How to Set Up Office 365 Email

Click to be taken to the section you need:

- **Mail for iOS Devices** (iPhones, iPads, iPods)
- **Mail for Android Devices**
- **Security Information**
Mail for iOS Devices

Before setting up email on your device, please make sure it is connected to Wi-Fi.

1. From the Home screen, select Settings
2. Select **Mail, Contacts, Calendars**

3. To add the account, select **Add an account**
4. **Select Microsoft Exchange**

Enter your following details:

- **Email address:** [username@berry.edu](mailto:username@berry.edu) - Example: [jsmith@berry.edu](mailto:jsmith@berry.edu)
- **Password:** <your Berry network password>
- **Description:** “My Berry Email” – this can be whatever you want

- Select **Next**
5. Enter the following details:

**Server:** outlook.office365.com

**Domain:** AD

**Username:** username@berry.edu

**Password:** your email password

Description: My Berry Email

Exchange Device ID
AppIDNTKMAQ9FH19
6. Select **Next**
7. Select the options you would like to synchronize.

8. Select **Done**

Once you have added your email account, return to the **Home** screen and select **Mail** to synchronize and view your email account.
Configure Office 365 on Android

Before setting up email on your Android, please make sure it is connected to Wi-Fi.

Configuration

1. Go to Settings.
2. Select **Accounts** then **Add Account**
3. The Add Account screen will appear. Click on **Microsoft Exchange Activesync**
4. The Email setup screen will appear. Enter your **Berry email** and **Berry password** then click **Manual setup**.
5. Make sure the domain is in the format `username@berry.edu` where your username is your Berry username e.g. jdoe
Change the Exchange server to `outlook.office365.com`
Click Next
6. The following screen will appear. Click OK

7. On the next screen click OK
8. **Select Activate.**
9. Select Activate.
10. Setup will be complete. Click **Done**. Your Berry email will be added to your inbox.
Security Information

By connecting to the Exchange server, you give Berry College OIT access to control certain features of your phone. This includes being able to remotely wipe the device, forcing the use of a passcode, and monitor failed password attempts to unlock the phone.

Please note that this is a standard feature of the Exchange service, has always been in place, and is true for every mobile phone. Although Android phones warn users of this security setting, other mobile devices don't.

You should be aware that Berry OIT has no desire or interest in accessing any of these features, and will not do so without the express request of the user (e.g. if your mobile phone is lost or stolen, we can wipe the phone's contents for you).

We cannot remove this functionality from the Exchange service (Microsoft would have to do that); it is a standard feature.

If you have concerns about the security risks implied by these features, please email computing@berry.edu.