

Spartan 365 Email (spartanmail): Mobile Device Account Configuration

Generic Exchange Server Settings

Note: The iOS and Android settings below are device specific and may differ for alternate device and operating system versions. Provided below are the generic Exchange server settings.

- **User Name/Email Address:** netid@msu.edu
- **Exchange Server:** outlook.office365.com

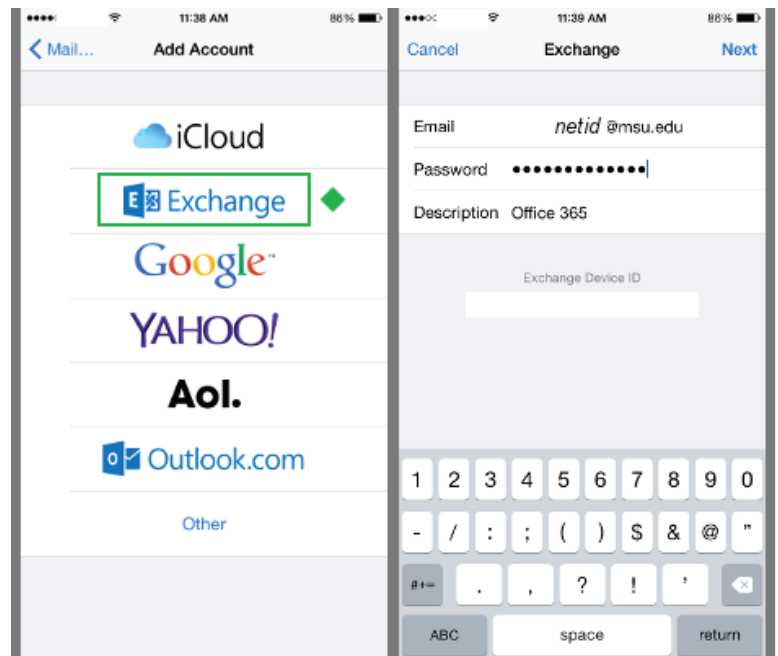
An alternative option for both iOS and Android users is the official Microsoft Outlook app. Please refer to Spartan 365 Student Email (spartanmail.msu.edu): Outlook App for Mobile Devices - TB24687 for additional information.

iOS Exchange Client Setup

The following are instructions on how to set up your Spartan 365 account using Exchange on iPhone and iPad.

Note: The following instructions and screenshots are applicable to iOS 8.3. Alternate versions of iOS may slightly differ.

1. Open the **Settings** app.
2. Select **Mail, Contact, Calendars**, then select **Add Account** at the bottom of the Accounts column.
3. Select **Exchange** from the list.
4. On the new account window, you will have the **Email, Password** and **Description** fields.
 - In the **Email** field, type in your msu email address. Use the format **netid@msu.edu**, replacing the netid with your own.
 - In the **Password** field, type in your NetID password
 - The **Description** can be anything you want, depending on what you want to name the account, such as MSU Email.
5. Select **Next** in the top right corner.
6. On the new screen, choose what options you would like enabled or disabled, and then select **Save** in the top right corner. The account should now appear in the list on the **Mail, Contact, Calendars** screen.

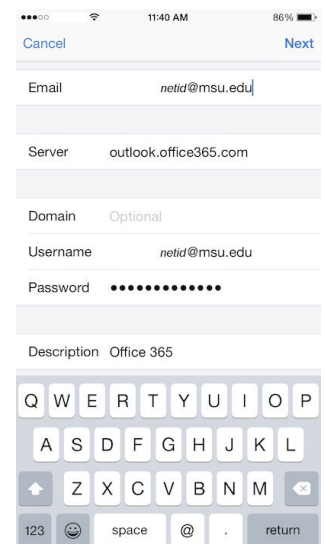


Please note, If you would like to change the amount of days in the past the account will sync to your phone from the email on your account, select your new account from the **Mail, Contact, Calendars** list in the **Options** and then select the **Mail Days to Sync** option. If you decide to change it to **No Limit**, note that this will download all emails on your account to your phone. If you have a large number of emails on your account, you may want to choose a finite number of days.

iOS Exchange Client Setup: Alternative

If the setup instructions above are requiring a server address and username, do the following in place of step six above.

