HDSB Email Setup for Mobile Devices
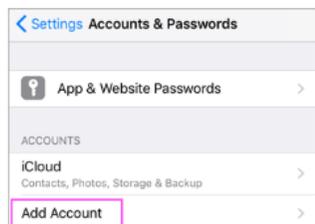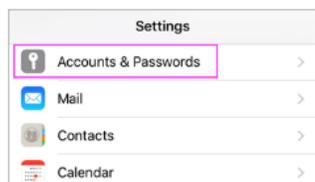
Important: You must have logged into your email through Outlook or the Outlook web app before you can log on with your phone! *Screens may differ slightly on your device.*
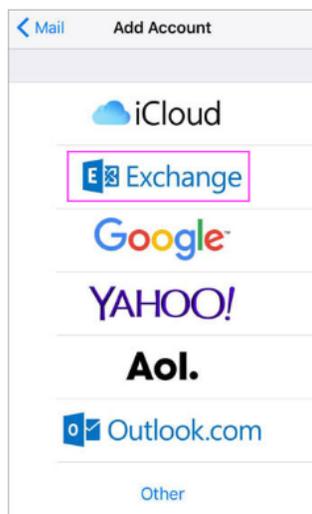
For Apple Devices

①

Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** >**Add Account**.

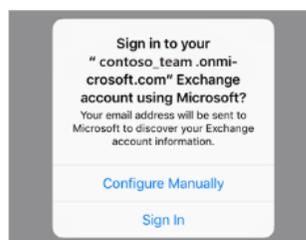| Settings	
🔑 Accounts & Passwords	>
✉️ Mail	>
📇 Contacts	>
📅 Calendar	>

‹ Settings Accounts & Passwords

🔑 App & Website Passwords	>

ACCOUNTS

iCloud	>
Contacts, Photos, Storage & Backup	
Add Account	>

②

Select **Exchange**.

‹ Mail **Add Account**

- ☁️ iCloud
- Exchange
- Google
- YAHOO!
- Aol.
- Outlook.com

Other

③

Enter your Office 365, Exchange, or Outlook.com email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next

Email	TRoussel@contoso.com
Description	Exchange

Tap **Sign In**.

> **Sign in to your** "contoso_team .onmicrosoft.com" Exchange account using Microsoft?
> Your email address will be sent to Microsoft to discover your Exchange account information.
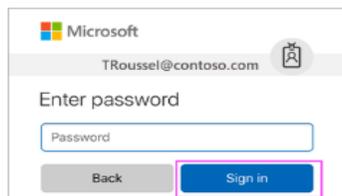>
> **Configure Manually**
>
> **Sign In**

Note: Tap **Configure manually** if you need to enter server settings.

④

Enter the password associated with your email account. Tap **Sign in** or **Next**.
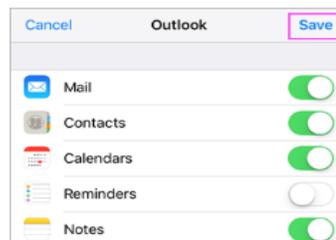
▮▮ Microsoft

TRoussel@contoso.com

Enter password

Password

Back	Sign in

⑤

The Mail app may request certain permissions. Tap **Accept**.

iOS Accounts
iOS Accounts needs permission to:
- Access your mailboxes
- Sign you in and read your profile

You're signed in as:
TRoussel@contoso.com

Show details

Accept	Cancel
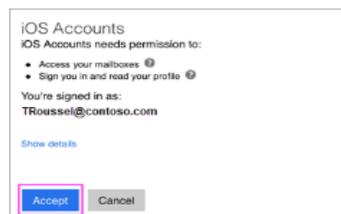
⑥

Choose the services you want to sync with your iOS device and tap **Save**. You're done!

Cancel	Outlook	Save

✉️ Mail	🟢
📇 Contacts	🟢
📅 Calendars	🟢
📋 Reminders	⚪
📝 Notes	🟢

1
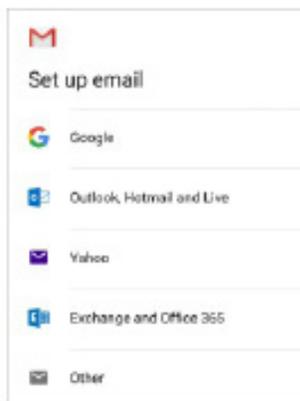
Open the Gmail app.

