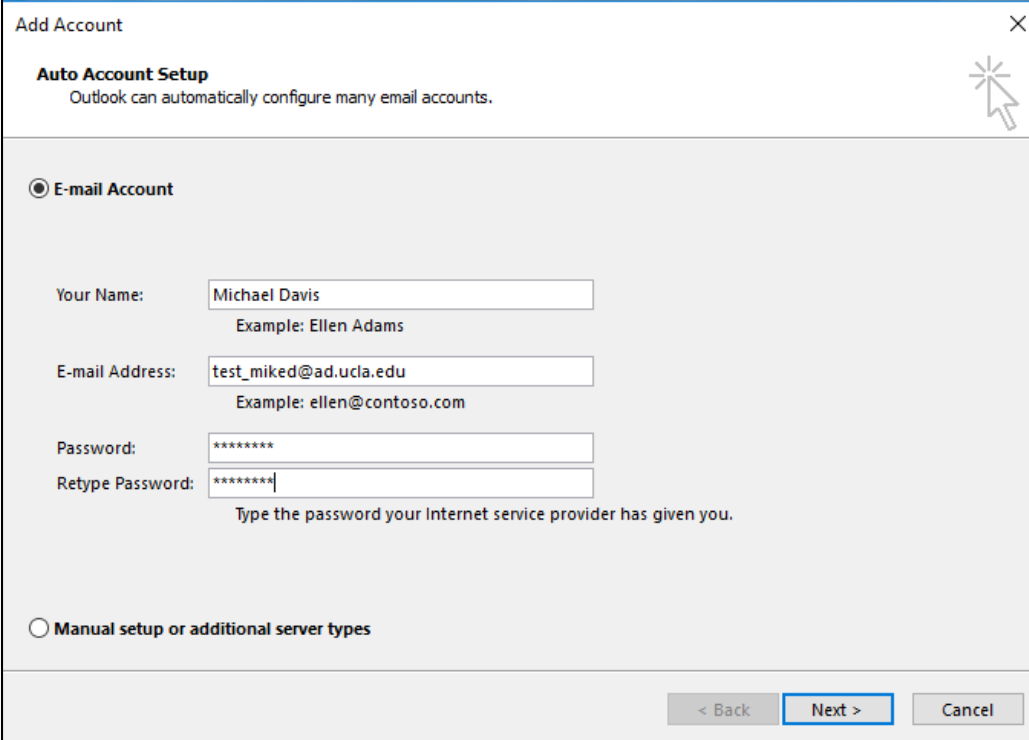## O365

Username example: test_miked@ad.ucla.edu - hidden from the GAL

Password: usual
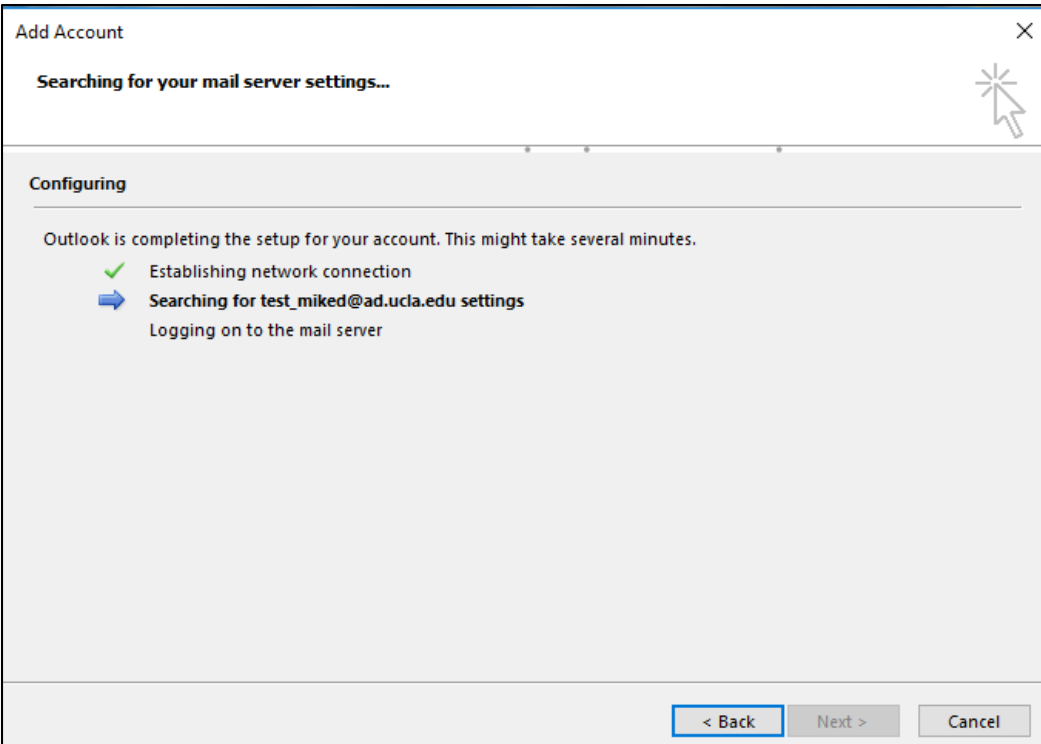
OWA: outlook.com/owa/ad.ucla.edu –also- outlook.office365.com/owa/ad.ucla.edu
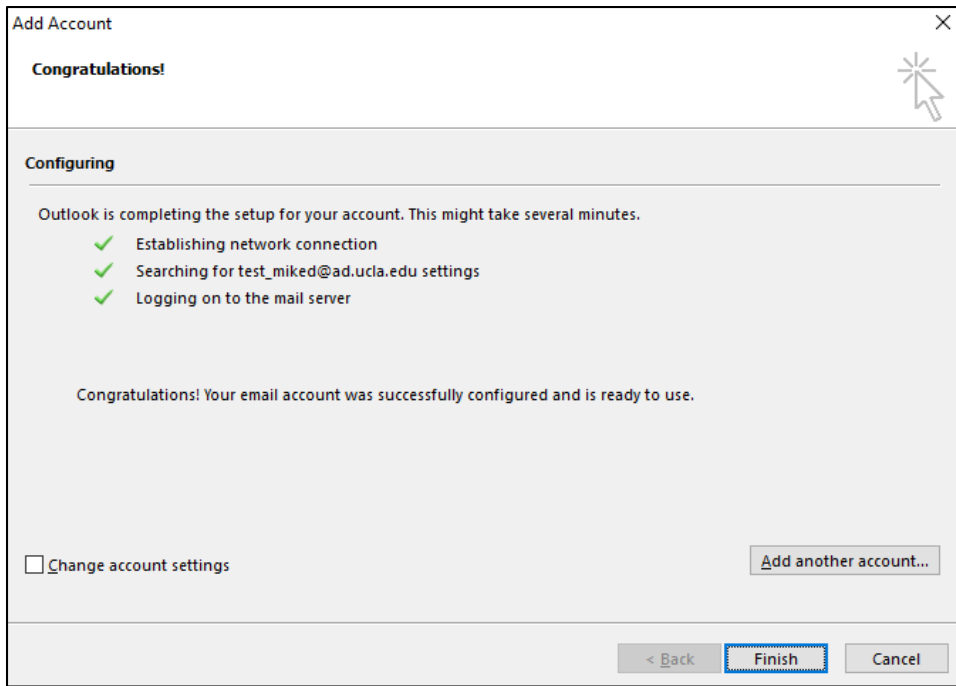
Outlook 2013 Setup:

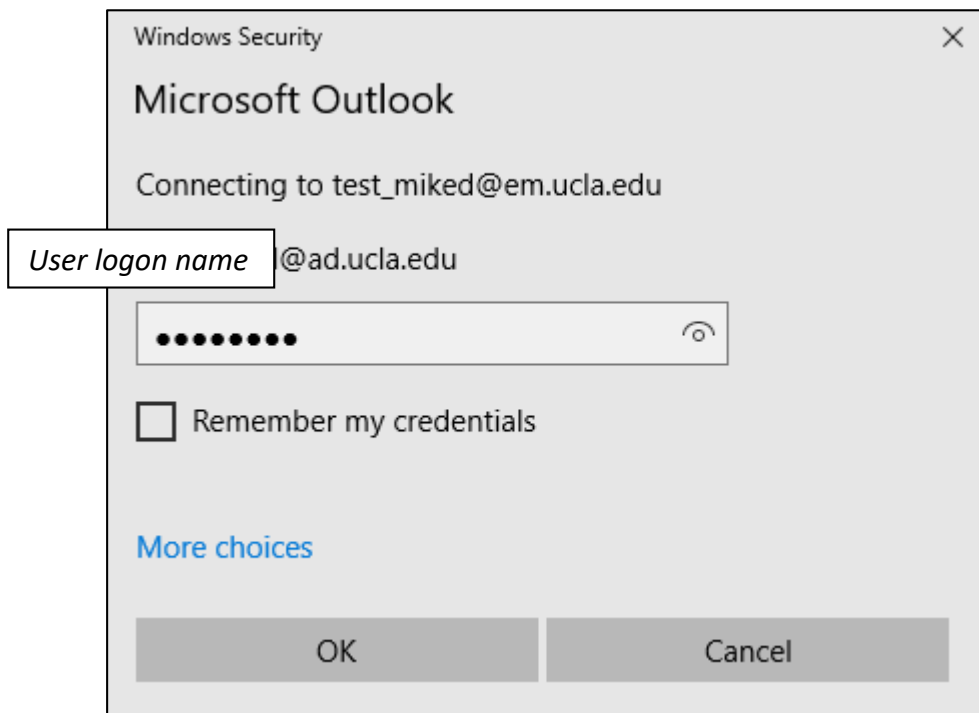Outlook will use the autodiscover service to locate the server.

