MONROE COUNTY LIBRARY SYSTEM
Technology Department

Using Office 365 and Exchange Online

Updated: 2016-11-04

Exchange Online is part of the Office 365 suite that Microsoft offers. This is replacing our on premise Exchange Server. This gives many added benefits to both staff and to those that support the service (Technology Department).

Some of the benefits include:

- E-mail functionality continues to work even if the network at Daume (MCLS Operations Center) is down or there are other issues.
- Larger quotas! No more having to worry about space. Each user has 50 GB of space available.
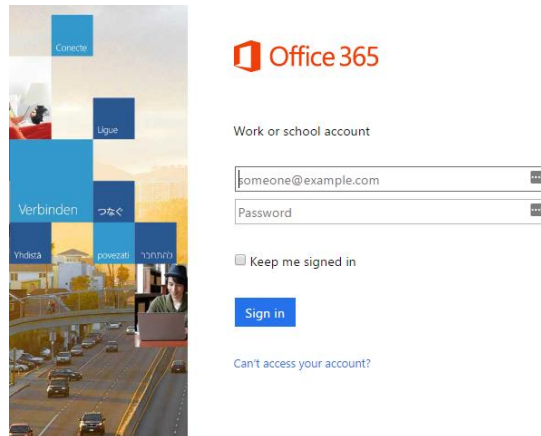
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Connecting to Office 365 and Exchange Online

In your web browser, type in the address:

mail.monroe.lib.mi.us

You'll be redirected to the Office 365 portal, that looks like this:

To log in, enter your **full username**, like johnny.test@monroe.lib.mi.us and your password. You'll open right up to your e-mail.

The first time you log in, you'll be asked your time zone. Be sure to select the Eastern Time Zone.
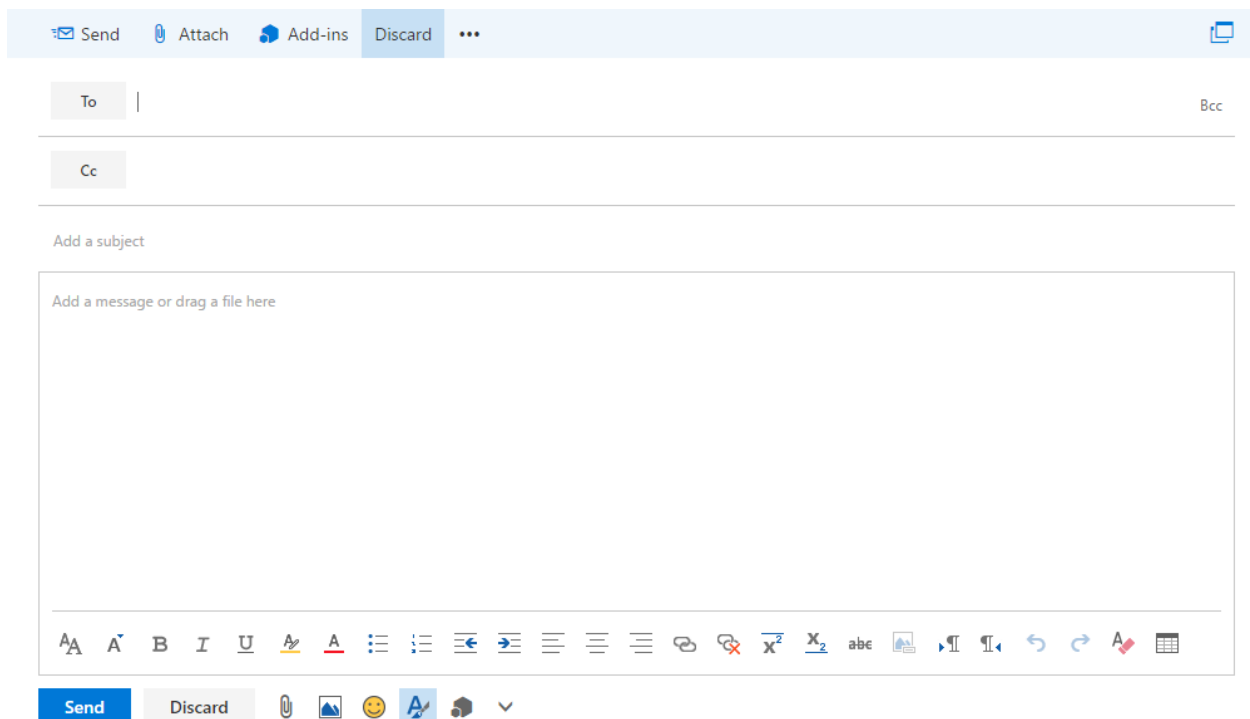
Navigating E-Mail

