CONFIGURE EMAILS

On smartphones

APRIL 19, 2017

UBT
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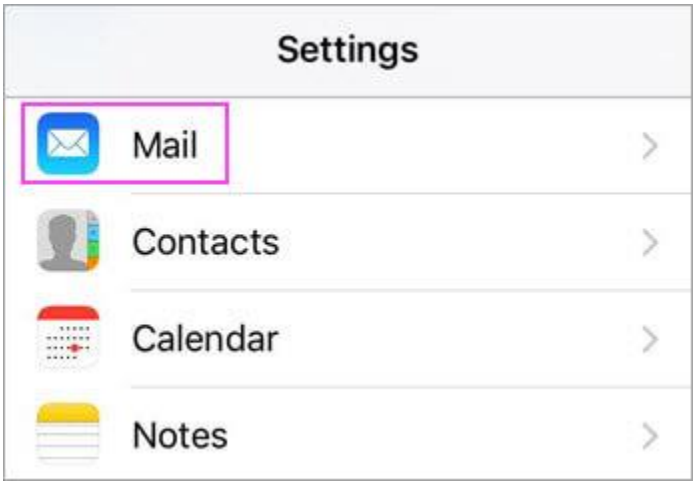
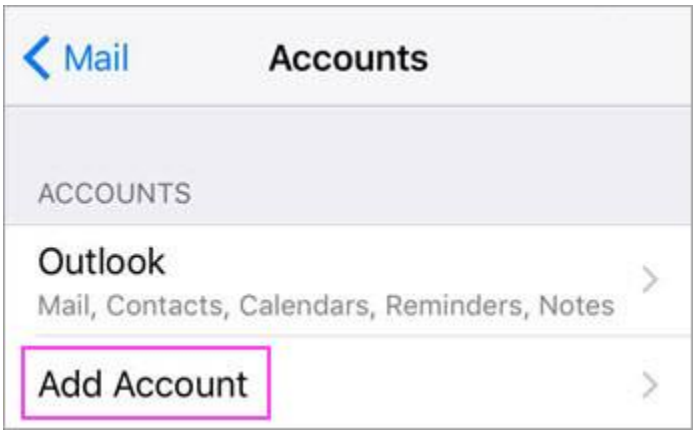
Set up email using the iOS Mail app

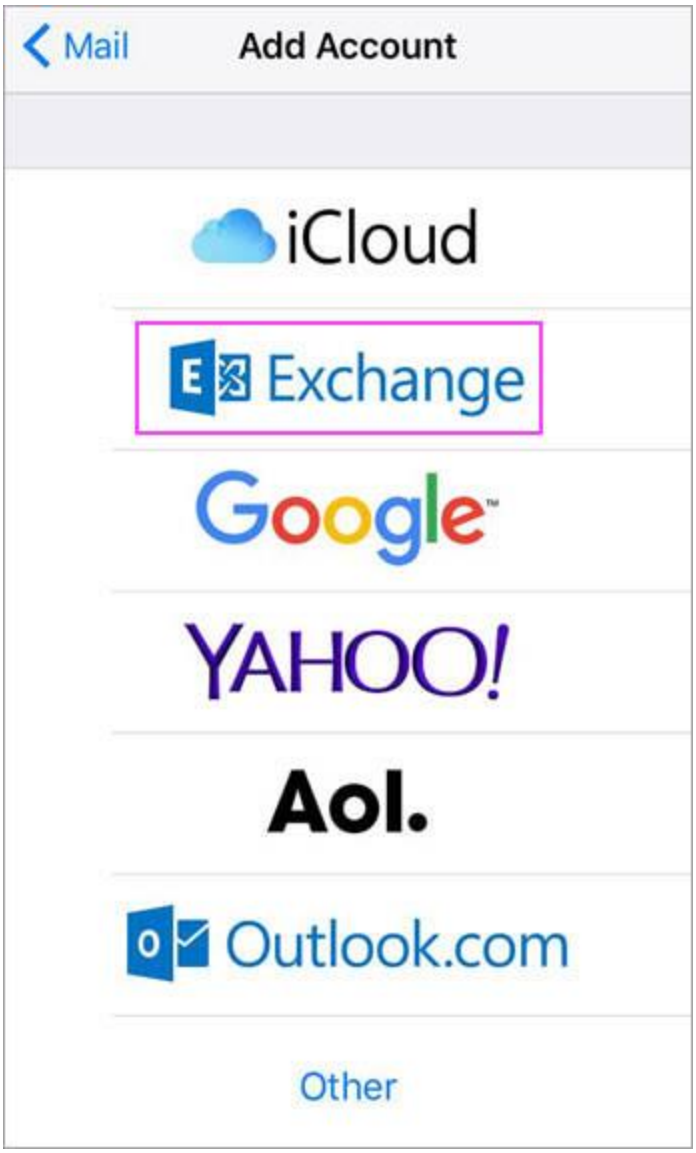
Go to your device's **Settings**, scroll down and tap **Mail** > **Accounts** >**Add Account**.





