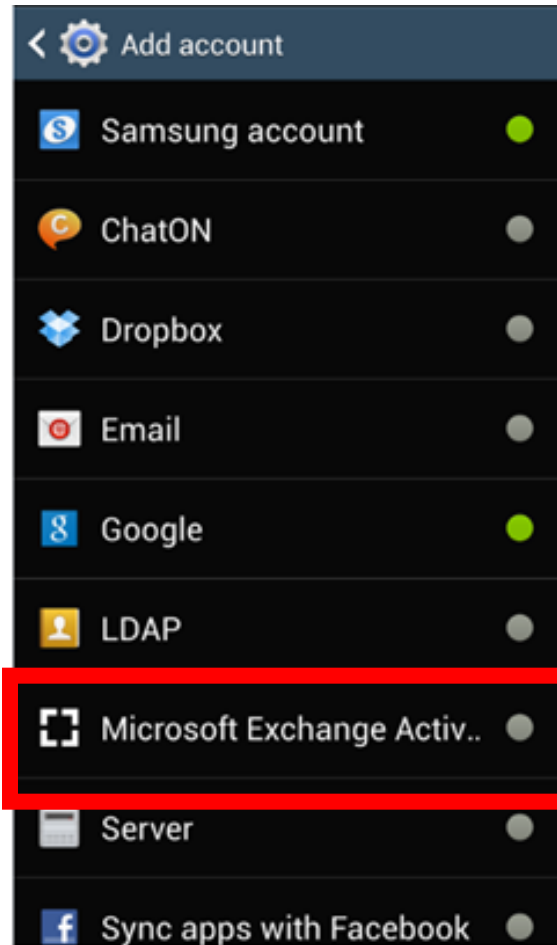


2. Select **Accounts** then **Add Account**

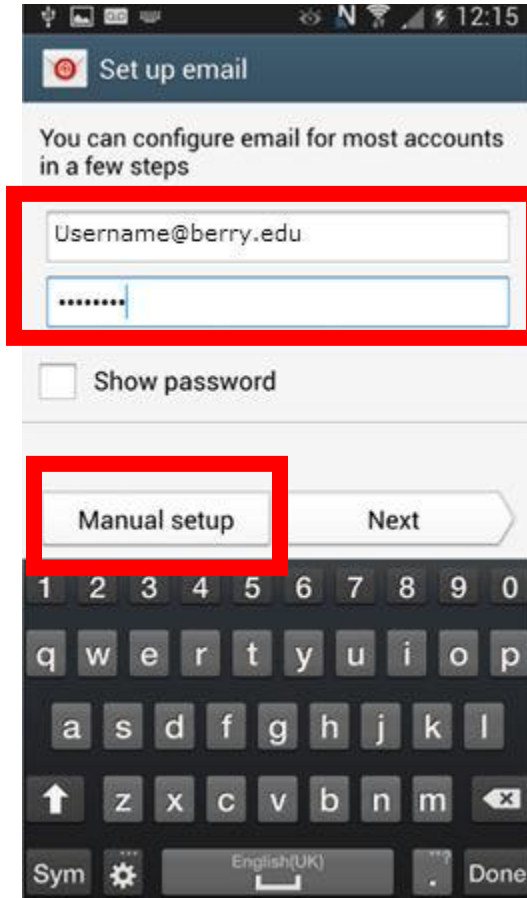




3. The Add Account screen will appear. Click on **Microsoft Exchange Activesync**



4. The Email setup screen will appear. Enter your **Berry email** and **Berry password** then click **Manual setup**.



5. Make sure the domain is in the format **username@berry.edu** where your username is your Berry username e.g. jdoe  
Change the **Exchange server** to **outlook.office365.com**  
Click **Next**

Exchange server settings

Email address  
username@berry.edu

Domain\user name  
username@berry.edu

Password  
.....

