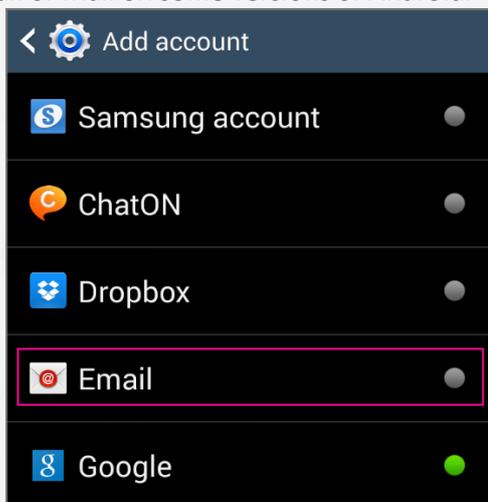


Set up email using Outlook for Android app

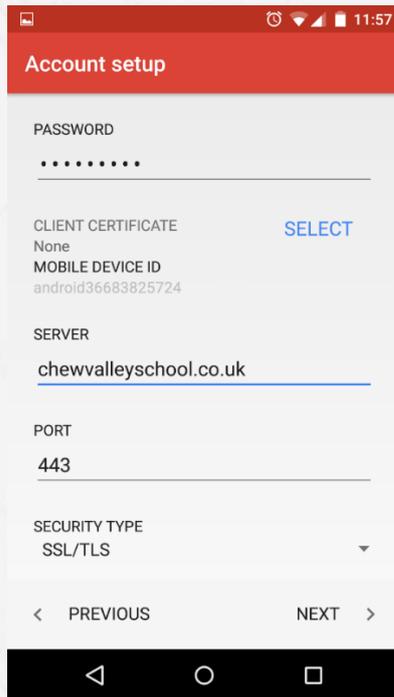
Set up an Office 365 for business or other Exchange-based email account

1. Tap Settings > Accounts > Add account > Microsoft Exchange. This application might be named Email or Mail on some versions of Android.



2. Type your full email address, for example `childrew@chewvalleyschool.co.uk`, type your password, and then tap Next.

3. You'll then be asked to confirm some information, make sure the server is set to `office.outlook365.com`



4. Click Next
5. Allow the extra security settings office 365 asks for, including setting a pin if you don't already have one in place.

Alternatively:

7. Select Exchange.
8. If prompted, accept the defaults on the Exchange server settings page, and tap Next. If your device can't connect, enter the following account information, and then select Next.
 - o Domain\Username Type your full email address in this box, for example, `childrew@chewvalleyschool.co.uk`. If Domain and Username are separate text boxes in your version of Android, leave the Domain box empty, and type your full email address in the Username box.
 - o Password Use the password that you use to access your school account.
 - o Exchange Server Use **outlook.office365.com**.
 - o You will be then show some additional security features. Select OK to continue.
9. As soon as the device verifies the server settings, the Account Options page opens. Select the options for how you want to receive your mail, and then tap Next. (You may need to scroll down to see Next.)
10. If you see Activate device administrator? page, select Activate.
11. Give the account a name, and then tap Done.

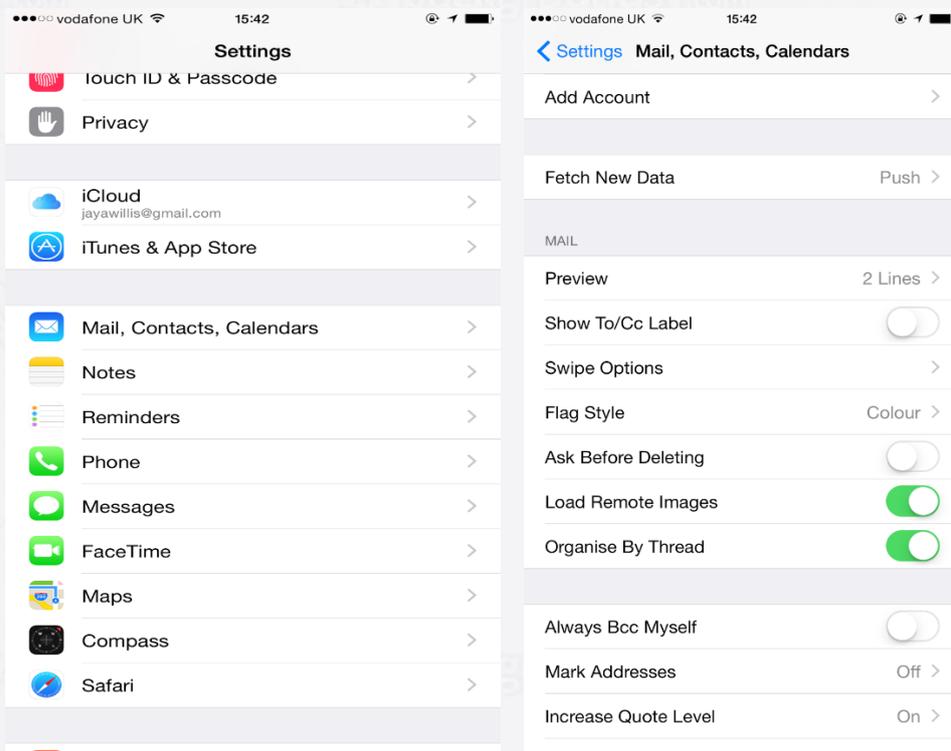
TIP You might need to wait ten to fifteen minutes after you set up your account before you can send or receive email.

