**Blue Rock**

**Office 365 Email Account setup and Global address list user guide – iOS (iPhone/iPad) and Android**

Contents

[Email Account Setup on iPad/iPhone (Build-in Email Client) 2](#_Toc498098302)

[Removing Office 365 Email Account from iPad/iPhone (Build-In email client) 3](#_Toc498098303)

[Email Account Setup on Outlook mobile app (iOS) 6](#_Toc498098304)

[Removing Office 365 Email Account from Outlook mobile app (iOS) 8](#_Toc498098305)

[How to use global address list on iOS (Build-in Email Client) 8](#_Toc498098306)

[How to use global address list on Outlook mobile app (iOS) 10](#_Toc498098307)

[Email account setup on Android device. 12](#_Toc498098308)

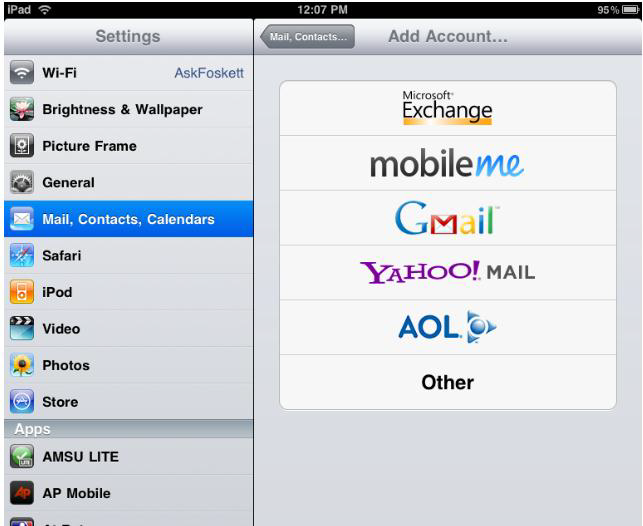
# Email Account Setup on iPad/iPhone (Build-in Email Client)

1. Tap the “Settings” icon from the home screen, then “Mail, Contacts, Calendars”

2. In “Mail, Contacts, Calendars”, Tap “Add Account…”



**3. Tap the “Microsoft Exchange” icon**



**4**. **Now you will enter your Exchange account information**

* Email: <Windows Username>@bluerock.com e.g: csmith@bluerock.com
* Domain: Optional
* Username: [<Windows Username>@bluerock.com](mailto:%3cname%20initials%3e@lakevillecapital.com)
* Password: <Windows Password>
* Description: Blue Rock Limited

Note for email account setup:

1. Enter the password associated with your email account and sign in. You may also be asked to enter a description and display name.
2. iOS mail client configures most email accounts automatically. However, if you're asked to enter server settings, please enter below server address:

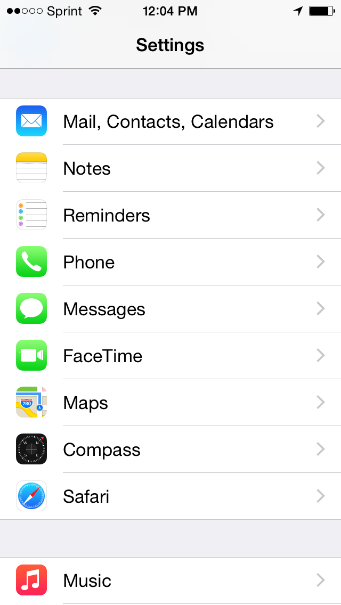
**outlook.office365.com**

1. iOS mail client may request access to some of your email features such as calendar, contacts, etc. If you'd like to sync these to your mobile device, agree to give permission.

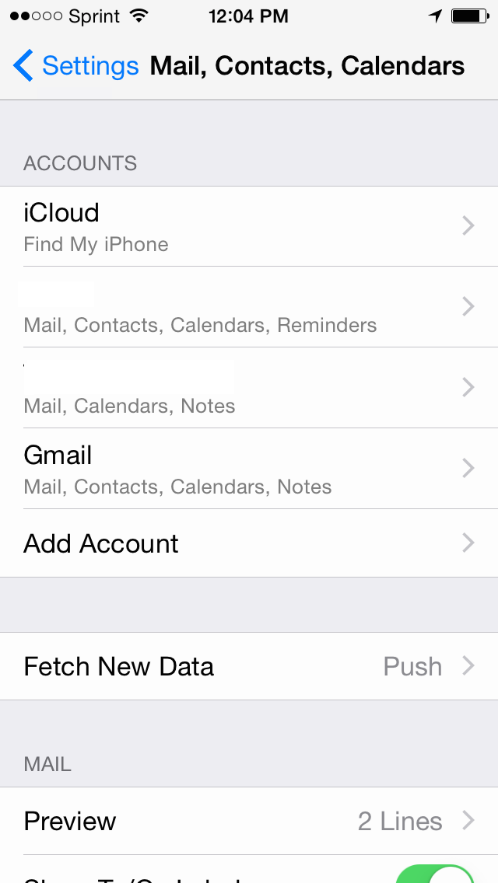
**5.** **Tap “Next” and the iPad / iPhone will verify the configuration**

