Microsoft Office 365 E-Mail on Your Device

Staff and students may connect their mobile devices (smartphones and tablets) to the Office 365 cloud services offered by Mississippi School of the Arts through Microsoft Corporation. Settings will differ per device, so please follow your specific device instructions for adding an e-mail account.

A. Recommended (Apple): Your Apple iPhone may have an option for Exchange when setting up a new mail account. Simply use your MSA e-mail username and password when using this feature. The built-in software will automatically detect and set up your account for mail retrieval.

1. Press **Settings** and choose **Mail**.
2. Select **Add Account** and choose **Exchange**.
3. Enter your MSA email and password.
4. Press **Next** and select options to synchronize.
5. Save settings.

B. Recommended (Apple & Android): The free Microsoft Outlook e-mail app may be downloaded through Apple Store or Google Play Store for Android devices. The app provides mail and calendar functionality provided by Microsoft. In some cases, the application may not work depending on the version of your device software. Please make sure your device is updated regularly.

1. Download the free Microsoft Outlook app to your device from Apple Store or Google Play Store.
2. Follow onscreen instructions using your MSA email and password.

C. Alternative Option (Any Device): An alternative option is to manually enter Office 365 server settings into your mobile device. This option requires advanced knowledge of mail setup and may differ per device. Please consult your device software manual for support. See configuration below:

- Username: **firstname.lastname@msabrookhaven.org**
- Password: **{Your MSA email password}**
- Incoming Server (POP port 995): **outlook.office365.com**
- Outgoing Server (SMTP port 587): **smtp.office365.com**
- Security: **SSL / TLS is Required**

NOTE: If you change your MSANET password, you must update the email password on your mobile device.