2

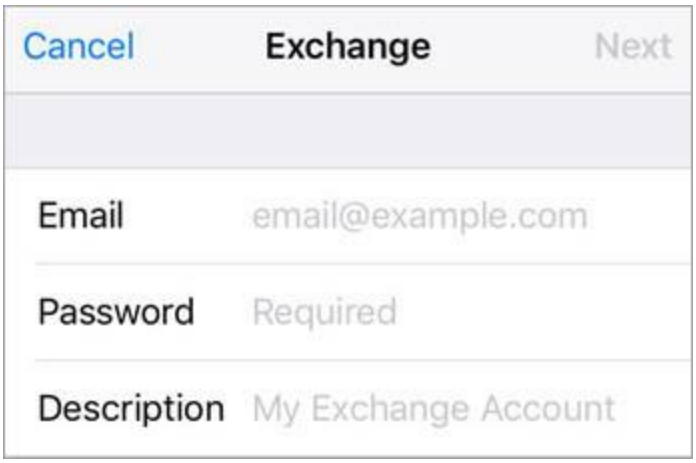
Select **Exchange**.



3

Enter your Office 365 email address, password, and a description of your account. Tap **Next**.

Note: Your email address should be your Office 365 business account or school account. Such as *@ubt.edu.sa*, *@ubtu.onmicrosoft.com*, or *@st.ubt.edu.sa*.



4

If you're prompted to enter server settings, enter the following and tap **Next**.

- **Email**: your full email address.
- **Server**: outlook.office365.com.
- **Username**: your full email address.
- **Password**: email account password.

5

The Mail app may request certain permissions such as accessing your calendar and contacts. To agree, tap **Yes**.

- Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

6

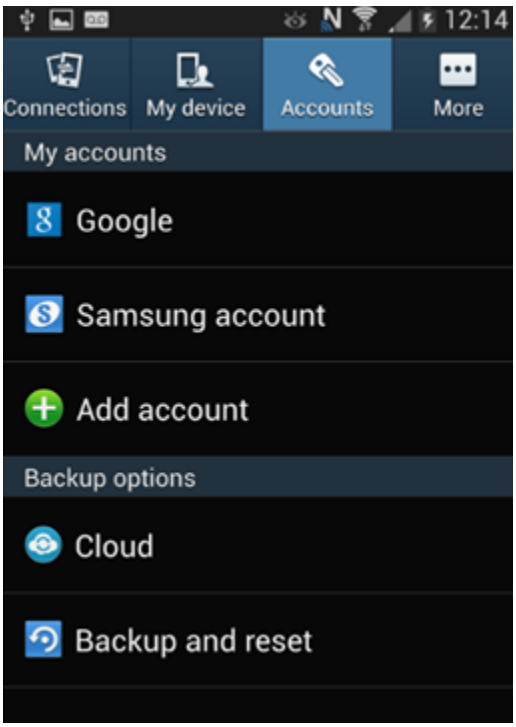
Now you're all set to go!

