**Setting up Office 365 (Carmel Schools)**

**E-MAIL on Mobile Devices**

**How to Set Up Your Mobile Device to Receive E-Mails through O365**

For both iPhones and Android phones you will be setting up brand new accounts, not editing the info for your current email accounts on the phone.

For iPhones you will setup a new **Exchange mail account (Settings > Mail).**

For Android phones you will setup a **Corporate Sync account (My Accounts > Add account).**

**Email address:  user@carmelschools.org**

(Enter your e-mail address example: [yourusername@carmelschools.org](https://sn2prd0710.outlook.com/owa/redir.aspx?C=3GbsSjVGqk6BmqkwVktKfmuUnhykLM8Izv177Ob8anoy4wdP0KFb2Kkpn3QeVc-cJKJndNpfWpo.&URL=mailto%3ayourusername%40carmelschools.org))

**Domain:  carmelschools.org**

**Username:  user@carmelschools.org**  (Enter your e-mail address example:[yourusername@carmelschools.org](https://sn2prd0710.outlook.com/owa/redir.aspx?C=3GbsSjVGqk6BmqkwVktKfmuUnhykLM8Izv177Ob8anoy4wdP0KFb2Kkpn3QeVc-cJKJndNpfWpo.&URL=mailto%3ayourusername%40carmelschools.org))

**Password:** Enter your Computer Log-in password (case sensitive - must be eight characters and contain at least one upper case, one lower case and one numeric character).

NOTE: This is the password that you enter to first log into the computer at the school buildings and it is the password that needs to be changed every 60 days.

**Server:  outlook.office365.com**

**If asked for the outgoing server: SMTP.Office365.com**

\*Leave "use secure log in/authentication" checked if you see it.

If iPhone says do you want to continue unsecured, choose YES.

Most times the Server field will not be there until after you try to setup the account the first time.

So after you enter all the info into the given fields and try to hit next it will prompt you for the server address (see above).