

Adler University provisions email accounts through the Microsoft Office 365 platform. This platform allows access to high-performance email resources using the Microsoft Outlook client, over a web interface (<http://365.adler.edu>), and through a variety of mobile platforms. Students, faculty, and staff can connect their personal mobile devices to their Adler email accounts to access their email, calendar, contacts, etc. at any time using their Adler email address (username@adler.edu) and password.

Please remember: When changing your Adler account password (can be changed through the Adler password management tool <http://mypassword.adler.edu>), please remember to change your password on all mobile devices accessing your Adler email account.

[Configuring your Apple IOS device for Office 365 email](#)

You can connect your Apple iPad or iPhone device(s) to your Adler email account (email, calendar, contacts/people).

1. From the home screen on your device, touch the “**Settings**” icon.





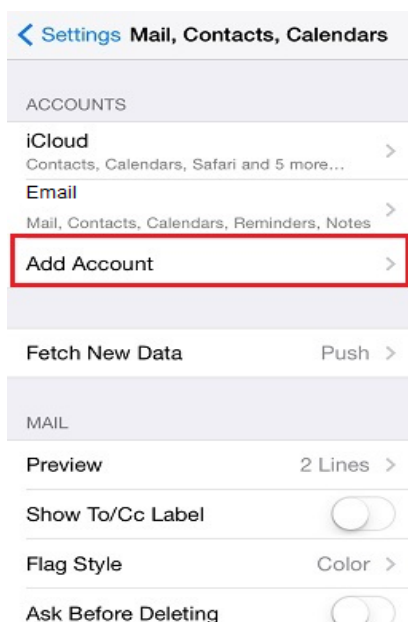
Technology Overview

Connecting your Office 365 Account to your Mobile Device

2. On the Settings screen, scroll down and touch “**Mail, Contact, Calendars.**”



3. On the **Mail, Contacts, Calendars** screen, touch “**Add Account.**”

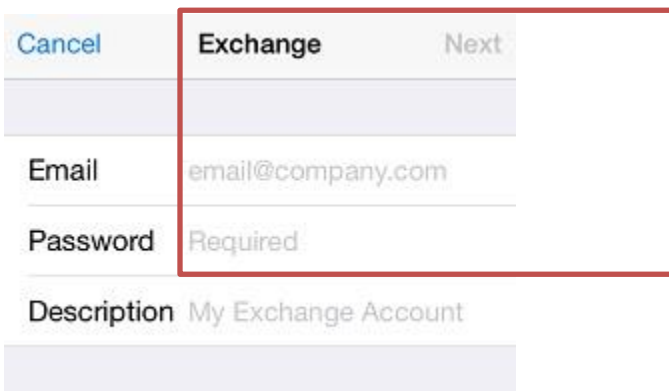


4. On the Add Account screen, touch the icon for “Exchange.”



5. On the initial Exchange configuration screen, please enter the following information, and touch “Next.”

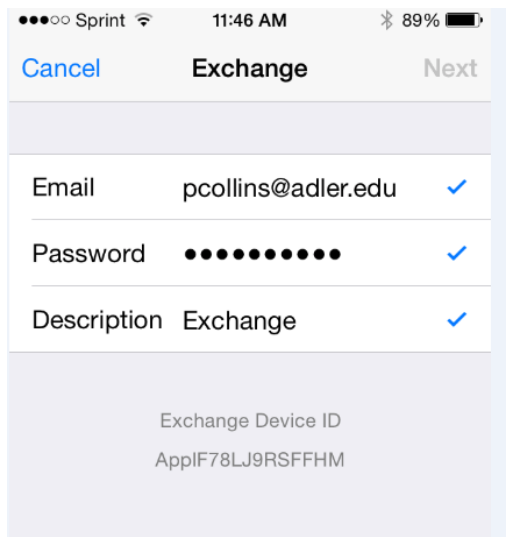
- Email: Your **@adler.edu** email address
- Password: Your Adler account password
- Description: Optional description for this account



6. Should you be prompted with a message similar to below, please tap **Accept** for the message “Unable to Verify Certificate”:



