

How to set up your mobile device for Office 365 e-mail

You can set up your mobile device (iPhone and iPad, Android, Windows phone, etc.) to access your mailbox in Office 365. Microsoft provides instructions for various platforms. Note that there are differences between different devices, and you must manually configure your device. The links below take you to specific instructions.

For **iOS** devices (iPhone, iPad, iPod), click [here](#) for instructions on setting up an IMAP connection. You will need the following information to complete the configuration:

- **Mail type:** IMAP
- **User Name/Email:** yourmymcid@montgomerycollege.edu
(e.g., jsmith6@montgomerycollege.edu)
- **Password:** Your MyMC password
- **Incoming Mail Server:** outlook.office365.com
 - If needed, the **encryption method** is SSL.
 - If needed, the **port number** is 993.
- **Outgoing Mail Server:** smtp.office365.com
 - If needed, the **encryption method** is SSL.
 - If needed, the **port number** is 587.

For **Windows Phone**, click [here](#) for instructions on setting up an IMAP connection. You can use the IMAP information above to complete the configuration:

For **Android** devices, click [here](#) for instructions on setting up an Exchange-based connection. Scroll down to the section on “Manual set up”. Be sure to select Exchange or Microsoft Exchange ActiveSync as your account type. You will need the following information to complete the configuration:

- **Mail type:** Microsoft Exchange
- **User Name/Email:** yourmymcid@montgomerycollege.edu
(e.g., jsmith6@montgomerycollege.edu)
- **Password:** Your MyMC password
- **Domain\username:** yourmymcid@montgomerycollege.edu
(e.g., jsmith6@montgomerycollege.edu)
If there is a separate field for domain, leave it blank.
- **Exchange Mail Server:** outlook.office365.com
 - The **Security** is SSL.
 - The **Port** is 443.

Note that accessing College e-mail requires some security features be activated on your mobile device. In particular:

- You must have an access password that is at least 4 characters in length.
- The device must lock after 15 minutes of inactivity. (You can choose a shorter period.)

You will need to accept these security settings to complete the configuration.