Tap the menu icon in the upper left corner > **Settings** > **Add account** > **Exchange and Office 365**.
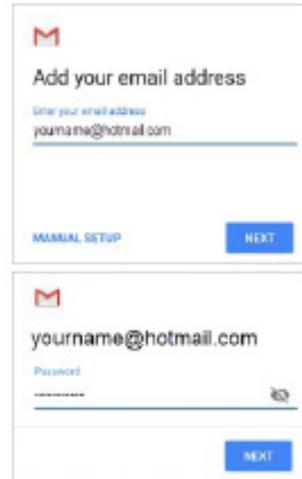
Important: Do **NOT** choose "Outlook, Hotmail, and Live" unless you want to sync email only and not calendar/contacts.

> M
>
> Set up email
>
> G   Google
>
>   Outlook, Hotmail and Live
>
>   Yahoo
>
>   Exchange and Office 365
>
>   Other

2

Enter your full email address and tap **Next**.

Enter your password and tap **Next**.

> M
>
> Add your email address
>
> Enter your email address
> yourname@hotmail.com
>
> MANUAL SETUP   NEXT

> M
>
> yourname@hotmail.com
>
> Password
> ....   👁
>
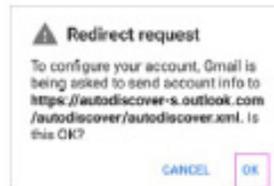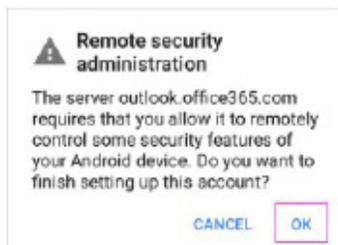> NEXT

3

Follow steps for your account type:

- Outlook.com users: skip this step

- Exchange or other accounts: you may have to ask your IT admin or email provider for server settings and set up your account manually

- Office 365 work or school: you may see a **Redirect request** screen. Tap **OK**.

> ⚠ **Redirect request**
>
> To configure your account, Gmail is being asked to send account info to https://autodiscover-s.outlook.com /autodiscover/autodiscover.xml. Is this OK?
>
> CANCEL   OK

On the Incoming server settings screen, change your server to **outlook.office365.com**.

4

Follow any prompts you may get for security or device permissions, sync settings, and more.

> ⚠ **Remote security administration**
>
> The server outlook.office365.com requires that you allow it to remotely control some security features of your Android device. Do you want to finish setting up this account?
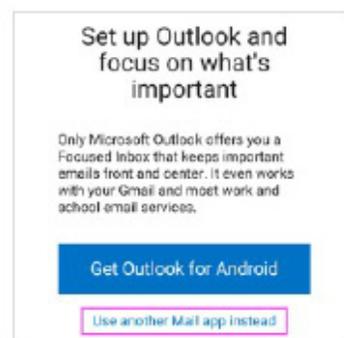>
> CANCEL   OK

If you have an Office 365 work or school account, you may also be asked to confirm **Remote security administration** and approve additional security measures. In this case, choose **OK** or **Activate**.
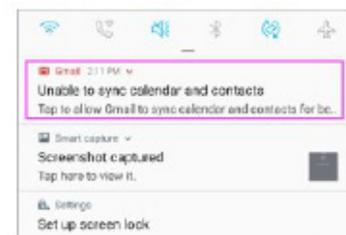
5

Go to the inbox you just set up. If you see an email that says "**Action Required to Sync Email**," open it and tap **Use another Mail app instead**.

If you don't see this message and emails are syncing, skip this step.

> **Set up Outlook and focus on what's important**
>
> Only Microsoft Outlook offers you a Focused Inbox that keeps important emails front and center. It even works with your Gmail and most work and school email services.
>
> **Get Outlook for Android**
>
> Use another Mail app instead

6

Pull down the Android notification bar by swiping down from the top of your screen.