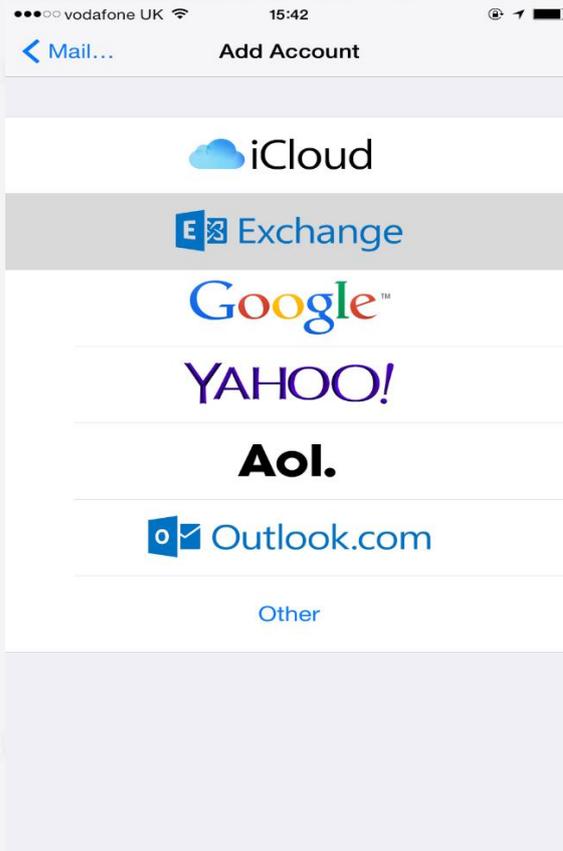
iOS: Setting up Exchange ActiveSync

This article explains how to setup an Exchange ActiveSync account on your iPhone, iPad or iPod touch.

Follow these steps to setup your Exchange ActiveSync account your iOS device:

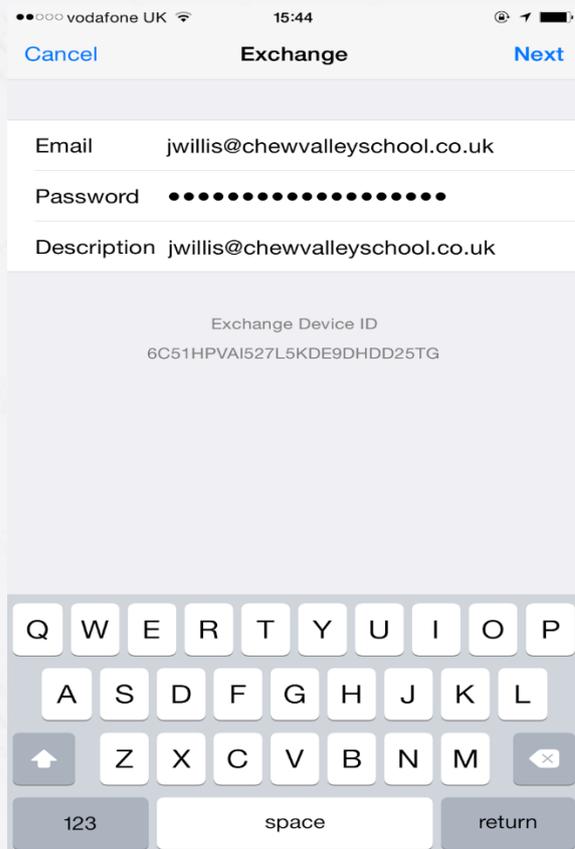
1. Tap **Settings > Mail, Contacts, Calendars > Add Account > Microsoft Exchange**.





2. Enter the information in the fields below, then hit **Next**:

You don't need to enter anything in the **Domain** box. Enter the information requested in the **Email**, **Username**, and **Password** boxes. You need to enter your full e-mail address in the **Email** and **Username** boxes (for example, `jwillis@chewvalleyschool.co.uk`).



3. Your iOS device will now try to locate your Exchange Server. If necessary, you will need to enter your front-end Exchange Server' complete address in the **Server** field. (outlook.office365.com)
4. Choose which content you would like to synchronize: Mail, Contacts, and Calendars. Tap **Save** when finished.

vodafone UK

15:45



Cancel

Exchange

Save

-  Mail
-  Contacts
-  Calendars
-  Reminders
-  Notes

Note: To modify your exchange settings, Tap **Settings > Mail, Contacts, Calendars**, select your Exchange account, and tap **Account Info**.