Generally, this information should be sufficient to configure the account. If this is successful, you will get a confirmation similar to that below. **If this is the case, please proceed to step 8.**





Technology Overview

Connecting your Office 365 Account to your Mobile Device

7. If auto-configuration is not successful, you will be prompted to add additional information on your account. Please enter the information as follows:

- Email: Your @adler.edu email address
- Server: outlook.office365.com
- Domain: *Leave blank*
- Username: Your Office 365 username [username]@adler.edu (EXAMPLE Ckent@adler.edu)
- Password: Your Adler account password
- Description: Optional description for this account

When finished filling that all in, tap “**Done.**”

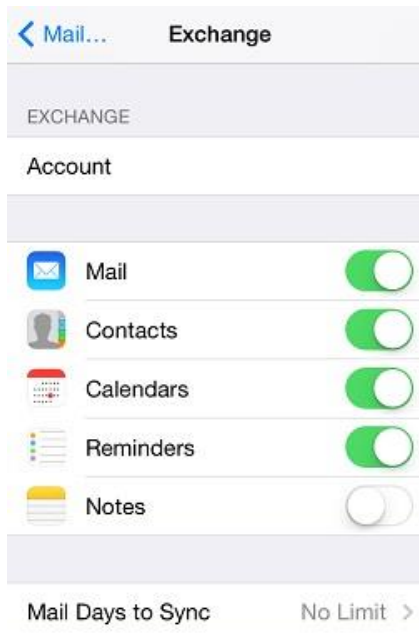


8. The iPhone supports the synchronization of Mail, Contacts and Calendar, by default they are all enabled. You have the ability to selectively disable or enable any of these features by setting the slider **On** or **Off**: You can also set the number of **Mail Days to Sync** as needed to manage memory usage on your device.



Technology Overview

Connecting your Office 365 Account to your Mobile Device



[Configuring your Android device for Office 365 email](#)

You can connect your Android smartphone and/or tablet to your Adler email account (email, calendar, contacts/people).

Please note: These are general guidelines. The actual process may vary slightly based on the device.

1. Open **Settings** and then select **Add Account**:

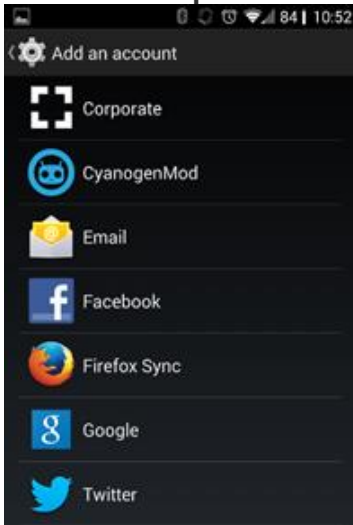


Technology Overview

Connecting your Office 365 Account to your Mobile Device



2. Select Corporate:





Technology Overview

Connecting your Office 365 Account to your Mobile Device

3. After selecting **Corporate**, please enter your **@adler.edu email address** and **Adler account password**:

A screenshot of an Android mobile application interface. The title bar says "Add an Exchange account". Below the title, there is a message: "You can set up an Exchange account in just a few steps." Below this message, there is a text input field containing "ckent@adler.edu". Underneath the input field is a password field represented by a series of dots. Below the password field is a checkbox labeled "Send email from this account by default." which is currently unchecked. At the bottom of the screen is a "Next" button.

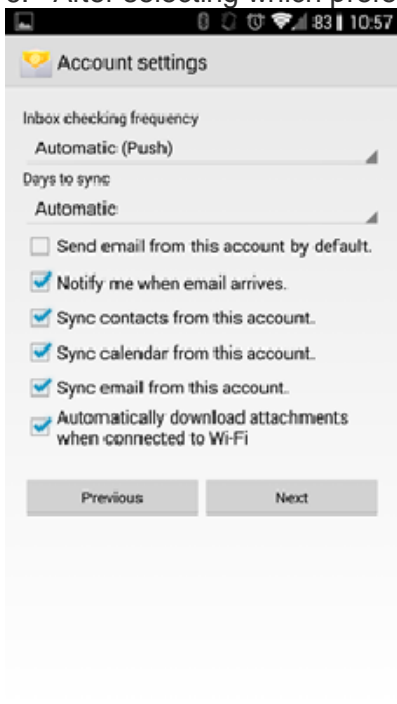
4. The **Domain\Username** field should be set as **\email address** (i.e., \ckent@adler.edu).
The **Password** field will be your **Adler account password**.
The **Server** field should be **m.outlook.com**.