> 📶   📞   🔇   ✳   🔗   ✈
>
> Gmail 2:11 PM ⌄
> Unable to sync calendar and contacts
> Tap to allow Gmail to sync calendar and contacts for be...
>
> Smart capture ⌄
> Screenshot captured
> Tap here to view it.
>
> Settings
> Set up screen lock

If you see a notification that reads "**Unable to sync calendar and contacts**," tap it. Then tap **Allow** to give access and you're done!

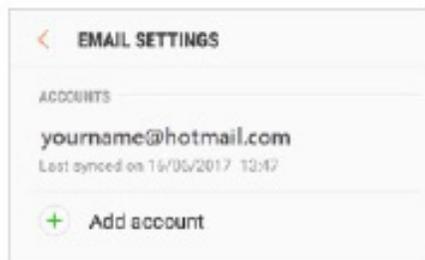**Note:** If you don't see a sync error, verify your calendar and contacts are syncing.

# For Samsung Brand Android Devices

Gmail app   **Samsung Email app**

Open the Samsung Email app and tap **Add Account** if it's your first time.

Or, go to **Settings** in the app > **Add account**.

EMAIL SETTINGS

ACCOUNTS

yourname@hotmail.com
Last synced on 16/05/2017 12:47

+ Add account

Enter your email address and password. Tap **Sign in**.
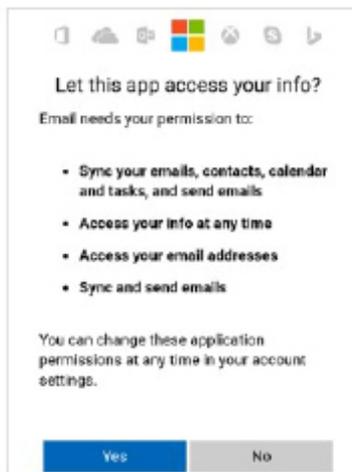
Note: If the email app detects your provider, you may be redirected to a different sign in screen.

ADD NEW ACCOUNT

yourname@hotmail.com

Password

○ Show password

MANUAL SETUP   SIGN IN
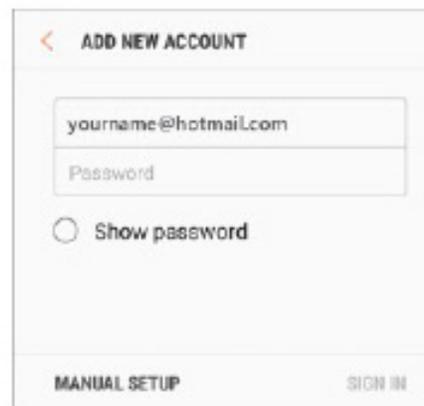
If you're prompted to select account type, choose **Microsoft Exchange ActiveSync** to sync contacts and calendars.

Select account type

POP3 account

IMAP account

Microsoft Exchange ActiveSync
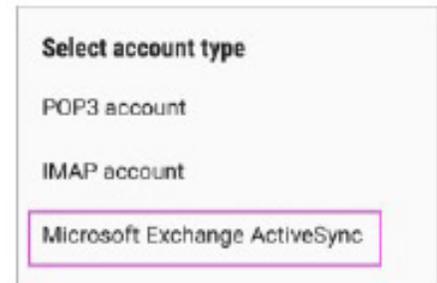
Tap **Yes** or **Ok** to confirm settings and permissions. What you see may vary depending on what kind of account you're setting up.

Let this app access your info?

Email needs your permission to:

- Sync your emails, contacts, calendar and tasks, and send emails
- Access your info at any time
- Access your email addresses
- Sync and send emails

You can change these application permissions at any time in your account settings.

Yes   No

If you've turned on two-step verification, you'll verify your identity with your chosen method.

Syncing email, calendar, contacts, and tasks may take a few minutes.

If you see an email that says "**Action Required to Sync**," open it and tap **Use another Mail app instead**. If you don't see this message, skip this step.

INBOX   EDIT SORT BY
yourname@hotmail.com

Search

Last synced 13:52

Microsoft account 13:51
ACTION REQUIRED TO SYNC EMAIL
Set up Outlook and focus on what's importan...

Set up Outlook and focus on what's important

Only Microsoft Outlook offers you a Focused Inbox that keeps important emails front and center. It even works with your Gmail and most work and school email services.

Get Outlook for Android

Use another Mail app instead