1. The screen now will include the **Server** and **Username** fields.
 - In the **Server** section shown below, type in **outlook.office365.com**.
 - In the **Username** section also shown below, type in your MSU email address. Use the format **netid@msu.edu**, replacing the netid with your own.
2. Select **Next** in the top right corner.
3. On the new screen, choose what options you would like enabled or disabled, and then select **Save** in the top right corner. The account should now appear in the list on the **Mail, Contact, Calendars** screen.



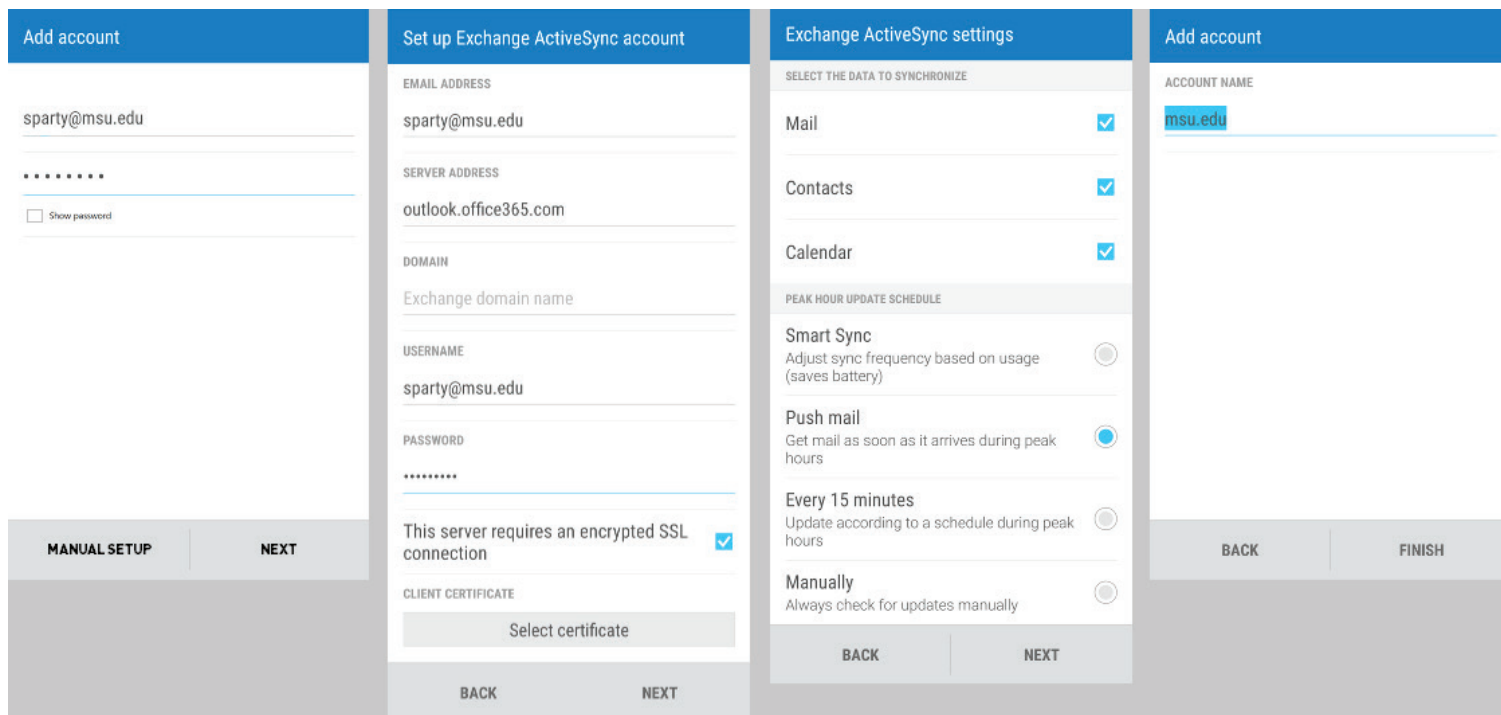
Android Exchange Server Configuration

The following instructions provide the specific settings required for configuring your Spartan 365 account on an Android devices.

Note: The screenshots below are examples taken from an HTC One M9 running Android 5.0. Please note that the process may differ for your device.

