Apple iPhone

Do first: update your iTunes to the latest version and install the latest updates on your iPhone using iTunes

1. If this is the first e-mail account on your iPhone, tap **Mail**. Otherwise, tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

2. Tap **Microsoft Exchange**.

3. Tap in the **E-mail** box and enter your full e-mail address (for example: **jdoe@una.edu**).

4. Tap in the **Email** box and enter your full e-mail address again.

5. Tap in the **Password** box and enter your password.

6. Optionally, tap in the **Description** box and enter a short description for the account.

7. Tap **Next** on the upper right corner of the screen.

8. Tap in the **Server** box and enter **outlook.office365.com**
    Leave the Domain box empty

9. Tap in the Username box and enter your FULL UNA EMAIL Address

10. Tap in the Password box and enter your Unaportal password

11. Tap **Next**.

12. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.

13. Tap **Save**.

14. If you're prompted to create a new passcode, tap **Continue** and enter a numeric passcode. You'll need to enter the passcode twice.

Blackberry

1. Click **"Setup"** folder

2. Click on the "***email settings" icon***

3. Click on existing UNAPortal email account (if setup) and select **"Delete"**

4. Answer **"Yes"** to **"are you sure you want to delete?"**

5. Click **"Add"** to create a blackberry account

6. On the list of email providers – Select **"*Other*"**

7. Enter your "**email address"** and enter an **"X"** for the password and click next **NOTE:** We want you to enter an **"X"** for the password here for it not to work and get the next prompt

8. At this point a window will pop up stating "Invalid email address or password", click **"OK"**

9. Select **"I will provide the settings" (Verizon)**
   Select **"Provide more information" (AT&T)**

10. Select "POP/IMAP"

11. Enter the following
    - Email address: **jdoe@una.edu**
    - Password: **your UNAPortal password**
    - Email server: **outlook.office365.com**
    - Username: **jdoe@una.edu (your full email address)**

12. Click Next
    Then you should get "You have successfully added jdoe@una.edu..."

Droid

1. From the home screen, Select **"My Account"**

2. Select **"Add Account"**

3. Select **"Microsoft Exchange Active Sync"**

4. Domain\username: **Enter your full email address here with the "\" in front of the email address Example: \jdoe@una.edu**

5. Password: Enter **your UnaPortal password here**

6. Email Address: Enter **your full email address here**

7. Exchange Server: enter **outlook.office365.com**

8. Select Next

9. The account should pick up the server settings automatically.

Once the account has been verified, warnings about "remote administration and activation" you will need to select OK.

Windows Mobile Phone

1. Got to Settings → System → email + accounts
2. Choose "add and account"
3. Select "Outlook"
4. Enter your email address and password and select "sign in"
5. Your account should automatically be added from here.

   If prompted to "allow account to make settings changes on the phone" you must accept in order for setup to complete properly.

Please note that Windows Mobile devices should automatically detect the mail server and will likely require no changes whatsoever during this event. However if your Windows Mobile device is using an older version of Exchange ActiveSync you may have to make the changes manually.