

## Apple Device ActiveSync with Office 365 Outlook Quick Reference Guide

Use these instructions to edit an existing mail service entry when you have already been using MNPS email or to set up the MNPS service for the first time.

### Editing Your Existing MNPS Service

- ◆ On your device, go to **Settings>Mail>Contacts>Calendars**.
- ◆ Click the entry that correlates to your **MNPS email address**.
- ◆ Under **Exchange**, click your **MNPS email address account**.
- ◆ Change the Server entry to **mail.office365.com**
- ◆ Change the username entry to **username@mnps.org**, Example: jsmith@mnps.org
- ◆ Click **Done**.

### Data Security Policy

- ◆ **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.

### Setting Up New MNPS Email Service

- ◆ On your device, go to **Settings>Mail>Contacts>Calendars**.
- ◆ Under Accounts, select **Add Account**.
- ◆ Select **Exchange** option from the list.
- ◆ Enter your **current MNPS email address**. Example: first.last@mnps.org
- ◆ Enter your **current MNPS password**.
- ◆ **Choose a name for the account**.

If the System fails to automatically configure your mail service, enter the following information into the screen. First, verify the email address was entered in the correct format. first.last@mnps.org Example: john.smith@mnps.org

- ◆ Server: mail.office365.com
- ◆ Domain: leave blank
- ◆ Username: username@mnps.org Example:jsmith@mnps.org
- ◆ Password: Your current MNPS password

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