

# How to Set Up Office365 Email on Your Smartphone or Tablet

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## Android

Before getting started, please remove any previous Dalton State email setups from your smartphone or tablet:

1. Menu
2. Settings
3. Accounts and sync
4. Highlight your Dalton State email account and tap the "Remove account" button

To add your new Office365 account:

1. Menu
2. Settings
3. Accounts and sync
4. Add account
5. Select the account type (depending on your version of Android, it may appear as "Microsoft Exchange ActiveSync", "Corporate Sync", or "Exchange")
6. Enter your full email address ([username@daltonstate.edu](mailto:username@daltonstate.edu)) and password and tap "Next"
7. You may be prompted for additional server settings:
  - "Domain" (leave blank)
  - "User name" (enter your full email address [username@daltonstate.edu](mailto:username@daltonstate.edu))
8. You may receive a message that Autodiscover failed. If so, acknowledge the message and enter the additional server settings as follows:
  - "Domain: user name" (ensure this is your full email address and there is no \ preceding it.
  - "Exchange server" (set to outlook.office365.com)
9. If you receive a message concerning Remote security administration, tap "Yes" as this will allow you to remotely wipe your device in the event it is ever lost or stolen.
10. Confirm your account options and tap "Next"
11. Name your account and tap "Done"
12. You may be prompted to activate the security settings on your email. Tap "Activate" when prompted.

## Apple iPhone

Before getting started, please remove any previous Dalton State email setups from your smartphone or tablet:

1. Settings
2. Mail, Contacts, Calendars
3. Highlight your Dalton State email account and tap "Delete Account"

To add your new Office365 account:

1. Settings
2. Mail, Contacts, Calendars
3. Add account
4. Select "Exchange" as your account type (do not select Outlook.com)
5. Enter your full email address, password, and description and tap "Next" then "Save"

## Other

You may need to manually enter your account settings for other phones:

**User name:** Enter your full email address with no preceding backslashes or domain

**Domain:** leave blank

**Server:** outlook.office365.com