The e-mail interface is a lot like our old Outlook Web App, but more refined and with a few differences.
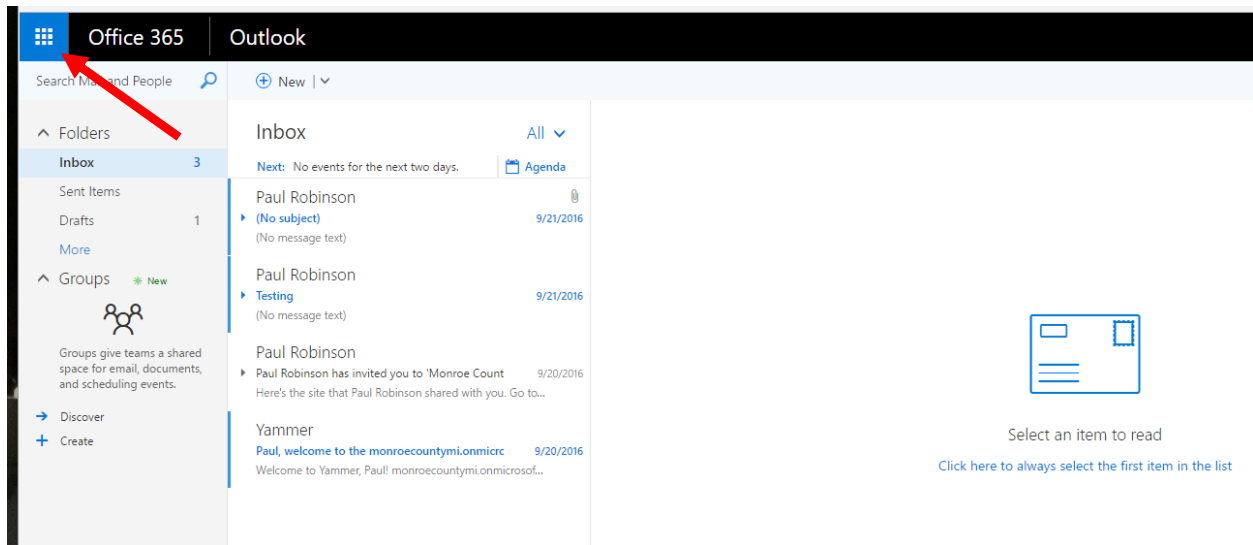
The left-side is still populated with your mail folders. To get to the Calendar, People (contacts) or Tasks, you would click the menu icon in the top-left corner.

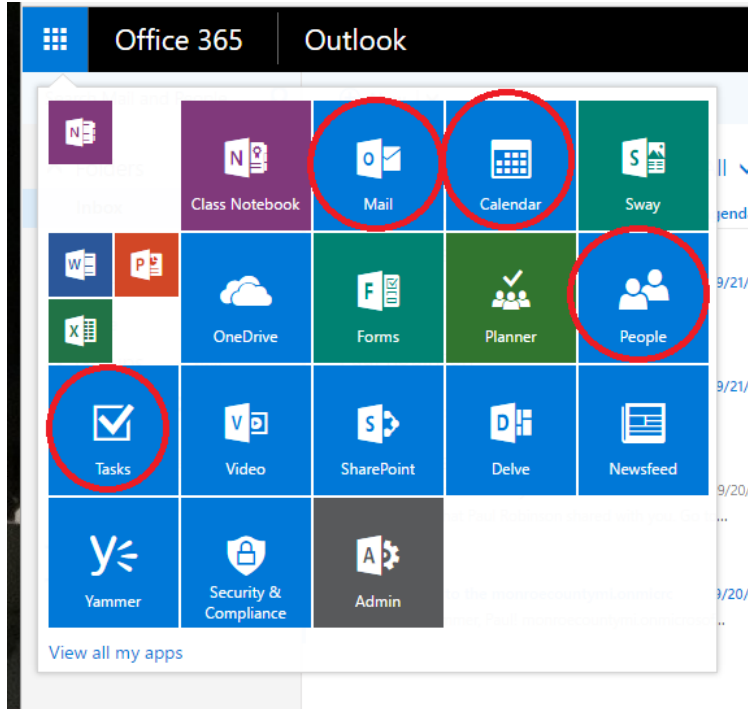Clicking on **New** opens up a new message interface.