A screenshot of an Android mobile application interface. The title bar says "Account setup". Below the title, there are several fields: "Domain\Username" with the value "\ckent@adler.edu", "Password" with a series of dots, "Server" with the value "m.outlook.com", "Client certificate" set to "None" with a "Select" button, and "Port" set to "443". At the bottom, there is a "Mobile Device ID" field with the value "androidc1409226238". At the very bottom of the screen are "Previous" and "Next" buttons.

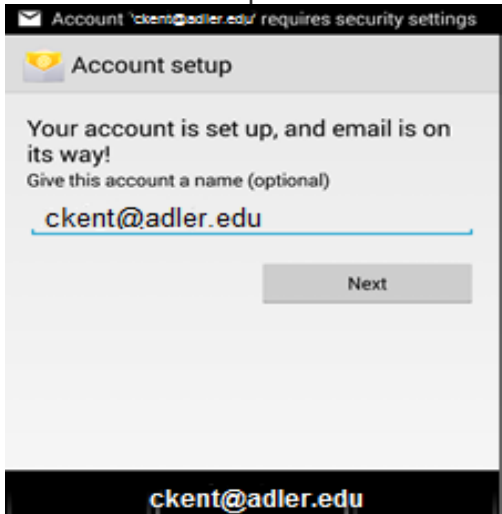
5. After the above steps have been completed, select **Yes** or **OK** to any security administration prompt.



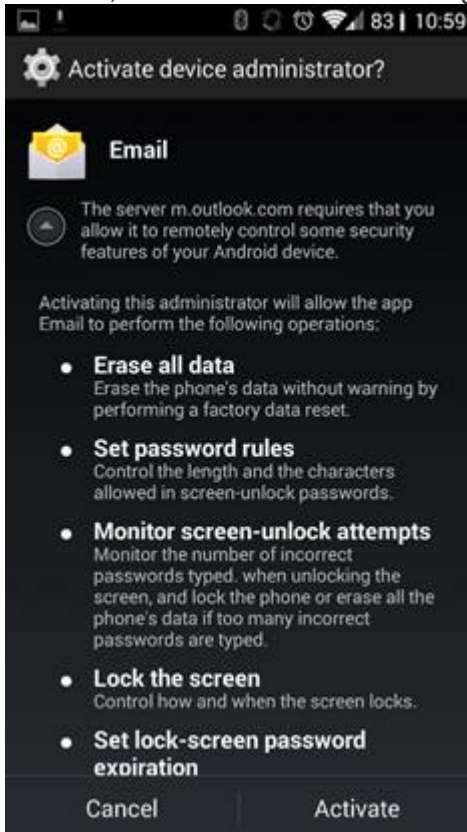
6. After selecting which preferences you would like, select **Next**:



7. Select an optional **Name** for the account and select **Next**.



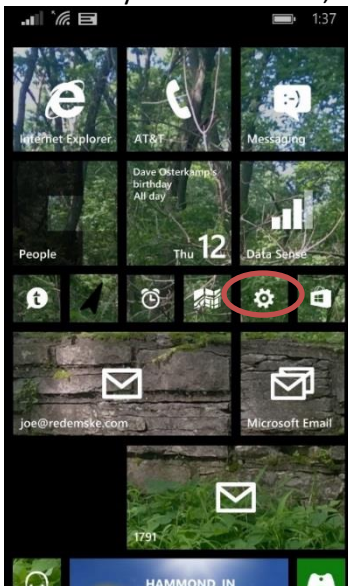
7. Last, read over the terms and agreements and click **Activate**.



