## iPhone / iOS

**Outlook Mobile App** - The Outlook Mobile App for iOS does not give direct visibility to the email settings being used. However, you can view which account is being used and the account type by:

- 1. Click the **user icon** in the upper left.
- 2. Verify that the account type is **Office 365**.
- 3. Click the **gear icon** at the bottom left.
- 4. Click the **TAMU Email account** under Mail Accounts.
- 5. Verify that the **email listed is your @tamu.edu email address**. If it is not, you will need to delete and re-add the account.

iOS Mail - You can view the Exchange settings for the default iOS mail app in the iOS Settings application by:

- 1. Click on **Settings**.
- 2. Click on Mail.
- 3. Click on **Accounts**.
- 4. Click on your **Exchange account**.
- 5. Click on the account name.
- 6. Verify that the Service listed is *outlook.office365.com*. If it is not, click in the Server field and enter *outlook.office365.com*.

## **Android**

**Outlook Mobile App** -The Outlook Mobile App for Adroid does not give direct visibility to the email settings being used. However, you can view which account is being used and the account type by:

- 1. Click the **user icon** in the upper left.
- 2. Verify that the account type is **Office 365**.
- 3. Click the **gear icon** at the bottom left.
- 4. Click the **TAMU Email account** under Mail Accounts.
- 5. Verify that the email listed is your **@tamu.edu email address**. If it is not, you will need to delete and <u>re-add the account</u>.

**Android Mail** - Every Android manufacturer's default email client behaves slightly differently, and specific instructions for all versions is not practical. However, if you are using the Gmail app that is provided on Most Android phones, you can verify your account settings by:

- 1. Click on the **sandwich menu** in the top left.
- 2. Click on **Settings** at the bottom.
- 3. Choose your **TAMU Account**.
- 4. Scroll to the bottom.
- 5. Click on **Incoming Settings** below the **Server Settings section**. You will be able to see your server information. Verify that the server listed is **outlook.office365.com**.
- 6. Verify that you are able to receive email. If you are not, you will need to delete and re-add the account.