

# Office 365 Mobile – Quick Start



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## 1.1 Microsoft's Office 365 Mobile Setup – Help

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1. The link below provides a wealth of information for configuring mobile device email apps as well as obtaining Office 365's mobile office apps. The information in this document references the exact text from Outlook's mobile configuration for Android and iOS. If you would rather go directly to the source, then please click the link below.

<https://support.office.com/en-us/article/Office-365-mobile-setup-Help-7dabb6cb-0046-40b6-81fe-767e0b1f014f>

## 1.2 iOS Native Mail Client Migration Cutover

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These instructions are intended for users who have been migrated to Office 365 and their account username needs to be changed on their iPhone or iPad in order to access their email.

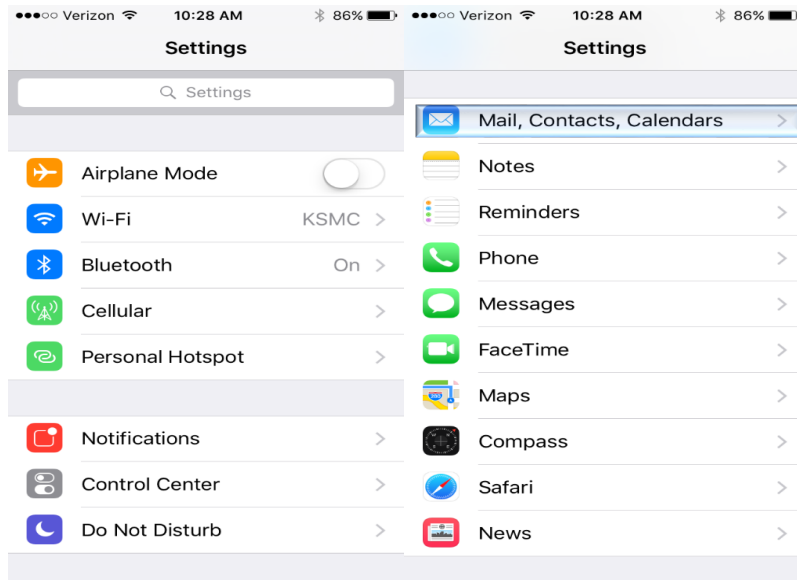
**Note:** If you have already opened the iOS mail client and are prompted for credentials, just use your email address as the username and your workstation domain user account password for the password.

1. Navigate to **Settings** on the iOS device.

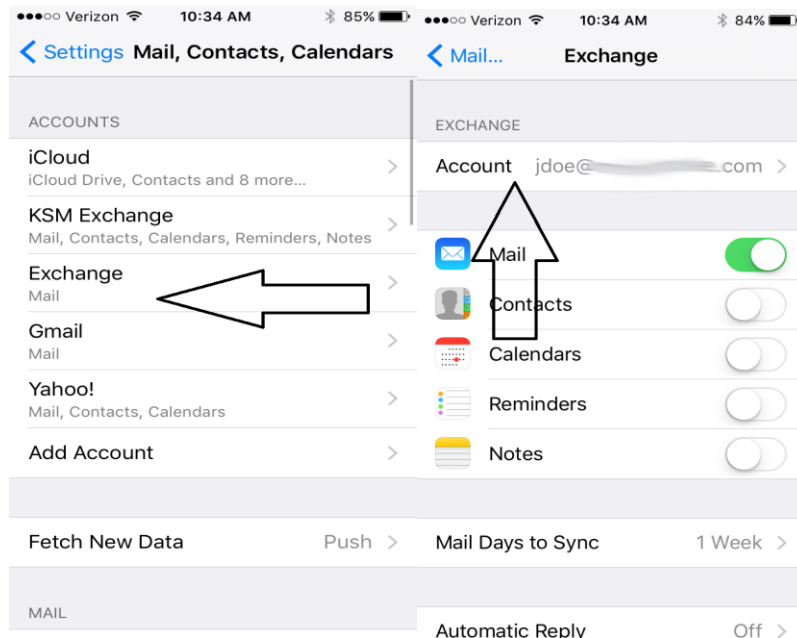


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2. The **Settings** menu will then appear. Scroll down and select **Mail, Contacts, Calendars**.



