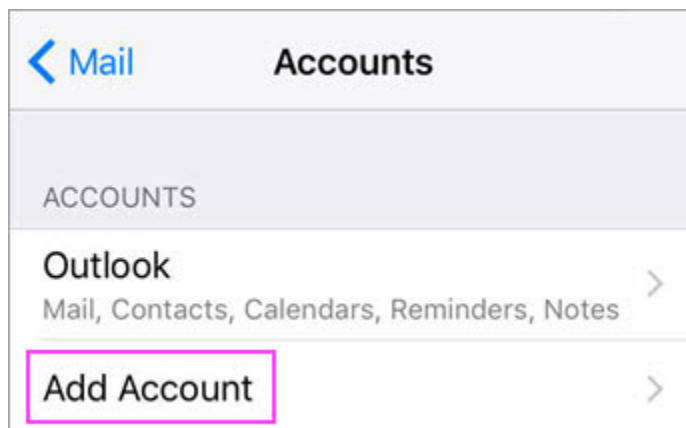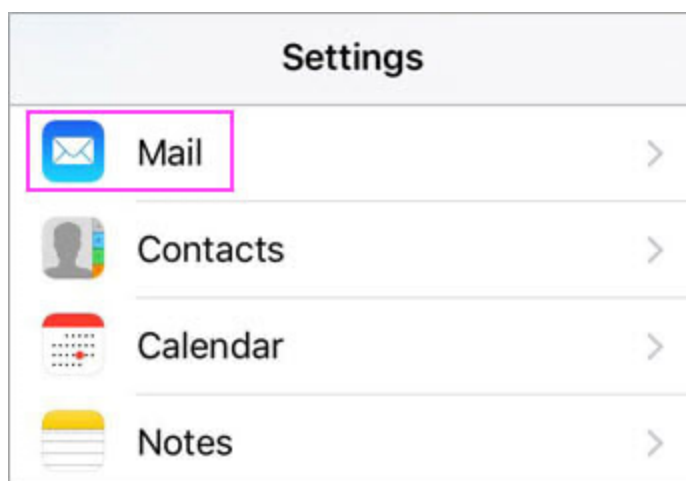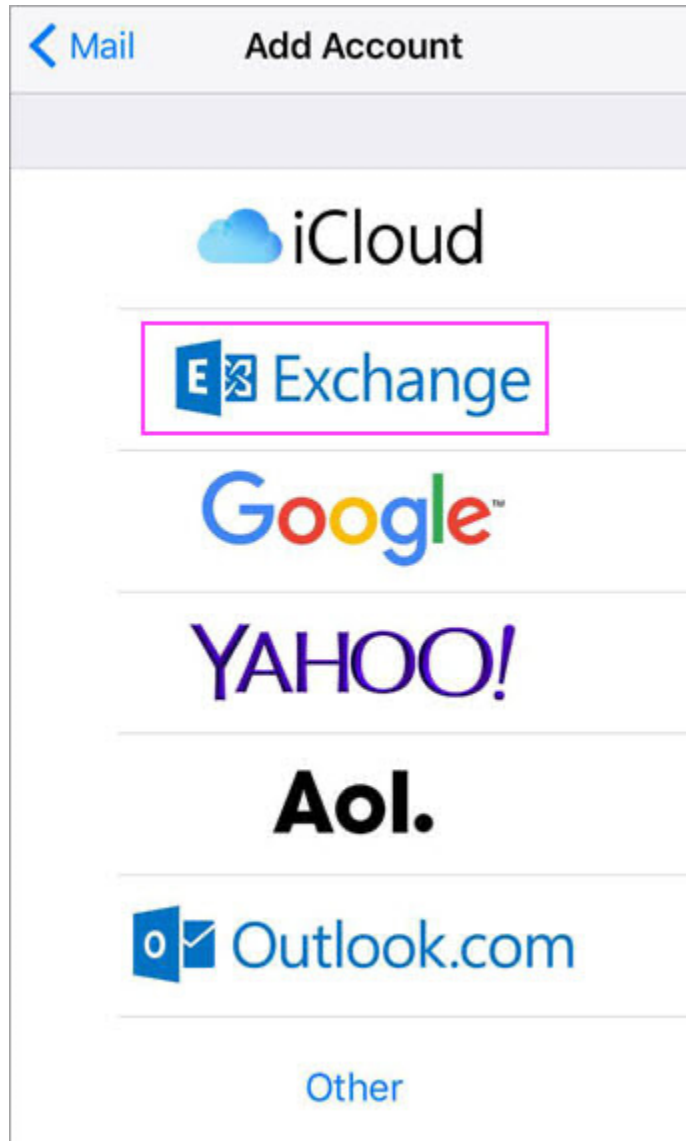## *Mobile Device Setup for Microsoft Office 365*

This document provides steps for configuring your **iOS** and **Android** devices using the email applications standard on those devices (*Mail* for iOS and *Gmail* for Android).  You can also download the ***Outlook*** application for these devices and the information in this document will be helpful for configuring it.  And while this document details the steps to create a **new account**, it is likely you have an **existing account** for New River email already configured and you can just update it on Friday with this new information (look for the information [colored red] later in this document to simply update your current settings instead of creating a new account).

Go to your device's **Settings**, scroll down, and tap **Mail** > **Accounts** >**Add Account**.



Select **Exchange**.

Enter your Office 365 email address (*username@newriver.edu*), password (*same password as the New River portal*), and a description of your account (*Exchange*). Tap **Next**.

If you're prompted to enter server settings, enter the following and tap **Next** (*This is the information that must be modified if you are updating a current configuration*).

- **Email**: your full New River email address (*username@newriver.edu*).
- **Server**: **outlook.office365.com**
- **Username**: your full New River email address (*username@newriver.edu*).
- **Password**: email account password (*same as the one you use for the portal*).

The *Mail* app may request certain permissions such as accessing your calendar and contacts.  To agree, tap **Yes**.

Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

The steps are similar regardless of which device and app you use, but these links offer additional information:

**Outlook app for Android**
https://support.microsoft.com/en-us/office/set-up-email-in-the-outlook-for-android-app-886db551-8dfa-4fd5-b835-f8e532091872

**Gmail app for Android**
https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c

**Outlook app for iOS**
https://support.microsoft.com/en-us/office/set-up-email-in-outlook-for-ios-mobile-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234