Add Account   ✕

Auto Account Setup
    Outlook can automatically configure many email accounts.

◉ **E-mail Account**

Your Name: Michael Davis
                   Example: Ellen Adams

E-mail Address: test_miked@ad.ucla.edu
                   Example: ellen@contoso.com

Password: ********
Retype Password: ********
                   Type the password your Internet service provider has given you.

◯ **Manual setup or additional server types**

                                                < Back   Next >   Cancel

---

Add Account   ✕

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

   ✓   Establishing network connection
   ➡   **Searching for test_miked@ad.ucla.edu settings**
       Logging on to the mail server

                                                  < Back   Next >   Cancel

O365

Add Account   ✕

Congratulations!

Configuring

Outlook is completing the setup for your account. This might take several minutes.

✓   Establishing network connection

✓   Searching for test_miked@ad.ucla.edu settings

✓   Logging on to the mail server

Congratulations! Your email account was successfully configured and is ready to use.

☐ Change account settings   Add another account...

                                  < Back   Finish   Cancel

Logon:

Windows Security   ✕

Microsoft Outlook

Connecting to test_miked@em.ucla.edu

User logon name @ad.ucla.edu

●●●●●●●●   ⊙

☐ Remember my credentials

More choices

OK   Cancel

O365
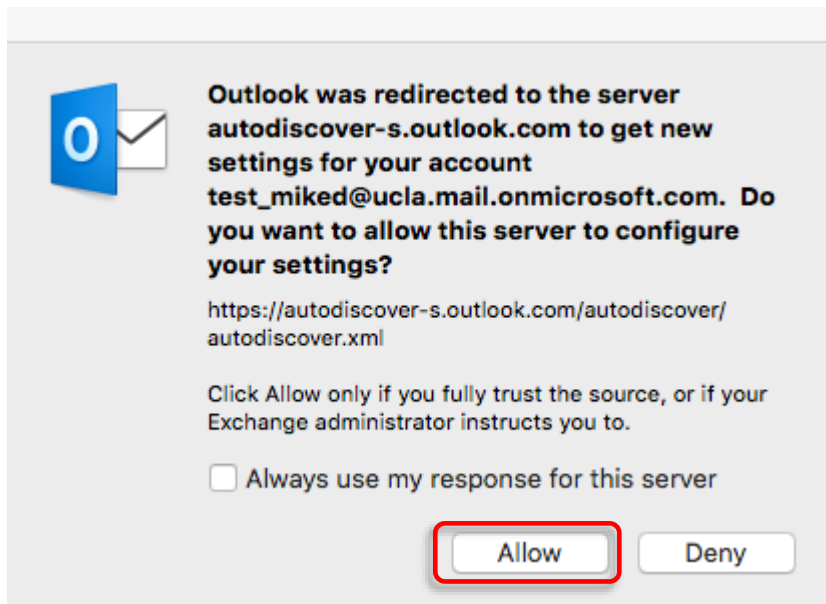
Outlook 2011-2016 (Mac) Setup: Launch Outlook →Tools →Accounts → +

Enter your Exchange account information.

E-mail address: test_miked@ad.ucla.edu

Authentication

Method: User Name and Password

User name: test_miked@ad.ucla.edu

Password: ••••••••

☑ Configure automatically

Cancel   Add Account

User name: ad\michaelpdavis

Password: ••••••••

Advanced...

Verify Certificate

A secure connection cannot be established with the server ad.ucla.edu. Do you want to continue?

If you continue, the information that you view and send will be encrypted, but will not be secure.

