

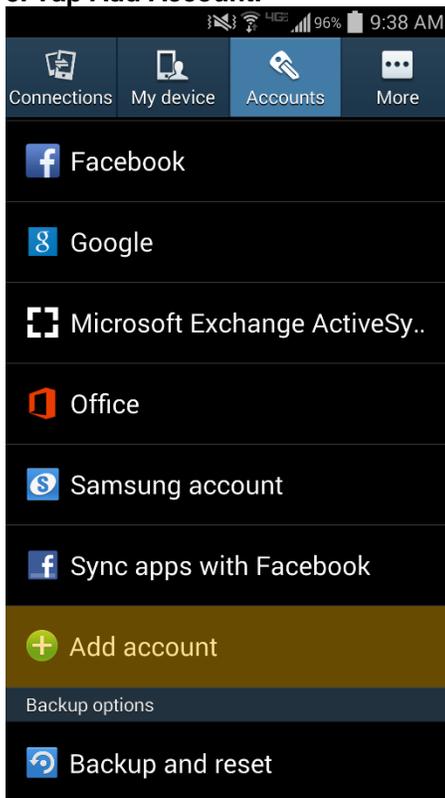
Setting Up Office 365

Please note that configuration procedures sometimes change with operating system updates. Please adapt these instructions accordingly. The key elements of your configuration are:

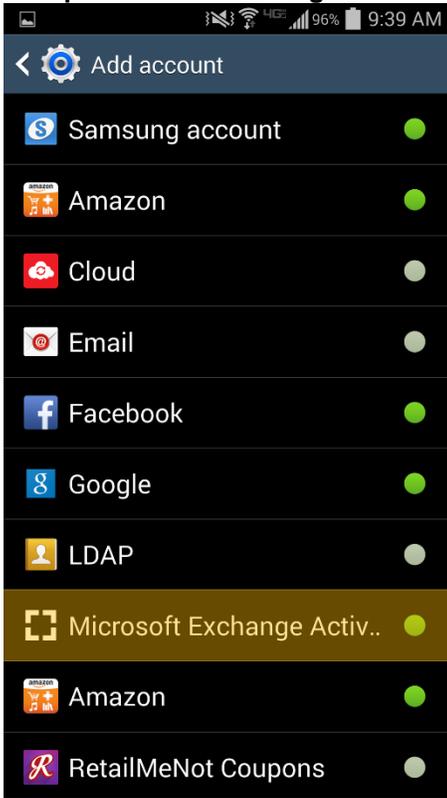
Username: lastname.f123@student.cbsd.org
Password: <your current CBSB network password>
Server: outlook.office365.com
Domain: <leave this setting blank>

Connect your Android mobile devices to Office 365 by following the instructions below.

1. Go to your device's Settings.
2. Tap Accounts.
3. Tap Add Account.



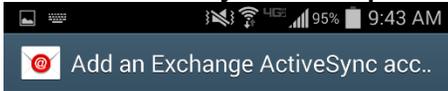
4. Tap Microsoft Exchange or Microsoft Exchange ActiveSync (depending on your device).



5. Complete the Configure Exchange fields using the info below and tap Next.

Email address: Enter your CBSD email address (i.e., tStudent.123@student.cbsd.org)

Password: Enter your CBSD password



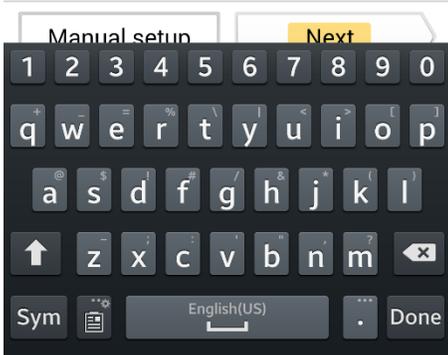
Configure Exchange account in a few steps.

tStudent.123@student.cbsd.org

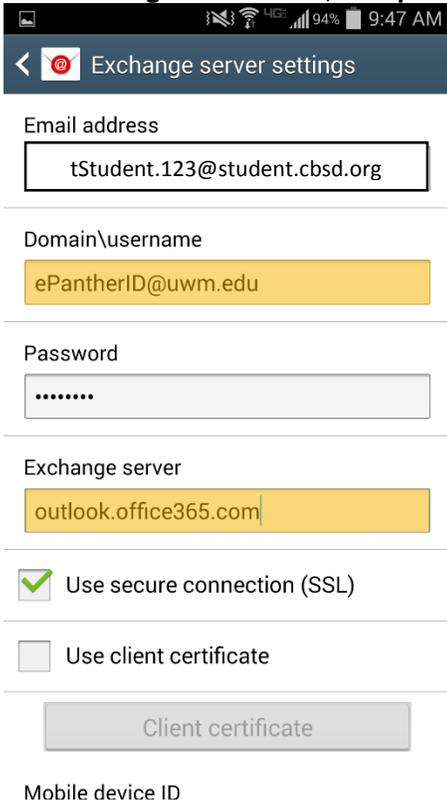
.....

Show password

Send email from this account by default.



