

Office 365 Mobile Device User Guide

- To set up your mobile device, please click on the link to view the Mobile Phone Setup Wizard.

<http://help.outlook.com/en-us/140/dd936215.aspx>

- You will need the Lake Orion Exchange server information to complete this task.

ch1prd0811.outlook.com

- Select your device from the first drop down menu.
- Select Set up Microsoft Exchange Email from the second drop down menu.

Mobile Phone Setup Wizard

You can use this wizard to get personalized instructions for setting up your mobile phone or tablet to access your account. If your mobile phone or device supports Exchange ActiveSync (also referred to as Exchange e-mail), POP3, and IMAP4, you can choose which type of account to set up. Exchange ActiveSync is designed to synchronize e-mail, calendar, contact, task, and other information. POP3 and IMAP4 accounts are designed to send and receive e-mail messages. If you do not see the wizard interface when viewing this page, you aren't viewing this page from the Help.Outlook.com Web site. To use the wizard, go to at the Help.Outlook.com Web site.

Choose your mobile phone operating system.

iOS (Apple iPhone, iPad, or iPod Touch) ▼

What would you like to do?

Set Up Microsoft Exchange E-Mail on an Apple iPhone, iPad, or iPod Touch ▼

(There is a video tutorial included for iOS devices but not for Android.)

- Follow the instructions to set up your mobile device.
- When asked for Exchange server information, enter Lake Orion's server information (mentioned above).