3. Select your Glick account in the list of mail accounts. Then click on the **Account**.

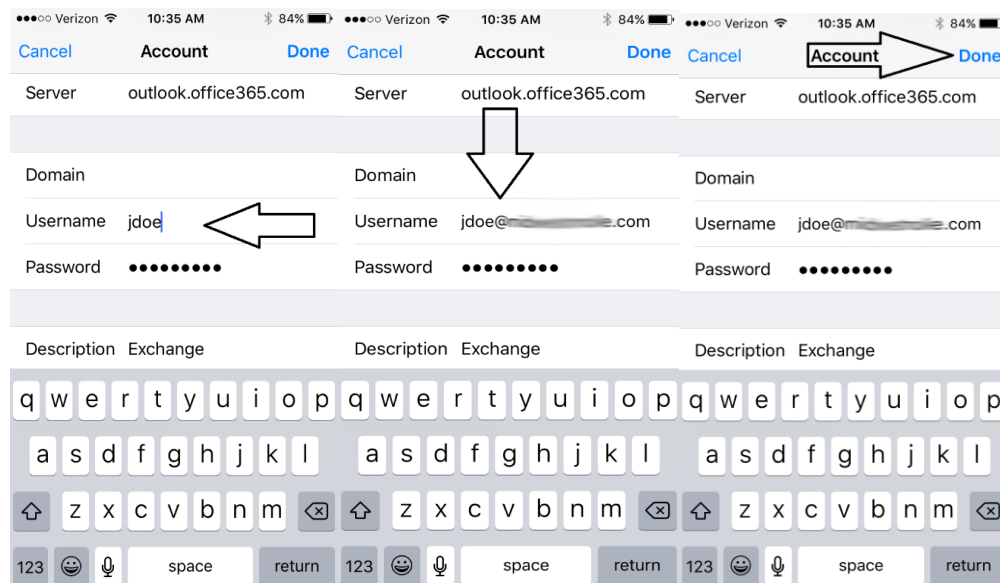


4. Next, you are going to want to change the **username** field to your **email address**.

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- Also notice that the **Server** field should be **outlook.office365.com**. If your phone did not automatically swap to **outlook.office365.com**, then change the **Server** field to **outlook.office365.com**.
- Next delete anything that is in the **Domain** field.

Note: Reference the FAQ document regarding your password for Go-Live. Your password for email should be the same as what you use to log into your Glick workstation.



- At this point your account should verify and you can select what you want to sync. We recommend the default configuration.



## 1.3 Android Outlook Mobile Setup

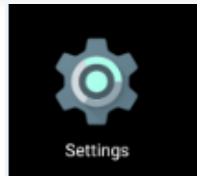
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These instructions are intended for users who have been migrated to Office 365 and their account username needs to be changed on their Android mobile phone or tablet in order to access their email.

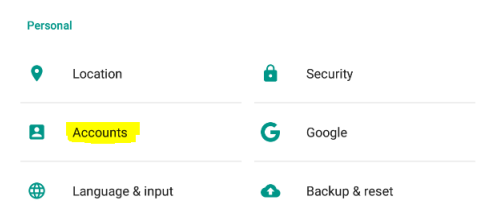
Note: These instructions are meant to act as a guide and not an exact reference. The device used in this guide is running Android 6.01 Marshmallow on a Nexus 7.

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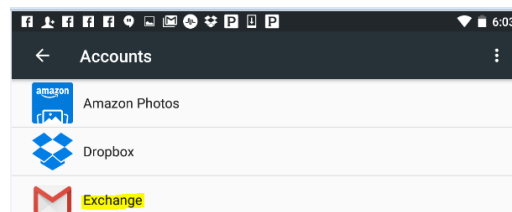
1. Find the **Settings** cog either on you home screen or under applications.



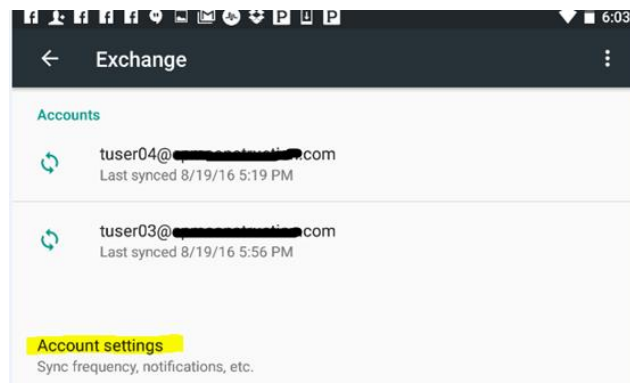
2. Next select **Accounts**.



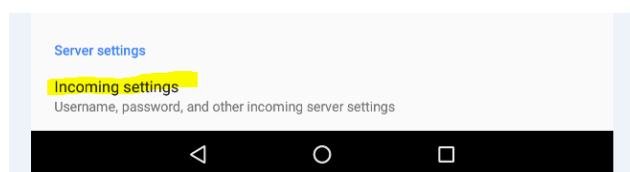
3. Then select **Exchange** under **Accounts**.



4. Under **Exchange Accounts**, select **Account settings** at the bottom.



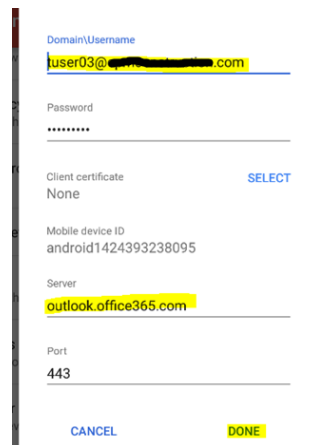
5. Under **Account settings**, scroll down and select **Incoming settings**.



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6. Finally make sure that under **Domain\Username** that you type in your **Glick email address**. Under **Server** it should automatically be set to **outlook.office365.com**, but if it is not, then enter **outlook.office365.com**. Click **DONE** and go back to your home page. You should now be able to access your Glick email.

