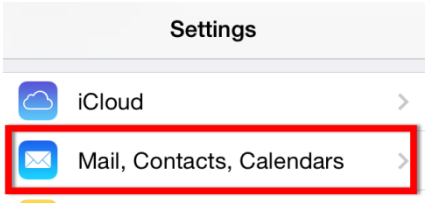
Office365 ActiveSync Setup for Apple iOS 7.0+

Step 1:

- Press **<HOME>** → Select **Settings…**

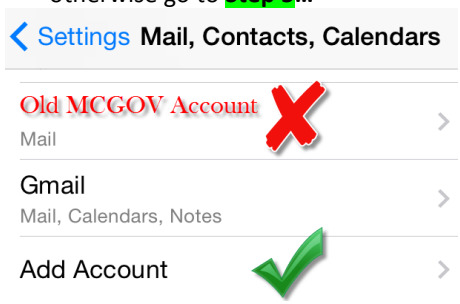
Step 2:

- Select **Mail, Contacts, Calendars…**



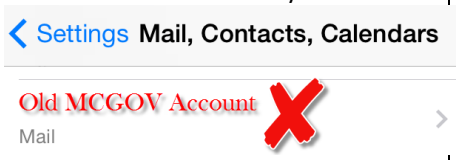
Step 3:

- IF you have an ActiveSync Profile already setup, please make sure **Remove** them first by go to **Step 4**; otherwise go to **Step 5…**

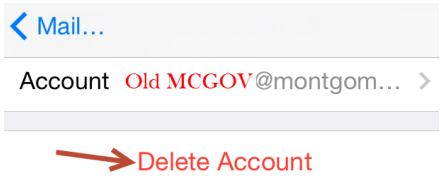


Step 4:

- Select the **Old** ActiveSync Profile…

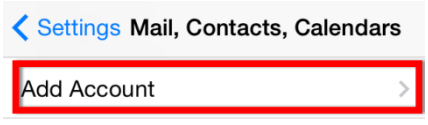


- Select **Delete Account**

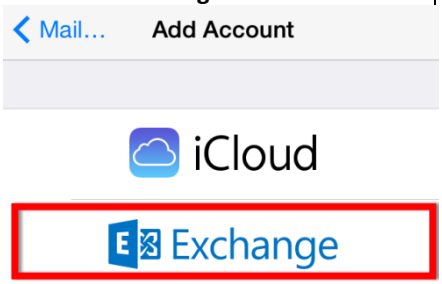


Step 5:

- **Add Account…**

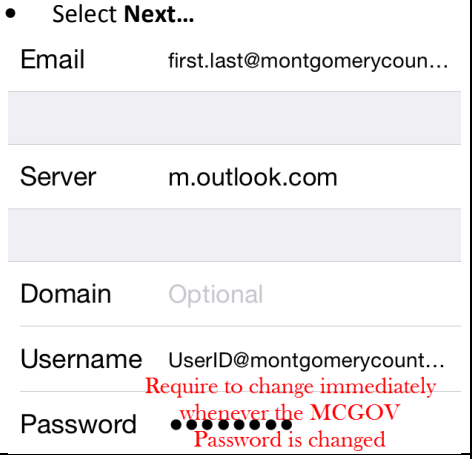


- Select **Exchange**



Step 6:

- Email = **<Your Primary Email>**
- Domain = **<Leave it Empty>**
- Username = **UserID@MontgomeryCountyMD.gov** (NOT your email address)
- Exchange Server = **m.outlook.com**
- Select **Next…**



Step 7:

- Setup the **Passcode Lock** PIN (Minimum 4 digits) as prompted if you haven't done it yet.

Step 8:

- Follow the rest of the prompt and config the rest of the settings to finish the setup…

Tips#1: Please always refer to this URL (http://Mail.MontgomeryCountyMD.gov/setup) for the latest version, and please do not Save or Print this document unless you have to.

Tips#2: Please make sure Every Time when you change your **MCGOV Password**, you will have to Manually update the Saved ActiveSync Email Password on **ALL** of your ActiveSync Device(s) **Immediately**. If you have a Smartphone and a Tablet both setup with your ActiveSync profile, you will have to change BOTH immediately.

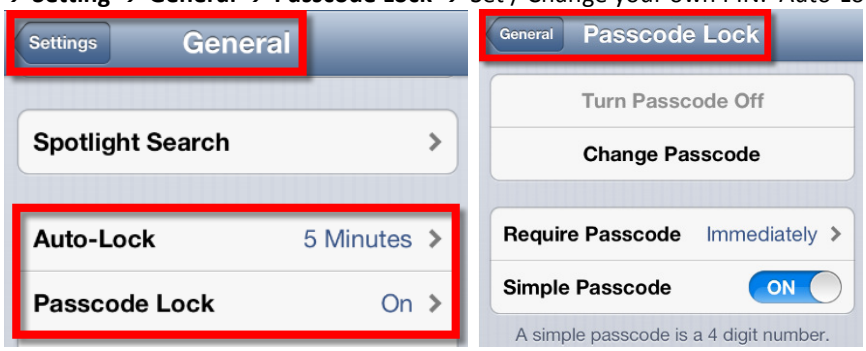
Tips#3: Update the Saved ActiveSync Email Password: Press **<HOME>** → **Setting** → **Mail, Contacts, Calendars**… → Pick the ActiveSync Account you just created (i.e. **MCGOV**) → **Account Info** → Change the **Password** to match your CURRENT MCGOV Password → **Done**

Tips#4: Please make sure the password you have selected for the MCGOV Account is also something that you could type on the Virtual Keyboard from the Smartphone / Tablet device.

Tips#5: Please check & double-check the Password you have entered thru the Touch Screen Keyboard is **100% matching your Current MCGOV password**.

Tips#6: The device will be wiped after 8 failed login attempts in the event of unauthorized access, lost or stolen mobile device. This can also be use to Reset your device back to factory default settings.

Tips#7: Setup or Change the **Passcode Lock** / **Auto-Lock** (Screen Saver) PIN to secure your device: Press **<HOME>** → **Setting** → **General** → **Passcode Lock** → Set / Change your own PIN. Auto-Lock required 5 minutes or less



Tips#8: Reboot the iPhone/iPad device: Hold the <**Power**> on top until you see **slide to power off**

Tips#9: Hard Reboot the iPhone/iPad device if it is not responding: Press & Hold the <**Power**> & **<HOME>** Button at the same time for at least 10 seconds until the Apple logo appears.

Tips#10: To Master Reset Content & Setting: Press **<HOME>** Button → **Setting** → **General** → **Reset** → Select one of the options you want to reset.

Tips#11: All Smartphone / Tablet device does require reboot once a while (weekly) to maintain stability.

Tips#12: iOS tuning to extend the battery life: http://www.apple.com/batteries/iphone.html