# Removing Office 365 Email Account from iPad/iPhone (Build-In email client)

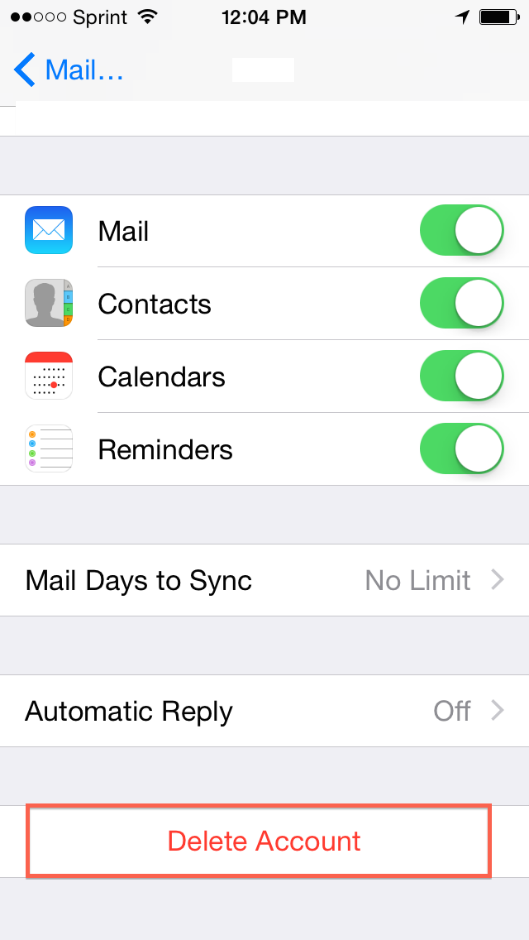
1. Go to Settings on the iPhone or iPad device.
2. Select Mail, Contacts, Calendars. The Accounts screen will be opened.

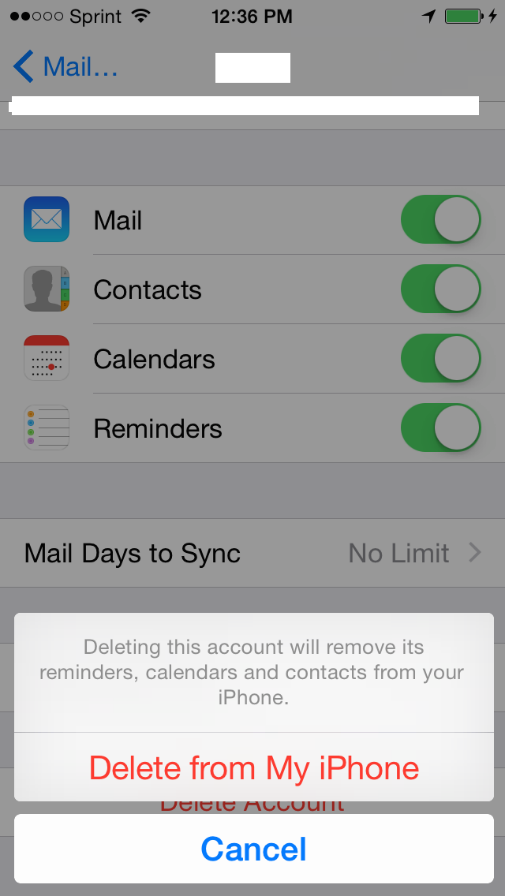


1. On the Accounts screen, tap the Exchange Account that will need to be removed.



1. Scroll down to Delete Account. A Delete Account warning window will open.



1. On the Delete Account warning window, select 'Delete from my iPhone'.  
     
   

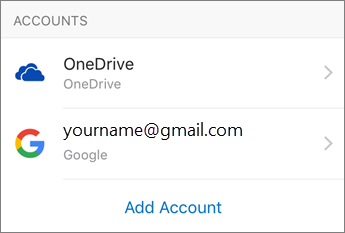
1. Once this option has been chosen, wait for the account to be removed from the device. This can take some time to remove, depending on the size of the mailbox.
2. Once the account has been removed, you will be returned to the Mail, Contacts and Calendars settings.

