**365 Setup for:**

**Iphone:**Make sure connected to internet:

Settings
Email, Contacts, Calendar
Add new account
Type: Exchange
Enter your email address and password. If the information is entered correctly the account should set itself up. Most often problems occur when password is typed incorrectly. We have also had some issues when connected to AT&T 4G service. It may be best to setup when you have a wifi connection on your phone.
Additional info if you have to setup manually:

Domain is left blank
Server: [outlook.office365.com](http://outlook.office365.com/)
user: full email address

pw: email pw

Next-Save

**Android - a little more tricky**Settings
Accounts
Add new Account
Type: Corporate
Enter email address and password - This will usually set itself up if using a Samsung phone.

Manual settings
User: Take out the backslash at the beginning of your name then enter your full email address
Server: [outlook.office365.com](http://outlook.office365.com/)
Password: should carry over from first screen
Check accept all certificates
Click next
You will be prompted to accept and activate to security screens