Connecticut State Colleges & Universities
BOARD OF REGENTS FOR HIGHER EDUCATION

Office 365 Mail ActiveSync Setup

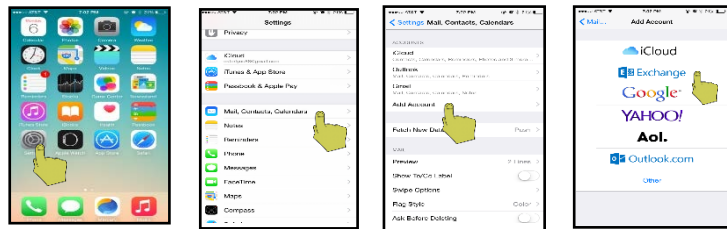| Scope: BOR, CSCU, CCC, COSC, CSU	Revision Date: 7/13/2016

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1. Introduction

This document will provide step-by-step instructions on how to setup Office 365 Mail ActiveSync on your Smart Devices.

2. Connecting to Office 365 Mail on iPhone and iPad

- Tap the "Settings" icon
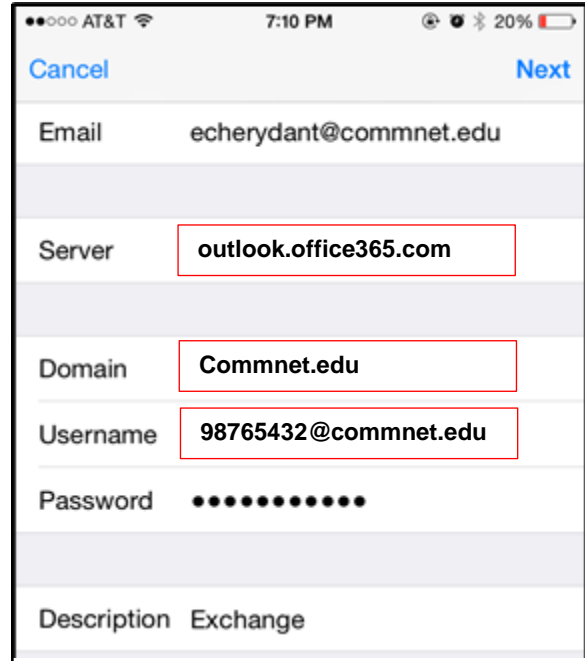- Tap "Mail, Contacts, Calendars"
- Tap "Add Account"
- Tap "Exchange"

- **Faculty/Staff:** Enter your Office 365 e-mail address and password
  Students: Enter your netID for Email (01234567@student.commnet.edu)

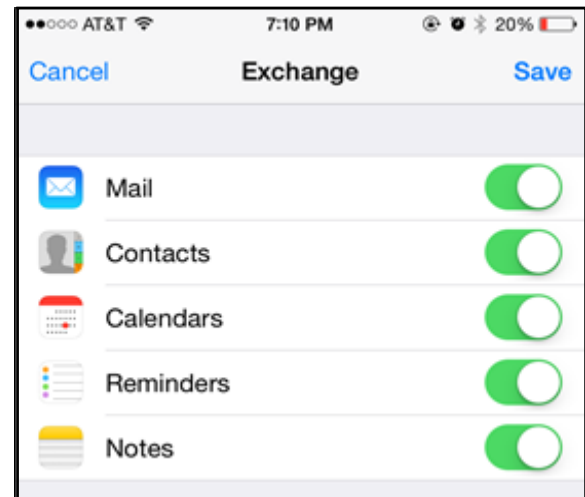- Use any Description you prefer (ie. School E-Mail, Work, Exchange)
- Tap "Next"
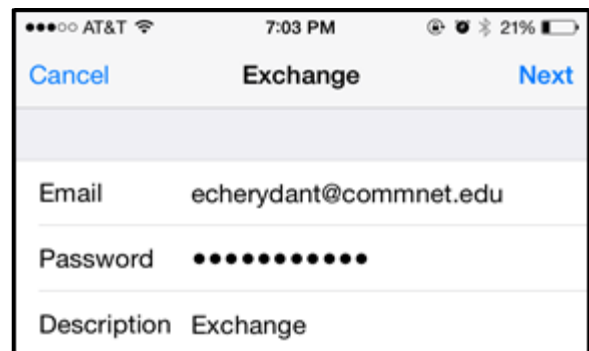
Note: Your device may automatically complete the setup after this step. No need to follow the remaining steps if that is the case.

- Your e-mail should already be filled in. Verify that it's entered correctly. Students should verify the correct netID number.

- Enter "outlook.office365.com" in the **Server** field as seen in the image

- Enter "Commnet.edu" in the **Domain** field

- Use your full NetID for **Username**, then insert your password. Students should have @student.commnet.edu in their netIDs.