# Email Account Setup on Outlook mobile app (iOS)

|  |
| --- |
| Download Outlook for iOS  Outlook for iOS is available for mobile devices using iOS 8.0 or higher.  [Download Outlook for iOS from the Apple Store](https://itunes.apple.com/en/app/id951937596). |

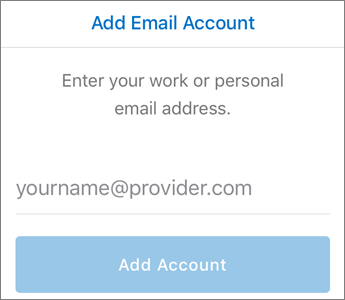
Add your email address

1. Open Outlook for iOS.
2. Tap Settings > Add Account > Add Email Account.

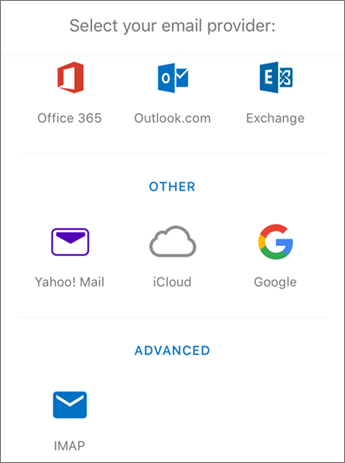


1. Enter your email address and tap Add Account.

* Example: [<Windows username>@bluerock.com](mailto:%3cname%20initials%3e@lakevillecapital.com)



1. If you're asked to select your email provider, please choose Office 365.



Enter your password

1. Enter the password associated with your email account and sign in. You may also be asked to enter a description and display name.
2. Outlook configures most email accounts automatically. However, if you're asked to enter server settings, please enter below server address:

**outlook.office365.com**

1. Outlook may request access to some of your email features such as calendar, contacts, etc. If you'd like to sync these to your mobile device, agree to give permission.
2. After you're signed in, follow any additional prompts and begin using your Outlook for iOS app.

# Removing Office 365 Email Account from Outlook mobile app (iOS)

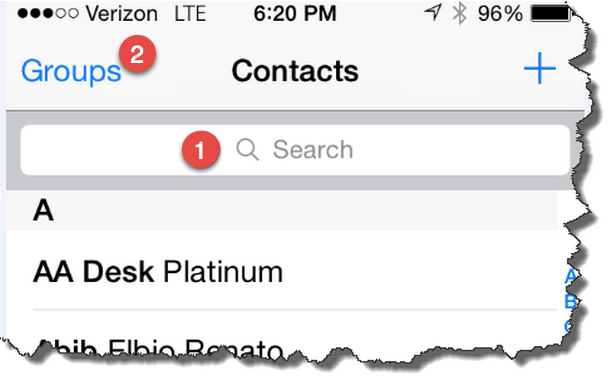
1. Open Outlook for iOS. Go to Settings.
2. Tap on the email account you want to delete.
3. Tap Delete Account.

# How to use global address list on iOS (Build-in Email Client)

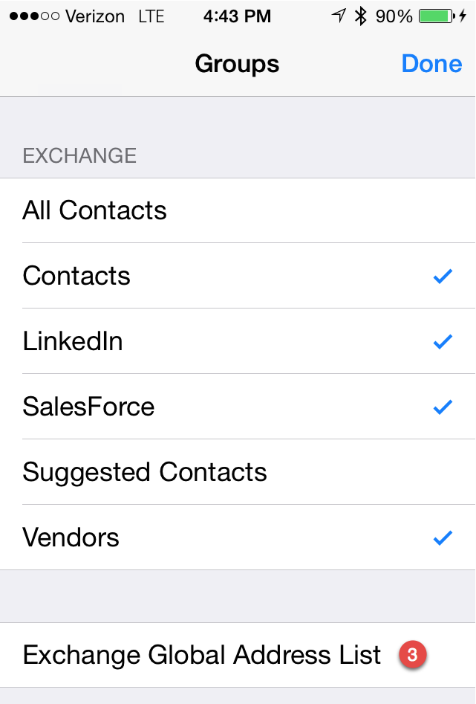
1. Launch on iOS “Contacts” icon.