Configure Office 365 on Android

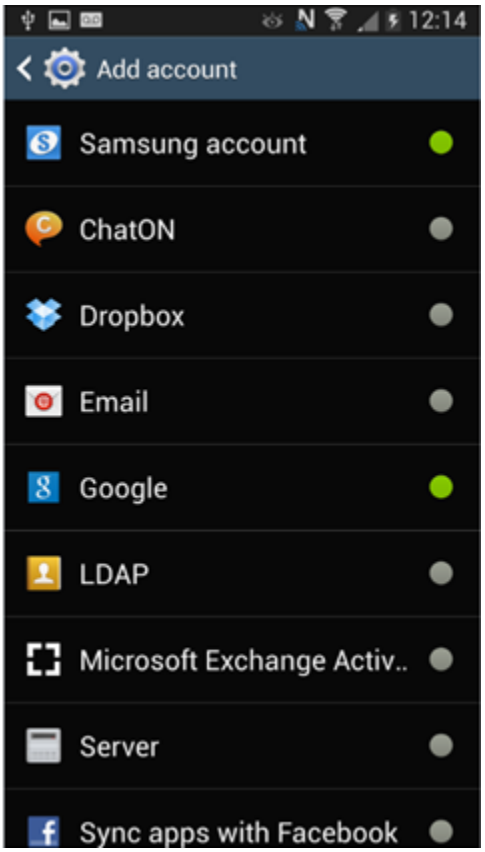
Configuration

1. Before setting up email on your Android, please make sure it is connected to Wi-Fi.
2. Click on **Settings** on your phone

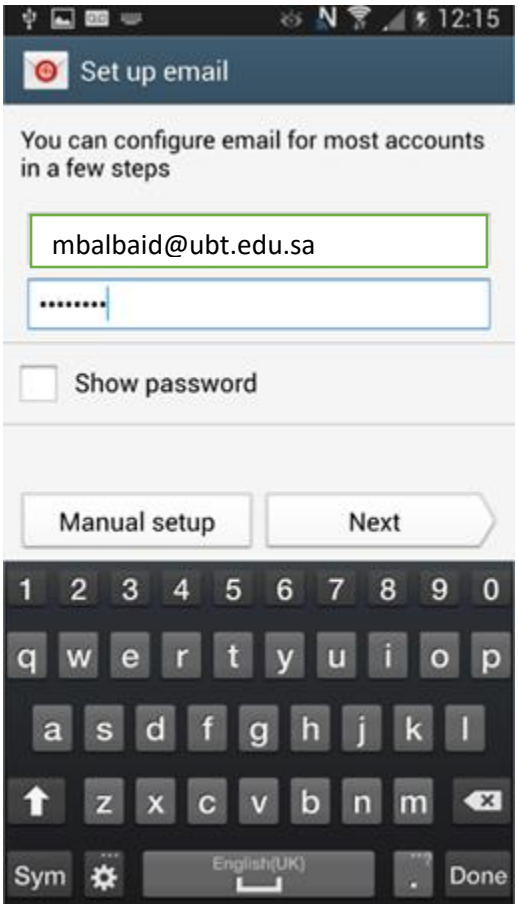
3. Click **Accounts | Add Account**



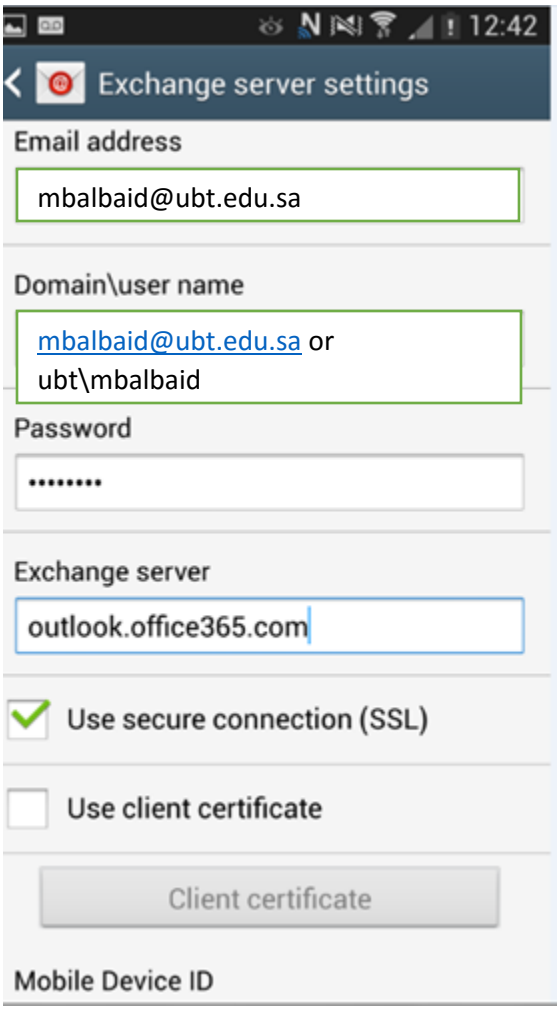
4. *The Add Account screen will appear*. Click on **Microsoft Exchange Activesync~**



