

Smartphone Setup & E-mail Migration Instructions

279 Network

May 29, 2015

Set up Office 365 for iPhones and iPads

1. Go to **Settings > Mail, Contacts, Calendars** and then select your Exchange account and tap the **Account** Field.
2. Delete the **Domain** field and leave it blank.
3. Change the **Username** field to your full email address (e.g., smitha@district279.org).
4. Tap **Done**
5. Your server field will populate automatically.

NOTE If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

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

Set up Office 365 for Android devices

- 1) The best option is to simply edit your account settings field. The way to do this varies between different phone models, but in general you can get to the **Settings** menu by opening your email account and clicking the **Settings** button (sometimes depicted as a “gear” icon).
- 2) If the fields aren’t greyed out and you’re able to change them, **Delete** “osseo” from the **Domain** field and leave it blank. Change the **Username** field to your full email address (e.g., smitha@district279.org).
- 3) Click **Save** if it’s an option on your phone.
- 4) If the fields are greyed out and you’re unable to edit them, you’ll have to delete your Exchange account and re-add it. Delete your Exchange email account from your Android phone by going to **Settings > General > Accounts & Sync > Microsoft Exchange > Email Settings**
- 5) Click on your Microsoft Exchange Account, go down to **Remove Account**. Select **Yes** to remove account.
- 6) Re-add your Exchange email account to your Android phone by going to to **Settings > General > Accounts & Sync > Add Account > Microsoft Exchange**
- 7) Enter your Email address and Password
- 8) Select: Manual Setup

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9) Enter the following settings:

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Server settings

Email address

UserName@district279.org

Server address

outlook.office365.com

Domain

Domain

Port number

443

Username

UserName@district279.org

Password

Back Next

10) Enter your password

11) Click **Activate** > **Next** > **Done**

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

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E-mail Migration Instructions
Friday, May 29, 2015

On your desktop or laptop computer

- Please close Outlook on your computer at the end of the work day today (Friday, May 29, 2015).
- Monday morning, (June 1, 2015) log in and open Outlook as you normally would. You may receive a notification that the “Administrator has made changes to your Outlook” and may be prompted to close or restart Outlook. (Devices that are turned off or disconnected from the network will receive the update to Outlook the next time they are reconnected to the network/Internet.) You may also be asked to enter your password multiple times (checking the box to “Remember Credentials” can help minimize this).

On OWA

- The URL for accessing OWA has changed. To access your email via OWA, go to <https://outlook.com/owa/district279.org>. Make sure to update any bookmarks you have. If you accidentally go to the old address, you'll be still redirected to the new address. You will need to enter your full email address in the username field when logging in to OWA.

On your district-managed iPad

- Beginning tonight or tomorrow night, you may be unable to access email from your device until the following morning. District technology staff will update your iPad settings remotely, but this process may not be complete until the next morning. Please do not manually add your district account, or we will be unable to configure it properly for you.

On your personal mobile device (e.g., smartphone or tablet)

- Once your school email account has been migrated, you will need to change your Exchange account settings on your personal mobile devices. Please see the attached document for further instruction on this step. The reason for this step is that the network team has no way to send new settings to your personal devices. If you need assistance with this process, please click [here](#).