

WSU Email on your Phone



Microsoft Outlook Web App

You are able to setup Office 365 email, calendar, and contacts on a mobile device by downloading the Microsoft Outlook Web App. The app is available in the Apple App Store and Google Play.



Apple iOS Devices

You can also setup your iOS device's Mail app to access your Office 365 content. The following instructions only work for devices running iOS 4 and above. If you need additional assistance, give the CaTS Help Desk a call at (937) 775-4827.

Please note: Before attempting to setup your iOS Device to access Office 365, you will need to remove any existing WSU configuration profiles or accounts you have setup. Profile information is located at the bottom under **Settings >> General**. You can remove your current WSU email account by going to **Settings >> Mail, Contacts, Calendars**, tapping on the account name, then tapping on the **Delete Account** button at the bottom. If you are syncing notes in your current profile or account, deleting your profile or account will delete these notes. You will receive an email message in your Office 365 inbox with these notes.

1. After removing your profile or account, tap **Mail**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account**.
4. Tap **Microsoft Exchange**.
5. In the **Exchange** setup window, do the following:
 1. Tap in the **Email** box and enter your full Office 365 email address (lastname.#@wright.edu for students).
 2. Tap in the **Username** box and enter your full email address again.
 3. Tap in the **Password** box and enter your password.
 4. Optionally, tap in the **Description** box and enter a short description for the account (e.g. RaiderMail)
6. Tap **Next** on the upper right corner of the screen.
7. After verification is complete, the **Exchange** setup window will appear again, with a new box titled **Server**.
8. Tap in the **Server** box and enter **outlook.office365.com** as the server.
9. Tap **Next**.
10. Choose the type of information you want to synchronize. **Important - By default, Mail and Calendar are turned on, so any previous Calendar information you have been using in your iPhone will be combined with the Calendar information on the Office 365 service. This may lead to duplicates. To turn off synchronization for a type of information, tap and slide the switch to OFF.**
11. Tap **Save**.
12. If you are prompted to create a new passcode, tap **Continue** and enter a numeric passcode. You'll need to enter the passcode twice.



Android Devices

Your Android device will connect to the Office 365 Microsoft Exchange Server and bring in your existing email, calendar, and contacts. The following instructions can be used on most Android devices. Keep in mind, though, that different phone manufacturers can change their version of the Android operating system, so you may not see some of these steps, or your version could be completely different. If you need additional assistance, give the CaTS Help Desk a call at (937) 775-4827.

1. From the **Applications** menu, select **Email**. This application may be named **Mail** on some versions of Android.
2. Type your full Office 365 email address and 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 select **Next**.
 - **Domain\Username**: Type your full Office 365 email address in this box. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full Office 365 email address in the **Username** box. Note: On some versions of Android, you need to use the domain\username format. For example, if your email address is lastname.#@wright.edu, type wright.edu\lastname.#@wright.edu. Your username is your full email address.
 - **Password**: Enter your Office 365 password.
 - **Exchange Server**: Enter **outlook.office365.com**.
5. You may receive a notification that your security settings need to be updated. Click **Activate** to change the security settings. After doing so you will return to the phone setup options.
6. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - **Email checking frequency**: The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option 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 length options, including One day, Three days, and One week.
 - **Notify me when email arrives**: If you select this option, your mobile phone will notify you when you receive a new email message.
 - **Sync contacts from this account**: If you select this option, your contacts will be synchronized between your phone and your account.
7. Select **Next** and then type a name for this account and the name you want displayed when you send email to others. Select **Done** to complete the email setup and start using your account.