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.)

<table>
<thead>
<tr>
<th>ANDROID</th>
<th>iPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Slight variations in setup steps may exist between models.)</td>
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</tr>
<tr>
<td>2. Select Accounts.</td>
<td>2. Select mail.</td>
</tr>
<tr>
<td>4. Enter your Email address and Password.</td>
<td>4. Select Add Accounts.</td>
</tr>
<tr>
<td>5. If you see a Domain\Username field, enter your full email address. (Example: <a href="mailto:xtz12@gram.edu">xtz12@gram.edu</a>)</td>
<td>5. Select Exchange.</td>
</tr>
<tr>
<td>If Domain and Username are separate fields, enter your full email address in Username, and leave Domain blank.</td>
<td>6. Enter your email. (Example: <a href="mailto:xyz12@gram.edu">xyz12@gram.edu</a>)</td>
</tr>
<tr>
<td>7. If you see a Server field, enter outlook.office365.com.</td>
<td>7. Enter password.</td>
</tr>
<tr>
<td>8. Select Next.</td>
<td>8. Enter Description.</td>
</tr>
<tr>
<td>9. To complete auto configuration, tap Ok.</td>
<td>9. Enter email address again: (Example: <a href="mailto:xyz12@gram.edu">xyz12@gram.edu</a>)</td>
</tr>
<tr>
<td>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.</td>
<td>10. Enter server name: outlook.office365.com.</td>
</tr>
<tr>
<td>11. Select Next.</td>
<td>11. Leave blank.</td>
</tr>
<tr>
<td>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)</td>
<td>12. Enter username: (Example: <a href="mailto:xyz12@gram.edu">xyz12@gram.edu</a>)</td>
</tr>
<tr>
<td>13. Select Next, and you will see your inbox.</td>
<td>13. Enter Desired Description: (Example: Grambling or Work)</td>
</tr>
</tbody>
</table>

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.