Exchange server  
outlook.office365.com

Use secure connection (SSL)

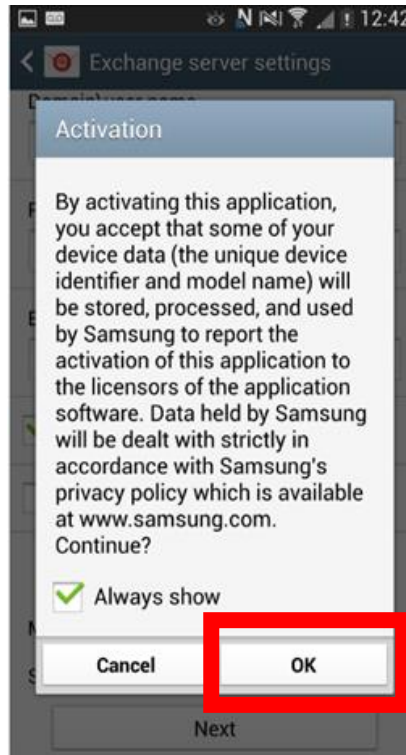
Use client certificate

Client certificate

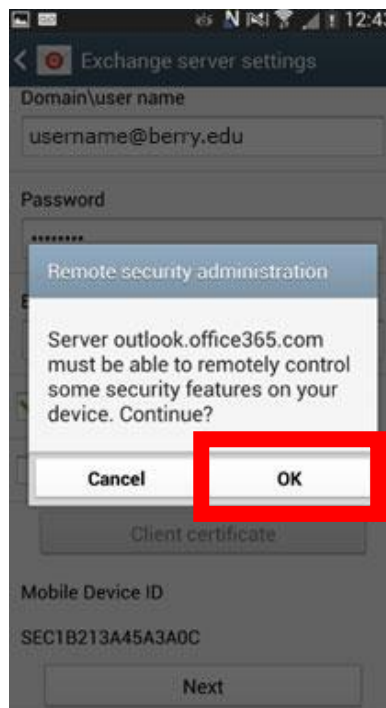
Mobile Device ID

Next

- The following screen will appear. Click **OK**



- On the next screen click **OK**



8. Select Activate.

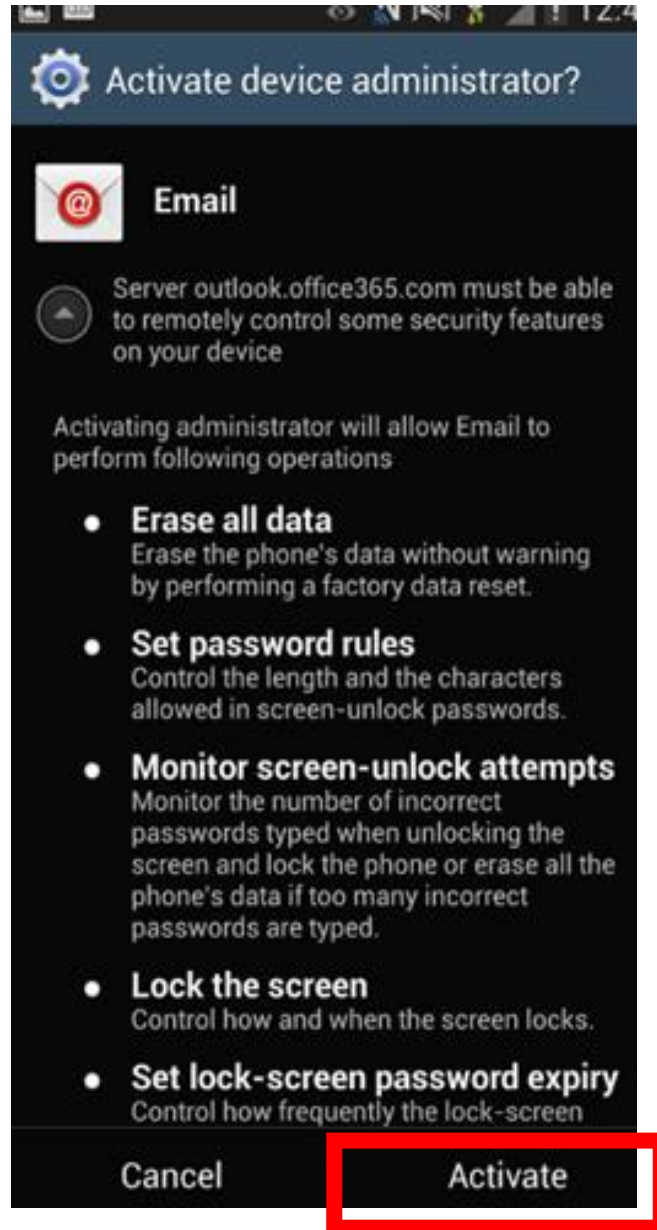
The screenshot shows the 'Account options' screen with the following settings:

