Grambling State University

Information Technology Center

Due to our email upgrade, users should complete the following instructions to update/add their GSU email settings on mobile devices. Follow the steps below to setup your mobile device so that you can connect to Office 365 and synchronize your email, calendar, and contacts data.

(Slight variations in setup steps may exist between models.)

ANDROID *(Slight variations in setup steps may exist between models.)*	iPHONE *(Slight variations in setup steps may exist between models.)*
1. **Select Settings.** 2. **Select Accounts.** 3. **Select Add Account.** 4. **Select Microsoft Exchange ActiveSync.** 5. **Enter your Email address and Password.** 6. **If you see a Domain\Username field, enter your full email address.** *(Example: xtz12@gram.edu)* *If Domain and Username are separate fields, enter your full email address in Username, and leave Domain blank.* 7. **If you see a Server field, enter outlook.office365.com.** 8. **Select Next.** 9. **To complete auto configuration, tap Ok.** 10. **Select the Account options you want to use. Selecting a longer sync period will show you more calendar information and email, and require more memory.** 11. **Select Next.** 12. **Select Microsoft Exchange ActiveSync, to see the display name for your email account. You can change the display name, here.** *(Example: Grambling or Work)* 13. **Select Next, and you will see your inbox.**	1. **Select Settings.** 2. **Select mail.** 3. **Select Accounts.** 4. **Select Add Accounts.** 5. **Select Exchange.** 6. **Enter your email.** *(Example: xyz12@gram.edu* 7. **Enter password.** 8. **Enter Description.** 9. **Enter email address again:** *(Example: xyz12@gram.edu* 10. **Enter server name: outlook.office365.com.** 11. **Leave blank.** 12. **Enter username:** *(Example: xyz12@gram.edu* 13. **Enter Desired Description:** *(Example: Grambling or Work)*
Your Office 365 email is now set up on your device To make sure you can send messages, compose an email and send it to yourself.	