



## Office 365 Outlook – How to Set Up Mobile Devices

<http://www.jeffersonstate.edu/resources-for-instructors-de/>

Note: Make sure you are selecting Office 365 account (school email account hosted by Office 365 for business)

Android:

To download the Outlook mobile app -- open the Google Play Store (Android) and search for "Microsoft Outlook." Tap Install. Open to add Office 365 account using your Jeff State login.

Here is direct link:

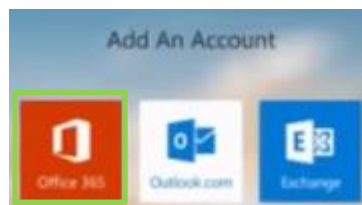
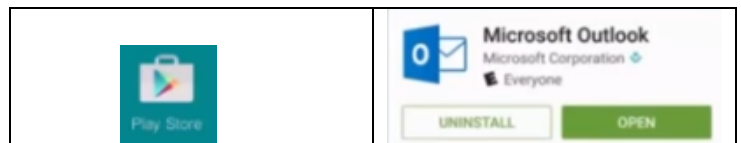
<https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en>

YouTube:

<https://www.youtube.com/watch?v=uAkqm9PLjhg>



Office for Android



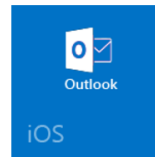
iOS:

To download the Outlook mobile app -- open the App Store (iOS) and search for "Microsoft Outlook." Tap Install. Open to add Office 365 account using your Jeff State login.

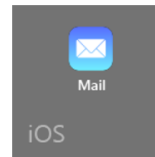
YouTube:

<https://www.youtube.com/watch?v=VXgZoxoPLkY>

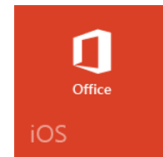
iOS device



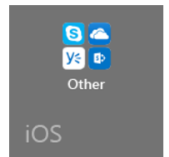
Outlook for iOS



iOS Mail app



Office for iPhone or iPad



Other Office mobile apps



App Store



Download Outlook for iOS and open it

## iOS: Microsoft Office Apps

Go to the App Store (iOS) and search for "Microsoft."

Install app.

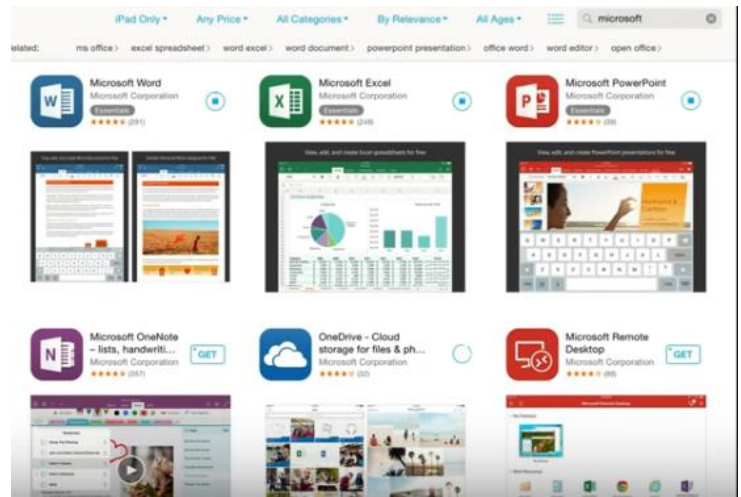
Open OneDrive app and enter credentials using your Office 365 Jeff State login.

Select App (such as MS Word, etc) and sign in using your Office 365 Jeff State login.

Note: You only need to log in with credentials to one Office Suite App – the others will then open based on initial sign in.

YouTube:

<https://www.youtube.com/watch?v=Wy-HVdoSul0>



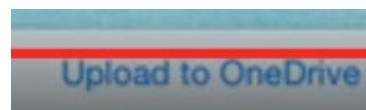
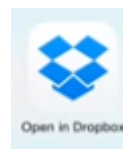
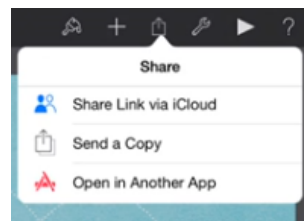
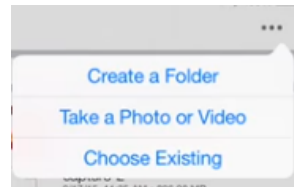
## Saving to One Drive from iPad:

Go to OneDrive. Tap the 'ellipsis' and select 'choose existing' to locate photo. Note: You can only add photos.

2) To add file/document -- go to file/document in the App (example MS Word) and tap on the 'Share' icon and select 'Open in Another App.' Scroll to the right and then select 'Open in OneDrive.' Next, select 'Upload to OneDrive.'

YouTube:

<https://www.youtube.com/watch?v=MScrbToDoJg>



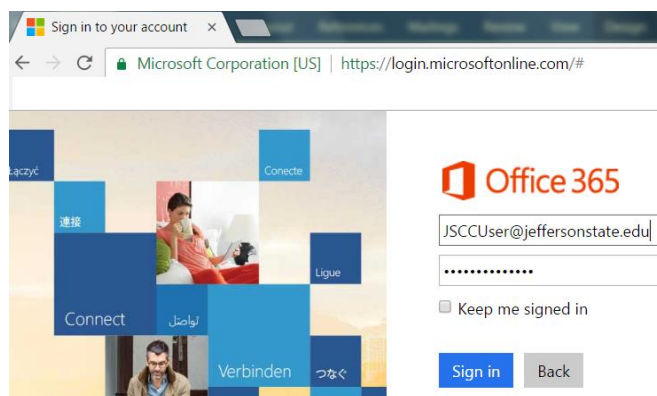
Note: You can also access on your mobile device in the browser as follows:

<http://login.microsoftonline.com>

<http://mail.office365.com>

Note: User Id + @jeffersonstate.edu  
(example: helpdesk@jeffersonstate.edu)

Note: Enter your network password  
(the 6 digit login you log in to your local computer provided by IT)



FAQ:

Unable to install the Outlook app

Make sure you have the following:

- A mobile device that meets the minimum requirements for the app.
- Enough storage space on your device for the size of the app.
- A Wi-Fi or data connection that will allow you to download apps.

Outlook app crashing

If the Outlook mobile app crashes when you open it, clear the browser's cache on your device. Then remove the app and re-install it.

For additional help support:

<https://support.office.com/en-us/article/Set-up-Office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-US&rs=en-US&ad=US>