- Period to sync Email: Automatic
- Sync schedule: Push
- Peak schedule: Push
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Notify me when email arrives
- Sync Email

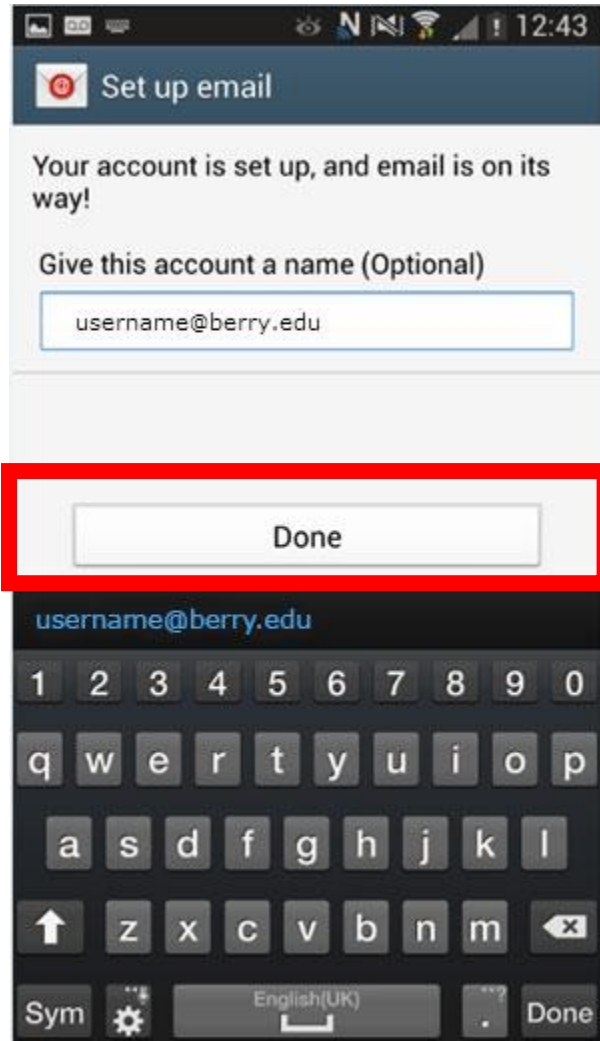
Cancel

Activate

9. **Select Activate.**



10. Setup will be complete. Click **Done**. Your Berry email will be added to your inbox.



# Security Information

By connecting to the Exchange server, you give Berry College OIT access to control certain features of your phone. This includes being able to remotely wipe the device, forcing the use of a passcode, and monitor failed password attempts to unlock the phone.

Please note that this is a standard feature of the Exchange service, has always been in place, and is true for every mobile phone. Although Android phones warn users of this security setting, other mobile devices don't.

You should be aware that Berry OIT has no desire or interest in accessing any of these features, and will not do so without the express request of the user (e.g. if your mobile phone is lost or stolen, we can wipe the phone's contents for you).

We cannot remove this functionality from the Exchange service (Microsoft would have to do that); it is a standard feature.

If you have concerns about the security risks implied by these features, please email [computing@berry.edu](mailto:computing@berry.edu).