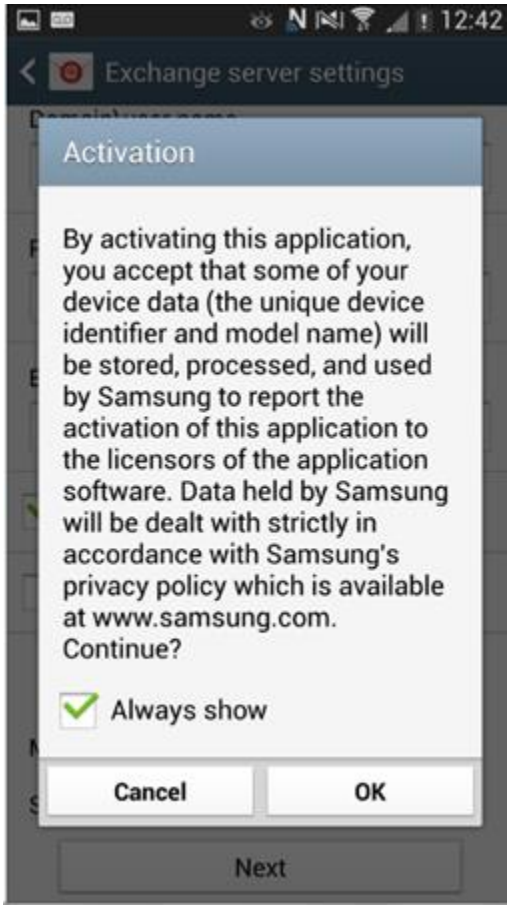
5. *The Email setup screen will appear.* Enter your **UBT email** and **UBT password** then click **Manual setup.**



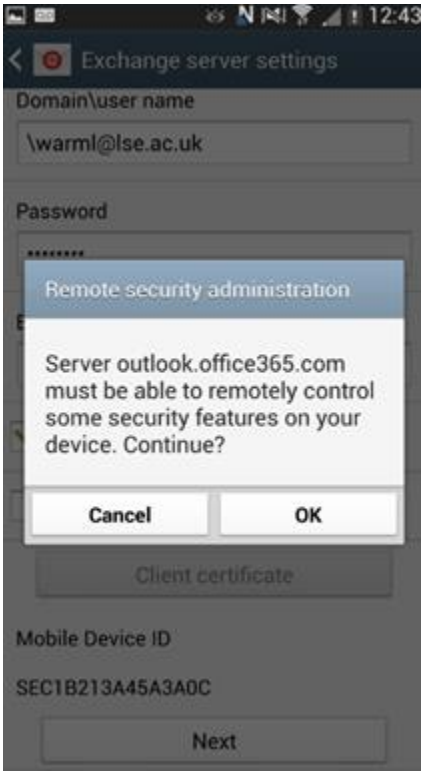
6. Make sure the domain is in the format **\yourUBTusername@ubt.edu.sa** where yourUBTusername is your UBT username e.g. mbalbaid
   Change the **Exchange server** to **outlook.office365.com**
   Click **Next**


12:42
Exchange server settings
Email address
mbalbaid@ubt.edu.sa
Domain\user name
mbalbaid@ubt.edu.sa or
ubt\mbalbaid
Password
Exchange server
outlook.office365.com
Use secure connection (SSL)
Use client certificate
Client certificate
Mobile Device ID

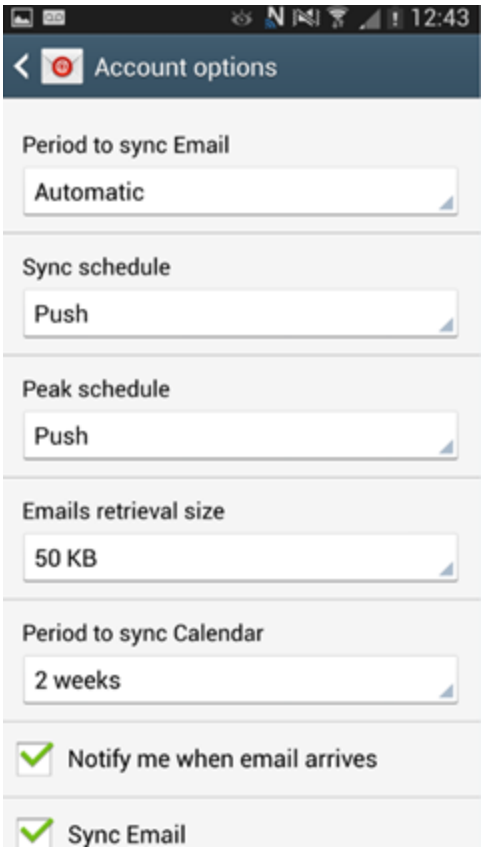
7. *The following screen will appear. C*lick **OK**



