Office 365
On Your Mobile Device

Get connected…

iPhone and iPad Users

NOTE: Each iOS version might be slightly different.

1. Delete existing SOCSD account: Tap **Settings** > **Passwords & Accounts** > *existing account* > **Delete Account**.
2. Tap **Settings** > **Passwords & Accounts** > **Add Account** > select **Exchange**
3. Type your *full* SOCSD **Email**, **Password,** and **Description** in the boxes. Tap **Next** on the upper-right corner of the screen.
4. Type your *full SOCSD email address* in the **Email** and **Username** boxes. In the **Server** box, type **outlook.office365.com**. Leave the **Domain** box empty. Tap **Next** on the upper-right corner of the screen.
5. By default, Mail, Contacts, and Calendar information are synchronized, tap **Save.**
6. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device.

Android Users

NOTE: Each Android version might be slightly different.

1. Delete existing SOCSD account: Tap **Settings** > **Accounts**. Select the *existing account* and tap **Remove Account**. On the Remove Account warning window, tap **OK** or **Remove Account**.
2. Tap **Settings** > **Accounts** > **Add account >** **Exchange** or **Microsoft Exchange ActiveSync**
3. Type your *full SOCSD* **Email** and **Password** in the boxes. Tap **Next**.
4. Enter the following account information below and then tap **Next**.
   - ⇒ **Domain\Username**: Type your *full SOCSD email address* in this box.
     NOTE: If **Domain** and **Username** are separate boxes in your version of Android, leave
     the **Domain** box empty and type your *full SOCSD email address* in the **Username** box. On some versions of Android, you must use the domain\username format. For example, if your email address is *jdoe@SOCSD.org*, type *jdoe@SOCSD.org*.
   - ⇒ **Password**: Type the *password* that you use to access your SOCSD account.
   - ⇒ **Exchange Server**: **outlook.office365.com**
5. Tap **OK**, for both the **Activation** screen pop-up and **Remote security administration** screen pop-up.

6. As soon as your phone verifies the server settings, the **Account Options** screen opens. The options available depend on your version of Android. Tap **Next**.
7. The **Activate device administrator** screen opens, tap **Activate**.
8. If you're prompted to create a pin, tap **PIN** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device.

NOTE: You may need to wait 10-15 minutes after you set up your account before you can send or receive email.