Note, if you have issues, try going through this process again but retyping your password as well. If you still have issues, then call our **help desk at 317-452-1777**.



Domain\Username  
user03@...com

Password  
\*\*\*\*\*

Client certificate  
None

Mobile device ID  
android1424393238095

Server  
outlook.office365.com

Port  
443

CANCEL DONE

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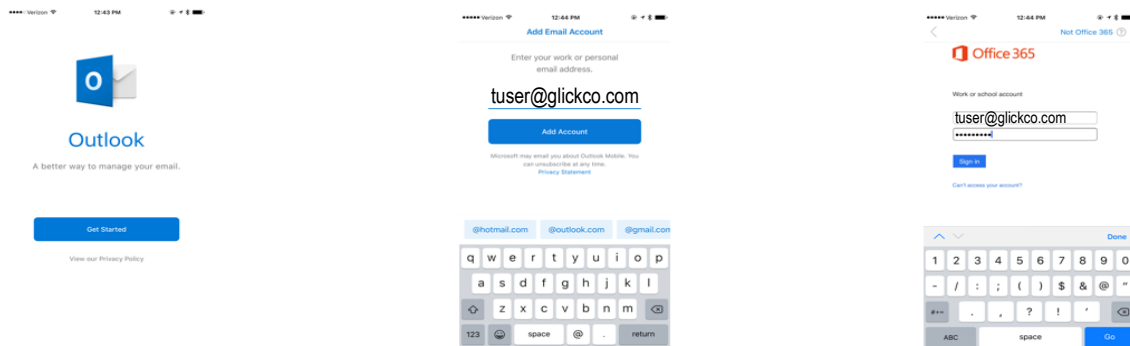
Note: Outlook for Android requires a device running Android 4.0 or later. App availability varies so find out what is available in your country. By using the Outlook for Android, you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

Note: You cannot access tasks from the Outlook for Android app.

1. Download the Outlook for Android app from the Google Play store if you have not installed it yet. If you already have it installed, open it and then depending on your device, tap the navigation control at the bottom of your Android, or tap More > Settings > Add Account.
2. On the Add an Account page, select Office 365

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3. Enter your full email address, for example- Username@glickco.com, type your password (Glick Office workstation\Email password), and then tap “Sign in” button.



4. If prompted, select “Yes” or “Accept” to let the app access your info. Outlook for Android then starts synchronizing the account.
5. To view your calendar, files, or contacts from the app, tap the “More” Menu. Select mail, calendar, files, or contacts.
6. To learn more about using Outlook for Android, tap the navigation control at the bottom of your device, or tap More > Help, or see Frequently asked questions about Outlook for iOS and Android.

## 1.5 iPhone Outlook Mobile Setup

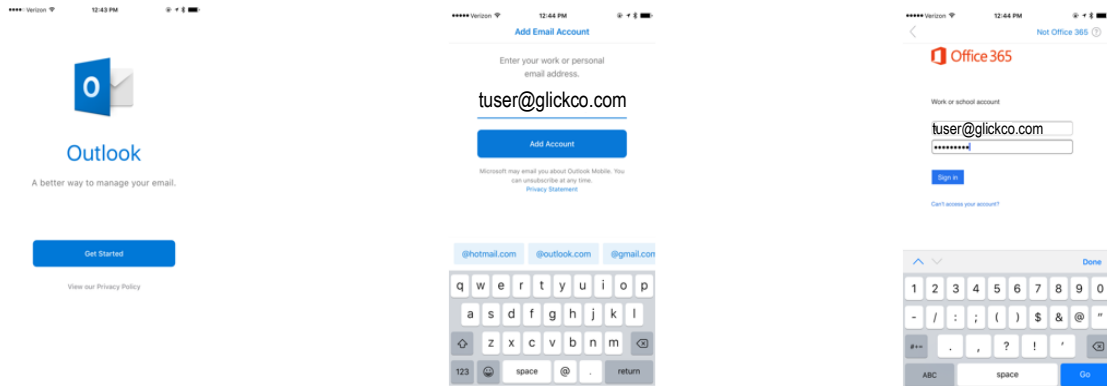
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Note: Outlook for iOS requires iOS 8.0 or higher. App availability varies by country so find out what is available in your country. If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.

1. Download the Outlook for iOS app from the Apple Store if you have not installed it yet. If you already have it installed, open it, then tap Settings > Add Account.
2. On the Add an Account page, select Office 365.

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3. On the sign in page, type your full email address, for example Username@glickco.com, type your password (Glick Office workstation\Email password), and then tap Sign in.



4. Select Yes to let the app access your info. Outlook for iOS begins synchronizing.
5. Tap one of the icons to view your calendar, files, or contacts in the app. Select an icon to view your mail, calendar, people (contacts), files, or settings
6. To learn more about using Outlook for iOS, tap Settings > Help, or see Frequently asked questions about Outlook for iOS and Android