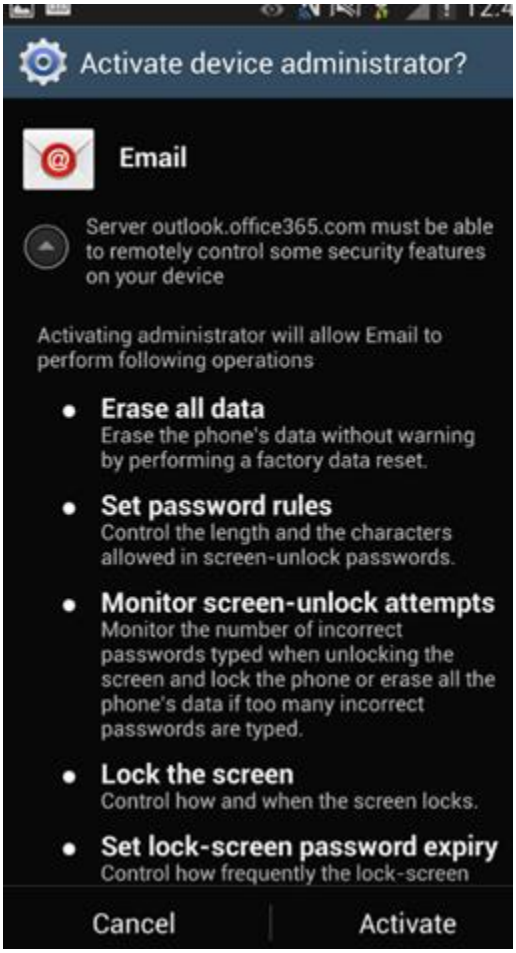
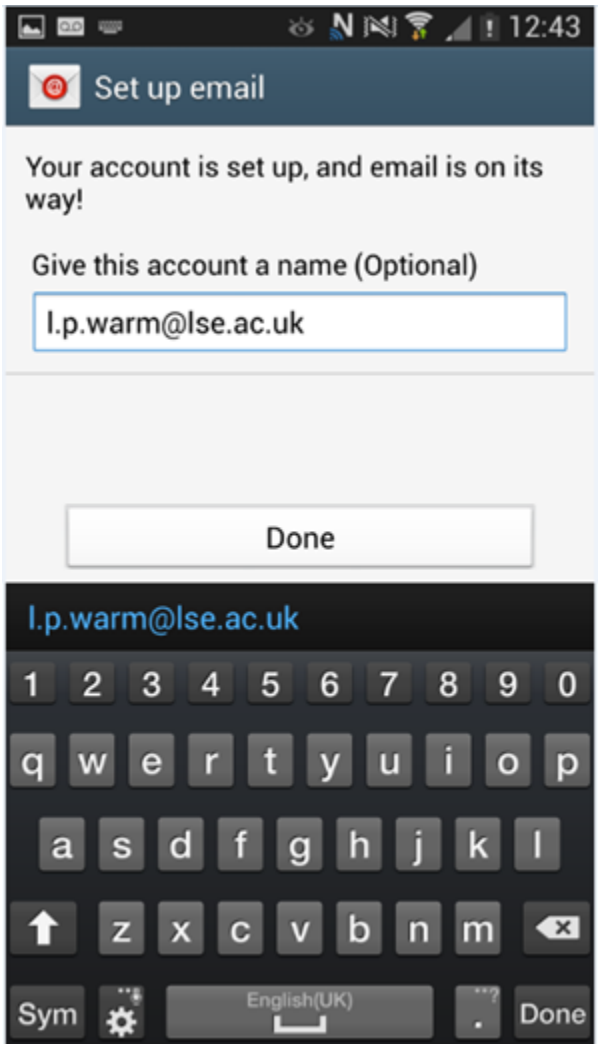
8. On the next screen, click **OK**



9. *The following screen will appear.* Click **OK**


12:43
Account options
Period to sync Email
Automatic
Sync schedule
Push
Peak schedule
Push
Emails retrieval size
50 KB
Period to sync Calendar
2 weeks
Notify me when email arrives
Sync Email

10. *The following screen will appear*. Click **Activate**.



Setup will be complete. Click **Done.** Your LSE email will be added to your inbox.