- Tap **Next**

| ●●○○○ AT&T 🖅	7:10 PM	⊛ ◐ ✳ 20% ▭
Cancel		Next
Email	echerydant@commnet.edu	
Server	**outlook.office365.com**	
Domain	**Commnet.edu**	
Username	**98765432@commnet.edu**	
Password	●●●●●●●●●●●●	
Description	Exchange	

- If you are seeing this screen, the authentication worked and your email is added.
- Click Save to complete the setup.
- To view your emails, use the **Mail** app.

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Cancel	Exchange	Save
Mail		◯
Contacts		◯
Calendars		◯
Reminders		◯
Notes		◯

3. Connecting to Office 365 Mail on Android devices

- Tap the "Settings" icon
- Tap "Applications"
- Tap "Email"
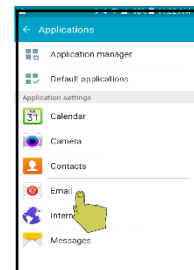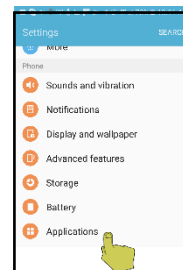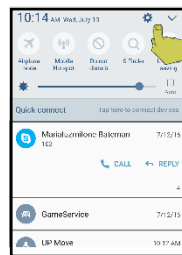
- Click "Add Account" if applicable.
- Tap "Corporate" Mail.
- **Faculty/Staff**Enter your Office 365 e-mail address and password.
  Students: Enter your netID number and password.
- Select "Set as default account for sending email" if you prefer (Optional).
- Tap "Sign In"
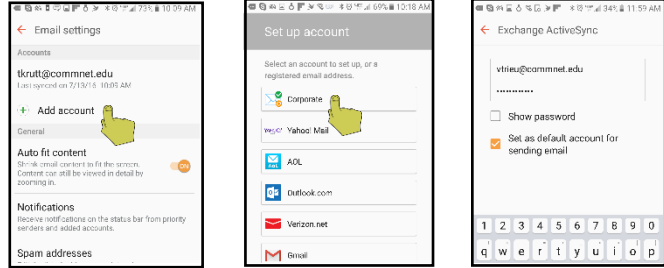
Note: Your device may automatically complete the setup after this step. No need to follow the remaining steps if that is the case.

- Read and Tap "OK" to the Email Activation message if applicable.
- Read and Tap "OK" to the "Unable to setup account" message if applicable.
- Use your full NetID in the **Domain\username** field as seen in the image. Don't forget @student.commnet.edu if you're a student.
- Enter "outlook.office365.com" in the **Exchange Server** field as seen in the image.
- Tap "Sign In"
- Read and Tap "OK" to the "Remote Security Administration" message if applicable.
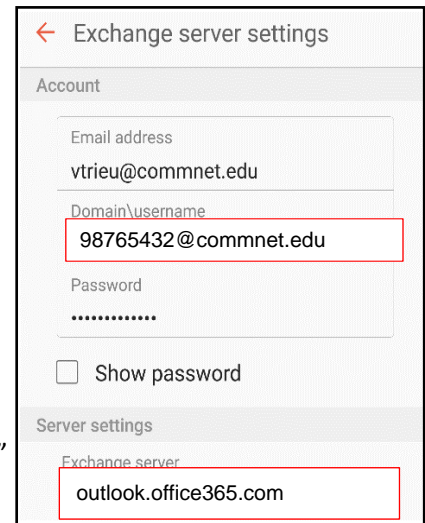
- Review and Change any default settings to your preference at the Manual Setup screen (Optional).
- Tap "Sign In" at the Manual Setup screen.
- Click "Done" at the Edit Names screen.
- To view your emails, use the **EMail** app.
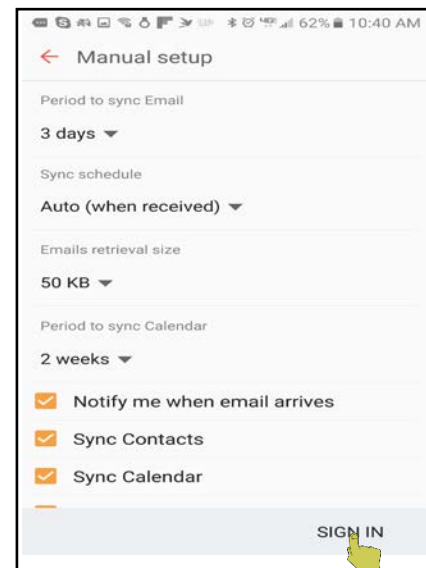
4. Connecting to Office 365 Mail using Microsoft Outlook App

Using the Microsoft Outlook App, you can access your email, calendar, contacts, and OneDrive files from within the app.

1. Download the **Microsoft Outlook** app from the App Store. If you already have it installed, open it and then tap the navigation control at the bottom of your screen, or tap **More** > **Settings** > **Add Account**.
2. From the **Add An Account** screen, select **Office 365.**
3. Enter your full NetID and password then tap sign in.
4. Outlook then starts syncing the account to complete the process.