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Configure Email account for cellphone (iOS/Android)

1. For iOS devices(iPhone/iPad)

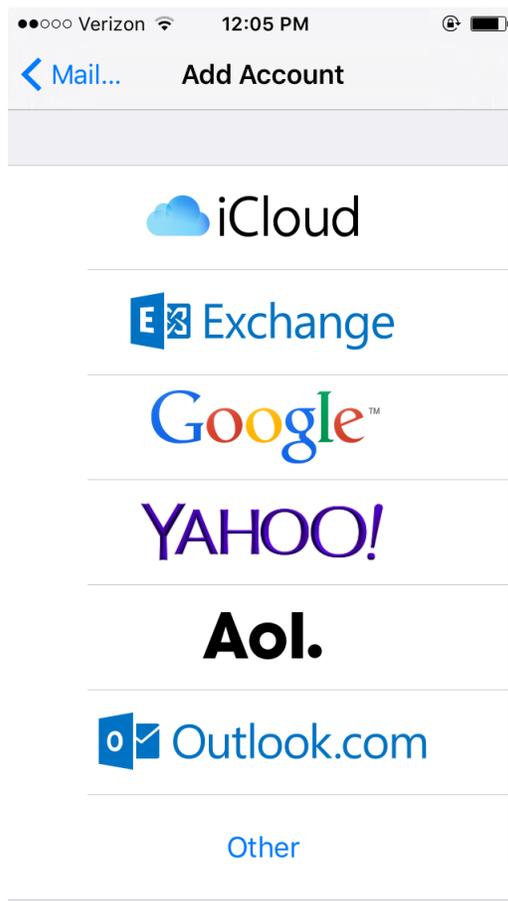
Step 1:

Go to your iPhone or iPad's **Settings** > scroll down and tap **Accounts & Passwords** > **Add Account**.

Note: If you're on iOS 10, go to **Mail** > **Accounts** > **Add Account**.

Step 2:

Select **Exchange**.





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Step 3:

Enter your GTIIT email address and a description of your account.

Enter the password for the account being configured.

Give the account any name you'd like, such as GTIIT.

Tap **Next**.

Tap **Sign In** if you see a pop-up message.

Verizon 8:45 AM

Cancel Exchange Next

Email Username@gtiit.edu.cn

Password ●●●●●●●●

Description GTIIT

Exchange Device ID
CV0MD77QDH2RLA4TQSM2ELINNO

q w e r t y u i o p
a s d f g h j k l
↑ z x c v b n m ↵
123 😊 space @ . return



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Step 4:

Enter the following information (Email and Description should have auto-filled with the previously supplied information):

Server: outlook.office365.com

Username: youraccount@gtiit.edu.cn

Password: Enter the password for your account being configured.

Tap **Sign in** or **Next**.

A screenshot of an iPhone Mail app account configuration screen. At the top, the status bar shows 'Verizon', signal strength, Wi-Fi, time '1:57 PM', and battery level. Below the status bar are three buttons: 'Cancel', 'Account', and 'Done'. The main form has several fields: 'Email' with the value 'username@gtiit.edu.cn', 'Server' with the value 'outlook.office365.com', 'Domain' with the value 'Optional', 'Username' with the value 'username@gtiit.edu.cn', and 'Password' with a series of dots. Below these fields is a 'Description' field with the value 'Exchange'. At the bottom, there is an 'Advanced Settings' link with a right-pointing arrow.

Step 5:

The Mail app may request certain permissions. Tap **Accept**.

Step 6:



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You'll be directed to the enabled account applications page now. Choose what you'd like enabled. It is recommended that you enable all services.

Click **Save**

Step 7 (optional):

Select the new account from your list of accounts. Select **Mail Days to Sync** and set it to **No Limit** if you would like all of the mail in your inbox to be synced to your device. The default time period is one week.

Note: the more mail that is synced, the longer it may take to get all your messages on to the device.

2. For Android cellphone

Step 1:

Open **Email APP** in the cellphone, click **add new account**. Please choose " **Exchange**", and enter your email address, password, then click **next**.

Step 2:

Enter the following information in the pop up page:

Server: outlook.office365.com

Username: youraccount@gtiit.edu.cn

Password: Enter the password for your account being configured.

Port number: 443

Security type: SSL/TLS

Tap **Sign in** or **Next**.



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Server settings

Email address

username@gtiit.edu.cn

Server address

outlook.office365.com

Domain

Domain

Port number

443

Username

username@gtiit.edu.cn

Password

Back Next

Step 3:

The Mail app may request certain permissions. Tap **Accept**.

Step 4 (optional):

On the email Setting page, select the new account that you just added. Select **Mail Days to Sync** and set it to **All** if you would like all of the mail in your inbox to be synced to your device. The default time period is one week.

Note: the more mail that is synced, the longer it may take to get all your messages on to the device.

Setup is complete. Email and calendar data (if enabled) are available in the appropriate apps. Should you have any further questions, please contact to IT helpdesk(<https://helpdesk.edu.cn>).