If you have previously used MNPS mail on your phone or tablet, you can first try to update the server information for your existing setup, but we have found this is usually not possible. See separate instructions for updating an existing server.

Set Up A New Account

- Go to **Settings** on your device.
- Click on **Accounts** under 'User and Backup'.
- Choose **Microsoft Exchange ActiveSync** from the selection list.
- Enter your MNPS email address.
- Provide your password. This is the same password used to login to your email or computer today.
- Click **Next** to allow auto-discovery work to setup the final parts of the set up. You may get a message from the phone manufacturer about data being stored to setup the account.
- Acknowledge the notice before setup can proceed.

    IF THE SETUP FAILS, YOU MAY NEED TO MAKE MANUAL ENTRIES. SEE BELOW.

- The domain/user name field should show your Office 365 login ID (\jsmith@mnps.org).
- The Exchange Server entry should be **mail.office365.com**
- Click **Next**.
- Your device should show a **message** that it is checking incoming mail server settings.
- When the server settings are accepted, you may be required to acknowledge and set up a security code for your device. (This is an agency requirement in order to protect MNPS mail assets).
- **Security Option**— Agree to the terms. If you do not agree, you will not be able to utilize email with a direct connection on your device. You will be able to use the Outlook Web Application. When you agree to sync with the MNPS email services, you are acknowledging that if your device is lost or stolen, you will report the event to MNPS so that a 'remote wipe' command can be issued to the device to clear all data. This includes personal data.
- Set a **security code** for your device. It must be at least a four digit number. MNPS staff cannot assist with regaining access to your device if the security code is forgotten.
- You may be asked questions regarding how much historical mail you want loaded onto your device.
- You may be prompted on syncing your calendar and contacts. Set those as you desire.

To **remove old devices** from ActiveSync, log on to https://mail.office365.com. There is a maximum of 5 devices that can be synchronized with your mailbox.
- Sign in>click Settings>click Options>click General>click Mobile Devices
- Highlight the appropriate device
- Click the Remove (-) icon

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