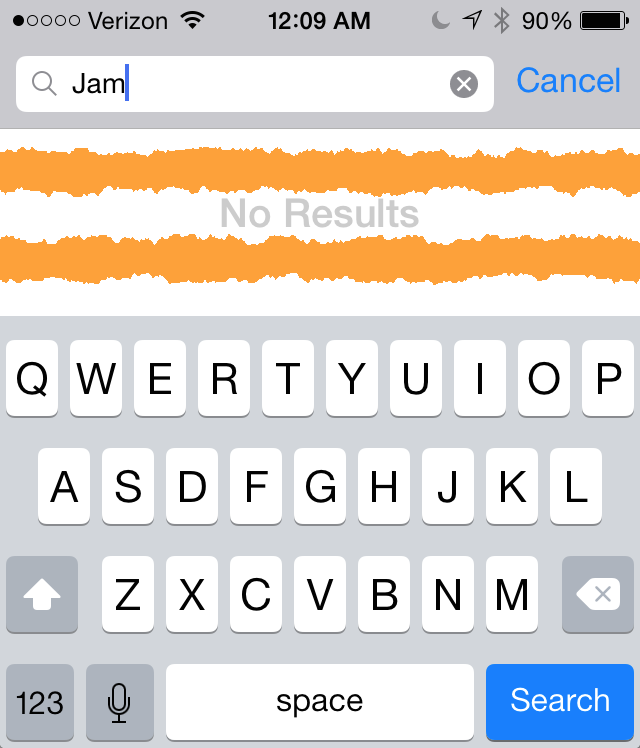
1. Press “Groups”

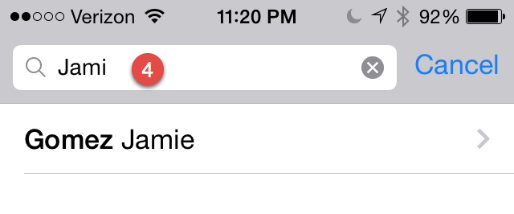


1. Press “Exchange Global Address List”. At the bottom is the way to the Exchange Global Address List.



1. Start type name to search, “iOS does not return Global Address Look-up results with only three characters”. Therefore, you have to enter at least 4 characters.

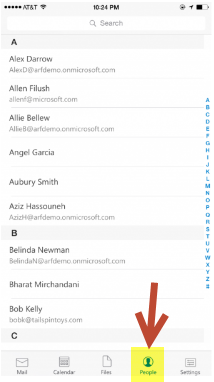




**Note: If you are sure the contact is located in company directory and your mobile cannot search it, suggest to delete and re-add your Office 365 account into your mobile mail setting.**

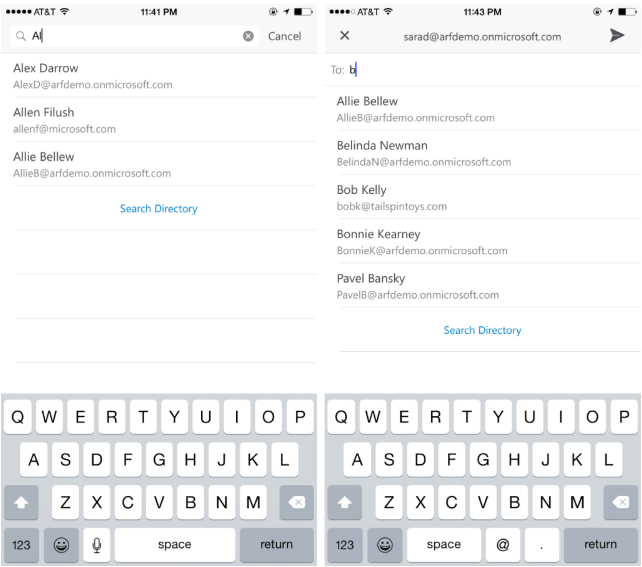
# How to use global address list on Outlook mobile app (iOS)

1. Launch on Outlook App on your iOS device.



1. Just type in the name of the person you’re looking for in the search bar and then select **Search Directory**.

If you don’t tap on “Search Directory”, the search result would be come from your personal contacts rather than company global directory.



The directory search feature works for customers using commercial Office 365 email. In addition to contacts, you can also search for other items in your directory, including conference rooms, distribution lists and Groups

**Note: If you are sure the contact is located in company directory and your mobile Outlook App cannot search it, suggest to delete and re-add your Office 365 account into your mobile Outlook app.**

# Email account setup on Android device.

1. Settings > Account > Add Account

**Microsoft Exchange ActiveSync**

1. Account > Cheetah email address

<Windows Username>@bluerock.com

**e.g. csmith@bluerock.com**

**Password: Your email password**

1. Server outlook.office365.com must be able……..Continue?

**OK**

1. If the settings in step 3. are not automatically detected, enter your Exchange account information

* **Email: Company email address e.g: csmith@bluerock.com**
* **Server Address: outlook.office365.com**
* **Username: Company email address**
* **Password: Your Office 365 password**
* **Description: Blue Rock**

1. Tap “Next” and the Android will verify the configuration.
2. Choose the following items to sync: Email, Contacts, and Calendar.
3. Set the email sync period to 1 Month and tap “Next”.
4. Enter the Description “**Blue Rock**” and tap “Done” to complete the process.

The End