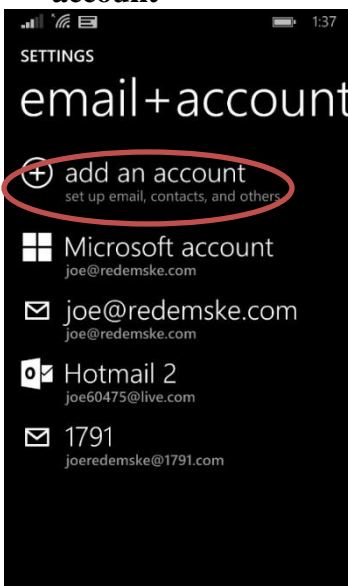
[Configuring your Windows Phone device for Office 365 email](#)

You can connect your Windows phone and/or tablet to your Adler email account (email, calendar, contacts/people).

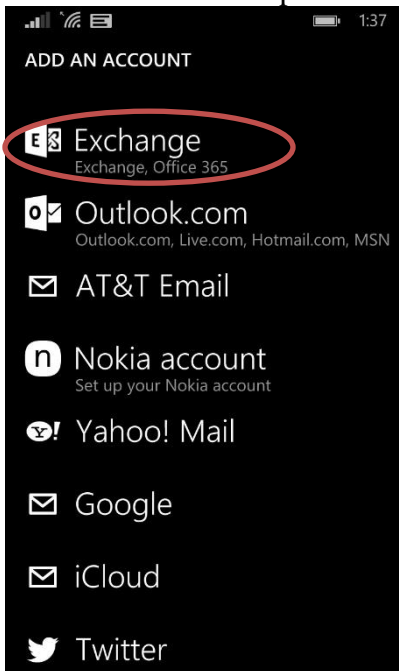
1. From your start screen, choose **'System'** – the default icon a gear.



2. Scroll down until you come to Email and Accounts; select this item. From here, choose **“add an account”**



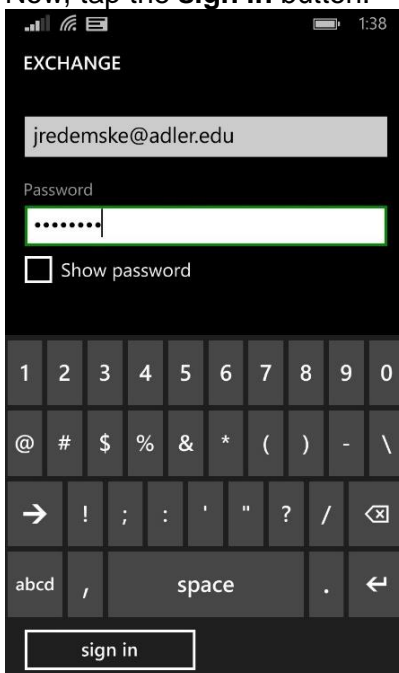
3. Choose the first option – **Exchange**.



4. Enter your Adler email address, i.e. jdoe@adler.edu

Tap the '**Password**' box and enter your password.

Now, tap the **sign in** button:

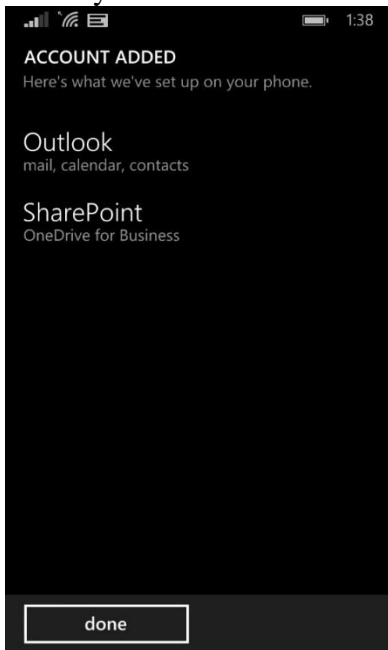




Technology Overview

Connecting your Office 365 Account to your Mobile Device

5. Click '**done**' and your screen will dim as your Windows phone syncs your email, calendar and contacts. Note that your **OneDrive for Business** account is also added to your phone. Also, while contacts across all your connected mail accounts may seem merged, Windows phone keeps all contact lists segregated.



6. Once the initial sync is complete, your Adler account will be listed. The account is named automatically - you can edit this as you wish by tapping on the account name in this screen.

