

With the new migration of email to Office 365, it will be necessary to reset your email on your mobile device. First you will need **delete the current Exchange account** on your device. Then follow these instructions to re-establish Exchange email on your device.



Set up Microsoft Exchange (Office 365) email on an Android 4.0 or above

1. From the Home screen, tap the **Applications** menu, select **Settings, General** tab, **Accounts**.
2. Tap on **Add account**, select **Microsoft Exchange ActiveSync**. This option may be named **Exchange** or **Corporate** on some versions of Android.
3. Type your full email address, for example first.last@fresnounified.org, and your password, then select **Next**.
4. **Exchange Server Setting** screen may appear
Email address: **first.last@fresnounified.org**
Domain\username: **first.last@fresnounified.org**
Password: **xxxxxxxxx**
Exchange Server: **outlook.office365.com**
Click **Next**
5. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
 - Period to sync Email: The default value **3 days**. You can choose up to 1 month.
 - Sync schedule: The default value is **Push**.
 - Peak schedule: The default value is **Push**.
 - Emails retrieval size: The default value is **50 KB**.
 - Period to sync Calendar: The default value is **2 weeks**. You can choose 1, 3, 6 months.
6. Select **Next** and then **Done**.



Set up Microsoft Exchange (Office 365) email on an Apple device

1. If this is the first email account on your iOS device, tap **Mail**. Otherwise, tap **Settings, Mail, Contacts, Calendars, Add Account**.
2. Tap **Microsoft Exchange**.
3. You don't need to type anything in the Domain box. Type the information requested in the **Email, Username, and Password** boxes. Type your full email address in the **Email** and **Username** boxes (for example, first.last@fresnounified.org).
4. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 6 if your mail program finds your settings.
5. In the Server box, enter the server name, **outlook.office365.com**, and then tap **Next**.
6. Tap **Save**.



Set up Microsoft Exchange (Office 365) email on an Windows device

1. Tap **Start > Messaging > Setup E-mail**.

2. Enter your e-mail address and password, and then tap **Next**.

3. Make sure the check box **Try to get e-mail settings automatically from the Internet** is selected, and then tap **Next**.

Your mobile phone will try to get settings from the Internet automatically. If this fails, tap **Next**. Otherwise go to step 8.

4. For **Your e-mail provider**, select **Exchange server**, and then tap **Next** twice.

5. Enter your e-mail address (for example, tony@contoso.com), and then tap **Next**.

6. Tap in the **Server** box and enter **outlook.office365.com** and then tap **Next**.

7. Enter your user name (**first.last@fresnounified.org**) and password, and then tap **Next**. Your user name is your complete e-mail address (for example, first.last@fresnounified.org).

8. Select the check boxes for the types of items you want to view on your device, and then tap **Finish**.

Tap **OK** when Exchange ActiveSync asks you to enforce policies on your phone. Policies let you configure a password on your mobile phone and use a remote device wipe to clear all data from your mobile phone if the phone is lost or stolen.