Show Certificate   Cancel   Continue
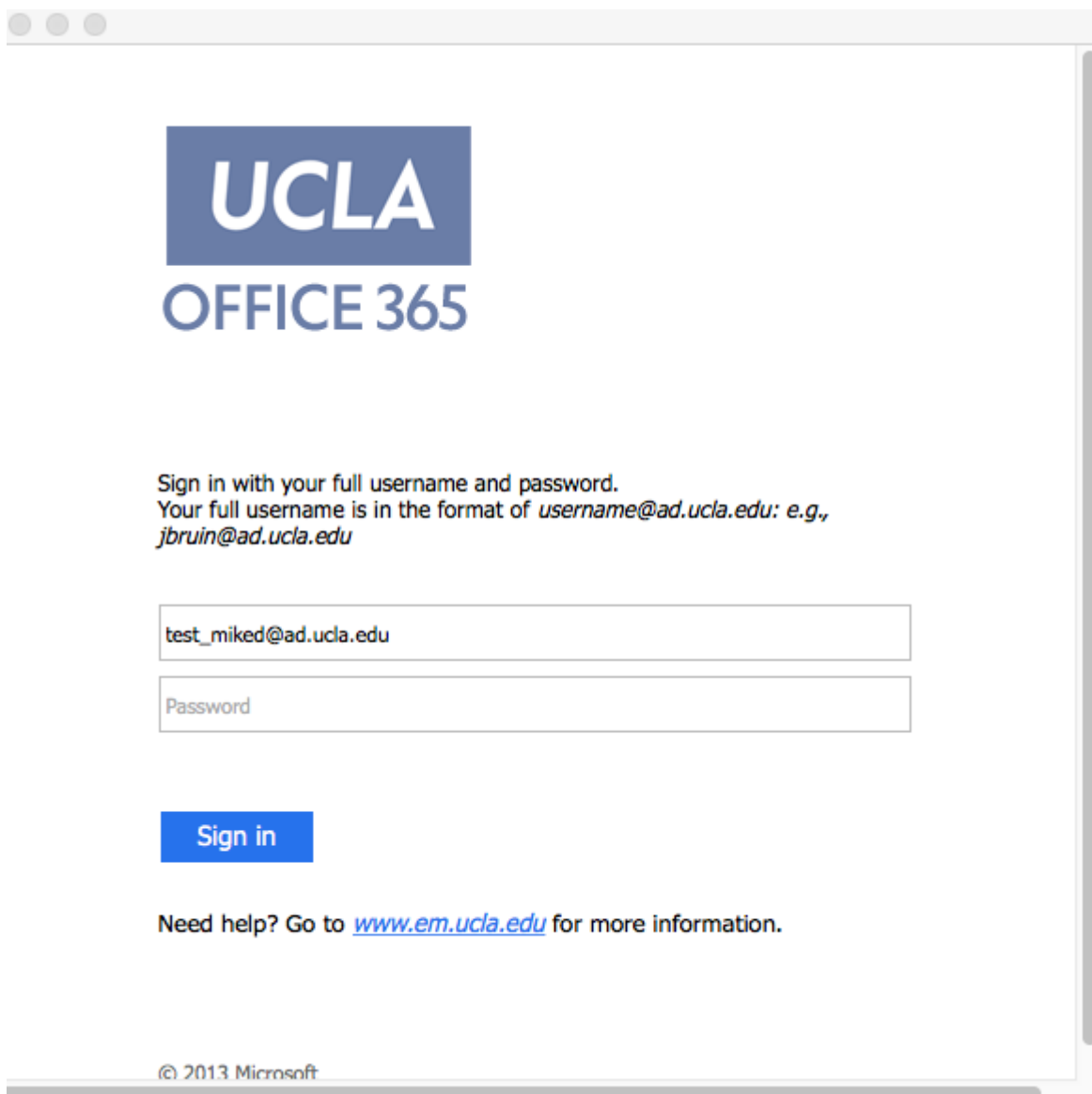
Outlook was redirected to the server autodiscover-s.outlook.com to get new settings for your account test_miked@ucla.mail.onmicrosoft.com. Do you want to allow this server to configure your settings?

https://autodiscover-s.outlook.com/autodiscover/autodiscover.xml

Click Allow only if you fully trust the source, or if your Exchange administrator instructs you to.

