

How to setup Microsoft Office 365 on Cell Phone/Device to access email, calendars, and contacts

Use the information below to set up Office 365 on your preferred computer, tablet, or mobile phone. Instructions are available to set up your device to access Office 365 from a web browser, as well as from a Windows Phone, Android, or iOS (iPhone, iPad) device.

If you need assistance in setting up your device, the CMSD Service Desk by phone (216-838-0440) or submit a Service Desk ticket via email (help_mon@clevelandmetroschool.org). Please reference **Office 365** when contacting the Service Desk.

Web Access (from a computer, laptop or tablet's web browser)

<https://support.office.com/en-us/article/Viewing-your-email-and-calendar-917df002-3912-465d-98e9-5ec636514ad3?ui=en-US&rs=en-US&ad=US>

1. Sign in to Office 365 with your work or school account at <http://portal.office.com>.
User Name: firstname.lastname@clevelandmetroschools.org
Password: your CMSD network password

Setup Android

<https://support.office.com/en-us/article/Set-up-email-on-an-Android-phone-or-tablet-886db551-8dfa-4fd5-b835-f8e532091872>

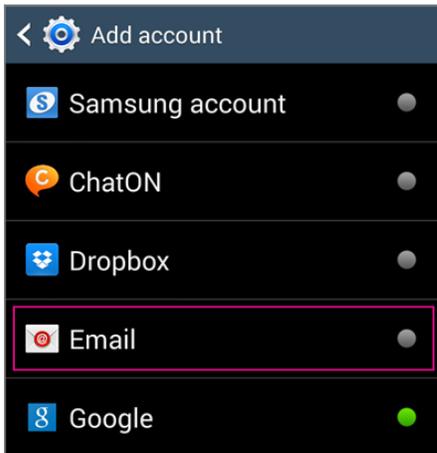
Outlook for Android requires a device running Android 4.0 or later. If the app is incompatible with your device, you can add your mail account by using the mail app that comes with your device. See Set up email using the Android mail app (below).

1. Do you have Outlook for Android installed on your device?
 - o If it's not installed on your device, download Outlook for Android from the **Google Play Store**. Open the app. If you want an introduction, tap Product Tour, or tap, Get Started.
 - o If it is installed on your device, open the app, and then tap the navigation control at the bottom of your device, or tap More  > Settings > Add Account.
2. Tap **Office 365** if you have a work or school account in Office 365.
3. Enter your full email address, for example firstname.lastname@clevelandmetroschools.org, type your password, and then tap **Sign in**.

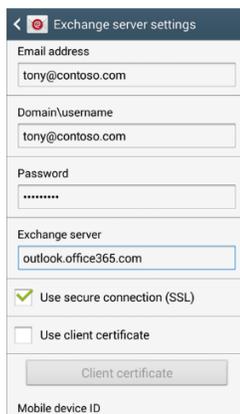
Note If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password. Once the account is added Outlook for Android will begin syncing.

Android Manual set up

1. Tap **Settings** > **Accounts** > **Add account** > **Email**. This application might be named **Mail** on some versions of Android.
2. Delete your current yourname@clevelandmetroschools.org account.
3. After it has been deleted select "Add New Account"

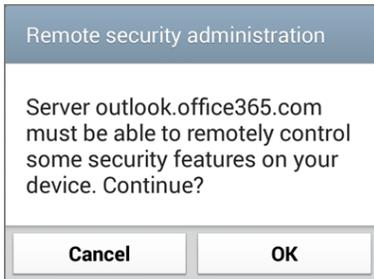


- 4.
5. Type your full email address, for example tony@contoso.com, type your password, and then tap **Next**.
6. Select **Manual**.
7. Review the settings on the **Exchange server settings** page and update if necessary.
 - o **Email** Make sure your full email address is in this box, for example, tony@contoso.com.
 - o **Domain\Username** Type your full email address in this box, for example, first.lastname@clevelandmetroschools.org. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty, and type your full email address in the **Username** box.
 - o **Password** Use the password that you use to access your account.
 - o **Exchange Server** The server name for Office 365 for business is outlook.office365.com.
 - o Make sure the **Use secure connections (SSL)** box is checked.



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8. Tap **Done**.

- Depending on how the Office 365 administrator in your organization set up your account, you might receive a message about additional security features. Select **OK** to continue.



- Accept the defaults or make changes for how you want your account to sync on your device. When you're finished, swipe to the bottom and tap **Next**.
- On the **Set up email** page you can change the name of your account. When you're finished tap **Done**.

Setup iOS (iPhone/iPad)

<https://support.office.com/en-us/article/Set-up-email-on-iPhone-iPad-or-iPod-Touch-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-US&rs=en-US&ad=US>

Outlook for iOS requires iOS 8.0 or higher.

- Do you have Outlook for iOS installed on your device?
 - If it's not installed on your device, download Outlook for iOS from the Apple Store, open it, swipe through the introductions, and then tap **Get Started**.
 - If it is installed on your device, open the app, tap **Settings > Add Account**
 - Tap **Office 365** if you have a work or school account in Office 365.
 - Enter your full email address, for example `firstname.lastname@clevelandmetroschools.org`, type your password, and then tap **Sign in**.

Note If you previously selected Exchange to set up your account you may receive a message about security upgrades and you need to re-sign in. Follow the prompts and sign in with your full email address and password.

Once the account is added Outlook for iOS will begin syncing.

Setup Windows Phone

<https://support.office.com/en-us/article/Set-up-email-on-Windows-Phone-181a112a-be92-49ca-ade5-399264b3d417?ui=en-US&rs=en-US&ad=US>

Set up for Office 365

- In the [App list](#), tap **Settings**, and then tap **Email + accounts**.
- Do one of the following:
 - If you have Windows Phone 8 or 8.1, tap **Add an account > Exchange**.
 - If you have Windows Phone 7 or 7.5, tap **Add an account > Outlook**.
- Enter your full email address, for example `firstname.lastname@clevelandmetroschools.org`, and your password, and then tap **Sign in**. When you Sign In, your phone will connect to Office 365 and your email, calendar, and contacts will be synchronized.

Note If there's a problem connecting the email account, see the Office 365 email account section in [Set up or delete an email account for Windows Phone 8 or 8.1](#), or in [Set up or delete an email account for Windows Phone 7 or 7.5](#).