6. Enter your full CBSD email address in the Domain\username field and “outlook.office365.com” in the Exchange server field, if required to do so.



The screenshot shows a mobile device screen with the following elements:

- Header: "Exchange server settings" with a back arrow and an email icon.
- Section: "Email address" with a text field containing "tStudent.123@student.cbsd.org".
- Section: "Domain\username" with a text field containing "ePantherID@uwm.edu".
- Section: "Password" with a text field containing seven dots.
- Section: "Exchange server" with a text field containing "outlook.office365.com".
- Section: "Use secure connection (SSL)" with a checked checkbox.
- Section: "Use client certificate" with an unchecked checkbox.
- Section: "Client certificate" with a disabled button.
- Section: "Mobile device ID" with no input field.

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Exchange server settings

Email address

tStudent.123@student.cbsd.org

Domain\username

ePantherID@uwm.edu

Password

.....

Exchange server

outlook.office365.com

Use secure connection (SSL)

Use client certificate

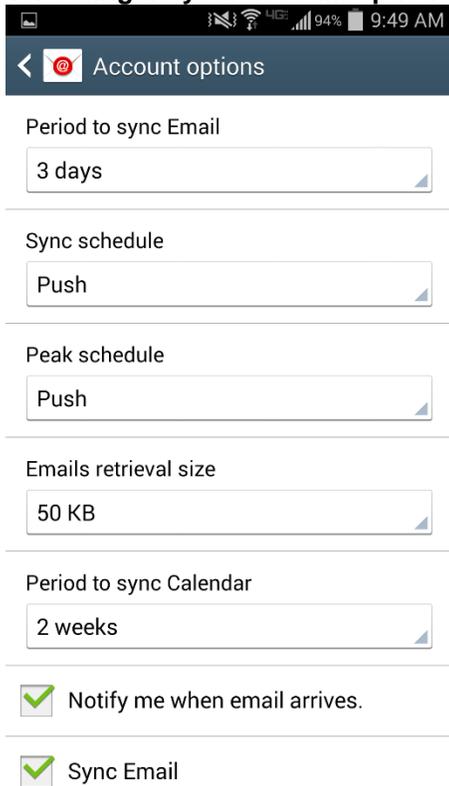
Client certificate

Mobile device ID

7. Tap Next.

9. Read any additional screens (which may vary by device) and tap OK to accept any additional configuration defaults.

10. Configure your account options as desired and tap Next.



Account options

Period to sync Email
3 days

Sync schedule
Push

Peak schedule
Push

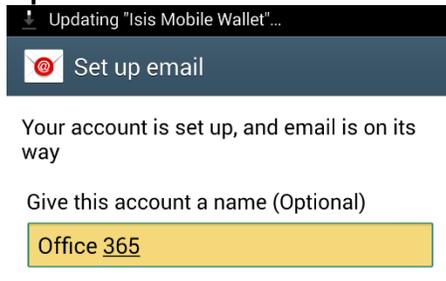
Emails retrieval size
50 KB

Period to sync Calendar
2 weeks

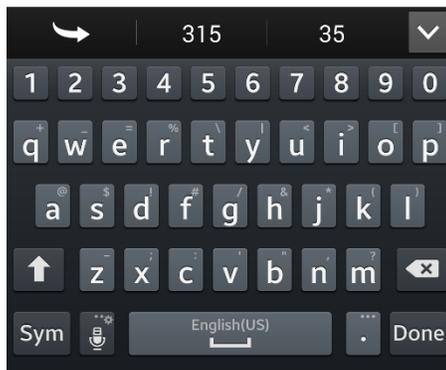
Notify me when email arrives.

Sync Email

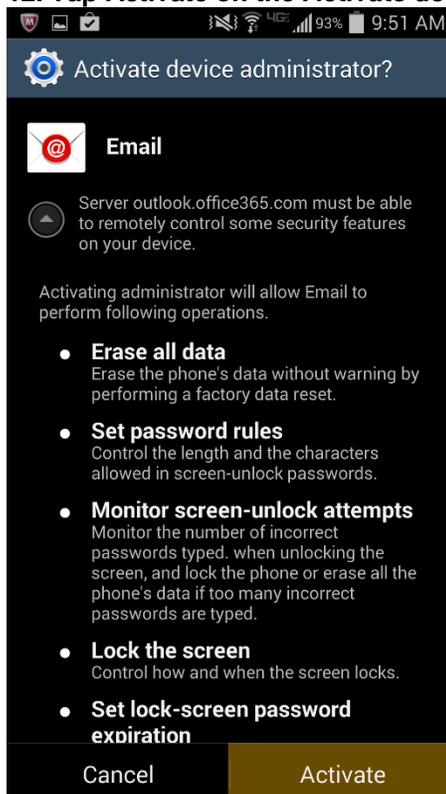
11. Enter "Office 365" (or whatever you would like to name the account) in the Give this account a name field and tap Next.



Next



12. Tap Activate on the *Activate device administrator?* screen.



13. Wait a few moments as Android syncs your mail, settings, and other data; and you are done.