1. Open the Mail app on your device and add a new account.
2. Select the option for an Exchange server, which may appear as, but is not necessarily limited to, Microsoft Exchange, or Microsoft Exchange ActiveSync.
3. When prompted to add your account, enter your full email address as the user name and your NetID password.
4. Select **Next** to continue. The auto-discover process should automatically locate the server and move to the **Exchange ActiveSync settings** window. If this occurs you may skip to step 6.
5. If the auto-configure process fails to locate the server, you will need to enter the information manually. Required settings are provided below.
6. Verify your account settings. Specific settings are provided below:
 - **Email Address:** netid@msu.edu
 - **Server Address:** outlook.office365.com
 - **Domain:** None (Leave blank)
 - **Username:** netid@msu.edu
 - **Password:** Your NetID password
 - **Secure (SSL) Connection:** Enabled
7. Select **Next** to move to the **Exchange ActiveSync settings** window.
8. Continue to the completion screen. The account name will likely default to **msu.edu**, however you may adjust it as desired. Select **Finish**, or the equivalent provided by your app, to complete the process.

The account will now be ready for use. The setup process will typically deposit you in the Inbox once it completes.



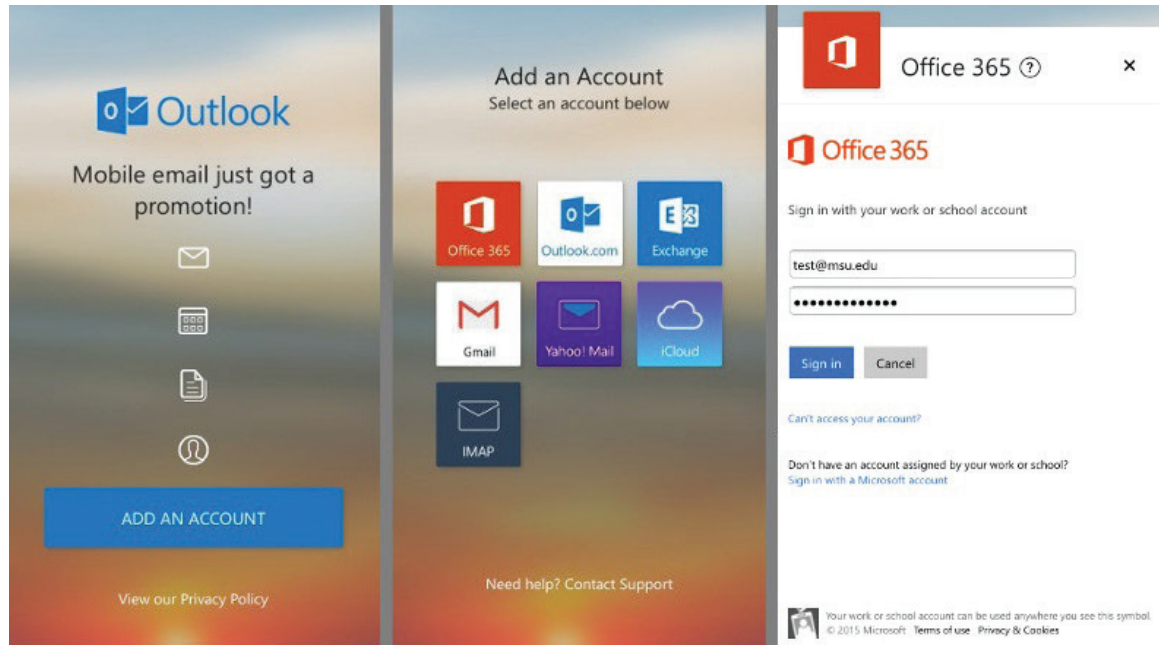
Spartan 365 Email (spartanmail): Configuring the Outlook App for Mobile Devices

This article provides configuration instructions for the Microsoft Outlook app on iOS and Android devices.

iOS Configuration

Navigate to the iOS App Store and download the Outlook app. Verify the publisher is 'Microsoft Corporation'.

1. Open the app, then select **ADD AN ACCOUNT** to begin.
2. Select the **Office 365** account icon.
3. Enter the required account information shown below, then select **Sign in**:
 - **Your Email Address:** netid@msu.edu
 - **Password:** NetID password



Android Configuration

Navigate to the Google Play Store and download the Microsoft Outlook app.

1. Open the app, then select **Get Started** to begin.
2. Select the **Office 365** account icon.
3. Enter the required account information shown below, then select **Sign in**:
 - **Your Email Address:** netid@msu.edu
 - **Password:** NetID password

