Setting Up Office 365 Email on Mobile Devices

Faculty, staff, and student workers can configure iOS, Android, and Windows mobile devices to access their Office 365 email.

iOS Devices

iOS Mail App
2. Faculty and staff enter "FirstName.LastName@uconn.edu" in the email field; student workers enter either student###@ad.uconn.edu or NetIDwork@uconn.edu. You can add a description of the email if desired. Press Next.
3. When prompted, click Sign In.
4. On login.microsoftonline.com, enter your NetID Password and then press Sign in.
5. Select Mail and any other Apps you want your account to use. Press Save.

The account has now been added to your device.

Outlook App for iOS
1. On your mobile device, go to the App Store and download the Microsoft Outlook app. Open the app after it is installed.
2. Press Get Started; or if you already have an account set up, navigate to Settings > Add Account.
3. Choose whether or not you would like Outlook to send you notifications.
4. If you chose to get notified, a popup displays saying “Outlook would like to send you notifications”. Press OK.
5. When prompted to add an email account, enter FirstName.LastName@uconn.edu and press Add Account.
6. Enter your NetID password and press Sign in.
7. You have the option to add another account. Press Maybe Later to proceed to your Office 365 email in Outlook.
8. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.

Android Devices

Android Mail App
1. Launch the Email application (generally accessible under the "all programs" section of the interface). Be sure to set your email up as a "Corporate Email Account".
2. Select Exchange Activesync in the "Choose your mail provider" window.
3. Enter your UConn email address and NetID password and press the Manual Setup button.
4. Ensure the following information is entered:
   - E-mail address: FirstName.LastName@uconn.edu
   - Server address: outlook.office365.com
   - Username: FirstName.LastName@uconn.edu or some devices may require the field to be completed as: uconn\FirstName.LastName@uconn.edu
   - Password: NetID password
   - This server requires an encrypted SSL connection: Checked
5. Press Next.
6. Select the data to synchronize with the Exchange Server (ie: Mail, Contacts, Calendar) and press the Finish Setup button.
7. Select OK for the security policy dialogue that appears.
8. If presented with a dialogue asking you to apply security policies to your device, press the Activate button to continue.
9. If prompted to set a device password, press the PIN/passcode options, enter a code twice, then press Continue. If you exit out of this, the email setup will be cancelled.
10. You will be directed to your mail box where messages will begin downloading shortly.

Outlook App
1. On your mobile device, go to the Google Play Store and install the Microsoft Outlook app. Open the app after it is installed.
2. Press Get Started.
3. Enter your @uconn.edu email address and then press Continue. No password is required at this point.
4. When prompted to choose an account type, press Office 365.
5. Enter your @uconn.edu email address and tap Sign In. Do not enter your NetID password.
6. If the WebLogin screen displays, enter your NetID and password and press Login. Two-step authentication may also be required.
7. You have the option to add another account. Press Maybe Later to proceed to your Office 365 email in Outlook.
8. A few screens of help text are presented, which you can read or skip. Your Office 365 Inbox then displays.

Windows Mobile Devices
1. Go to Settings > Email + Accounts > Add an Account and choose Exchange.
2. In the Email address field enter: FirstName.LastName@uconn.edu
3. In the Password field enter: NetID Password
4. Press Sign in.
5. In the User name field enter: FirstName.LastName@uconn.edu
6. In the Domain field enter: uconn
7. Press Sign in.
8. Press Advanced.
9. In the Server field enter: office365.com
10. Press Sign in.

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- Book a Meeting Room or Location in Outlook
- Setting Up Office 365 Email on Mobile Devices
- Joining an Outlook Group
- Inviting Others to Join an Office 365 Group