You'll find the standard boxes and formatting options that you've had in the past, along with a few new things like emoji.

Your menu will only have Mail, Calendar, People and Tasks, but will be similar to the image below.

The **People** app is what used to be called Contacts. Here you'll find your personal contacts, the directory of all our users, and groups (something new that we'll not be focusing on yet).
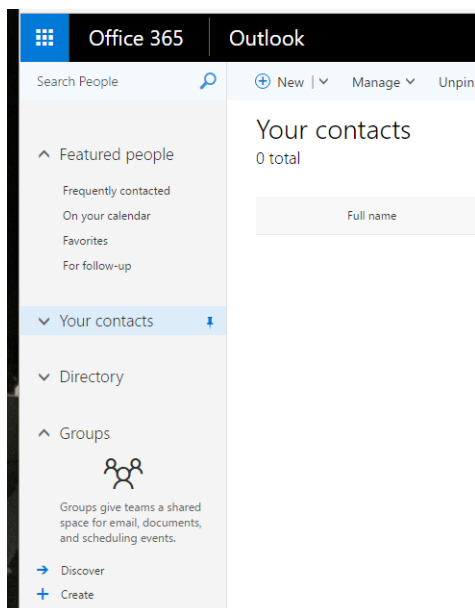
Tasks and Calendars are also similar to what we had in the past, but with a modern-looking interface.

Configuring Access on Mobile Devices

Configuring your access on a mobile device is much easier with Office 365. Keep in mind that the Technology Department does not support your mobile device. If you have any issues connecting, we may be able to offer a tip or solution, but we are not going to configure it for you. These instructions are provided by the consulting company we work with, so they should be fairly universal, but Android devices can often be quite different.

There is also information on using the dedicated Outlook app on iOS and Android (after the general setup instructions below).

Set up Exchange email on an Android

Add your new e-mail account

1. Go to **Settings** or **Accounts**
2. Choose Add Account
3. Select **Exchange or Microsoft Exchange**. This option may be named Exchange ActiveSync on some versions of Android
4. Type your full email address and your password, and then select **Next**.
5. Enter the following account information and select **Next**.
   a. **Domain\Username** - Type your full email address in this box.
6. If **Domain** and **Username** are separate text boxes in your version of Android, leave the **Domain** box empty and type your full email address in the **Username** box.
   a. **Password** - Use your Office 365 password.
   b. **Exchange Server Name** - Type **outlook.office365.com**
7. As soon as your phone verifies the server settings, the **Account Options** screen displays. The options available depend on the version of Android on your device. The options may include the following:
8. **Email checking frequency** The default value is Automatic (push). When you select this option, email messages will be sent to your phone as they arrive. We recommend only selecting this option if you have an unlimited data plan.
9. **Amount to synchronize** This is the amount of mail you want to keep on your mobile phone. You can choose from several length options, including One day, Three days, and One week.
10. **Notify me when email arrives** If you select this option, your mobile phone will notify you when you receive a new email message.
11. **Sync contacts from this account** If you select this option, your contacts will be synchronized between your phone and your account.
12. Select **Next** and then type a name for this account and the name you want displayed when you send e-mail to others. Select **Done** to complete the email setup and start using your account.

Set up email on an Apple iPhone, iPad, or iPod Touch

1. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.
2. Tap **Exchange**.

3. You don't need to type anything in the **Domain** box. Type the information requested in the **Email**, **Username**, and **Password** boxes. You need to type your full email address in the **Email** and **Username** boxes.

4. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.

5. If your iPhone can't find your settings, you'll need to manually look up your Exchange server name. If you're connecting to your Office 365 email, use **outlook.office365.com** for your server name.

6. In the **Server** box, enter **outlook.office365.com**, and then tap **Next**.

7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized. Make sure to turn off Contacts if you don't want your email contacts to show up on your phone.

8. Once complete, tap the **Mail** app on the home screen to verify you can now see your work email

Outlook App

There's an app for both Android and iOS devices if you'd prefer to keep your MCLS e-mail in its own separate app. Download the app from your device's app store and install it. When you first open it, it will ask you to add an account. Putting in your e-mail address will set it all up for you.

*** Note – this will connect to the new Office 365 e-mail. This will not have your up-to-date e-mail and other information until after we have officially moved to the new service. *