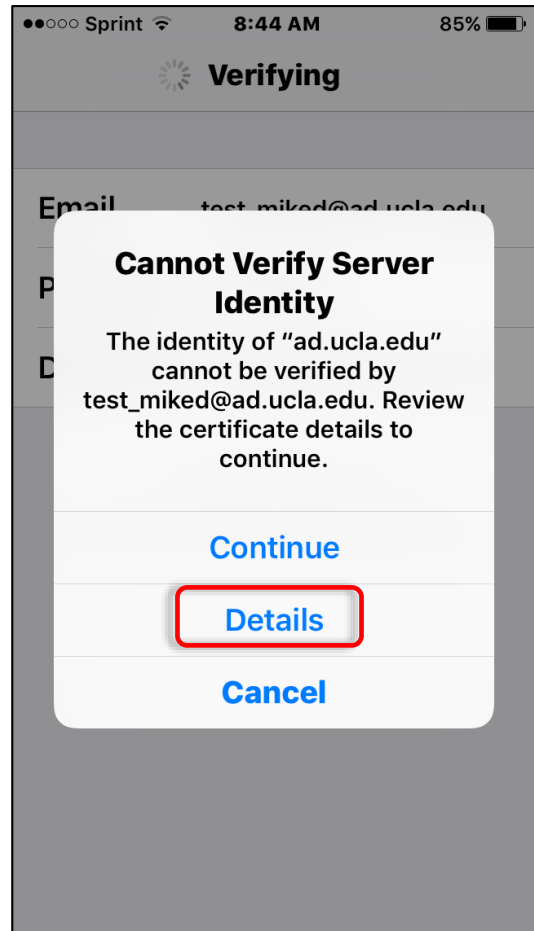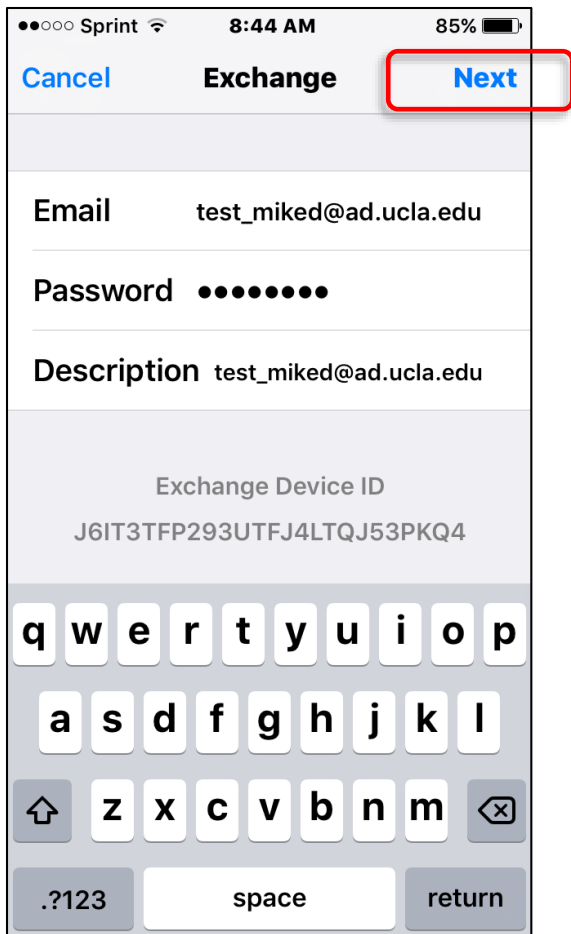☐ Always use my response for this server

Allow   Deny

UCLA
OFFICE 365

Sign in with your full username and password.
Your full username is in the format of *username@ad.ucla.edu: e.g., jbruin@ad.ucla.edu*

test_miked@ad.ucla.edu

Password

Sign in

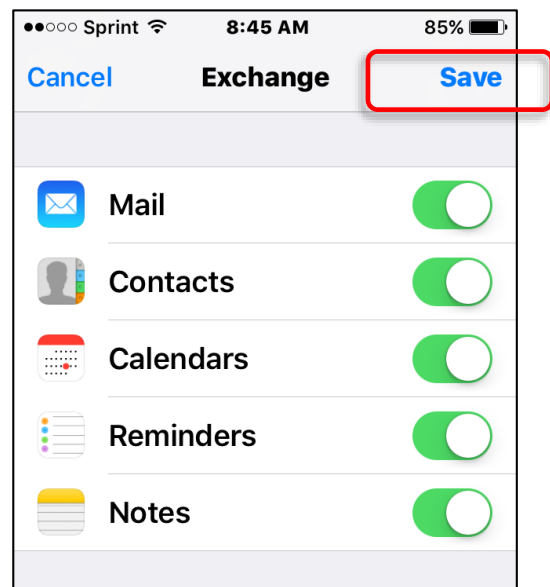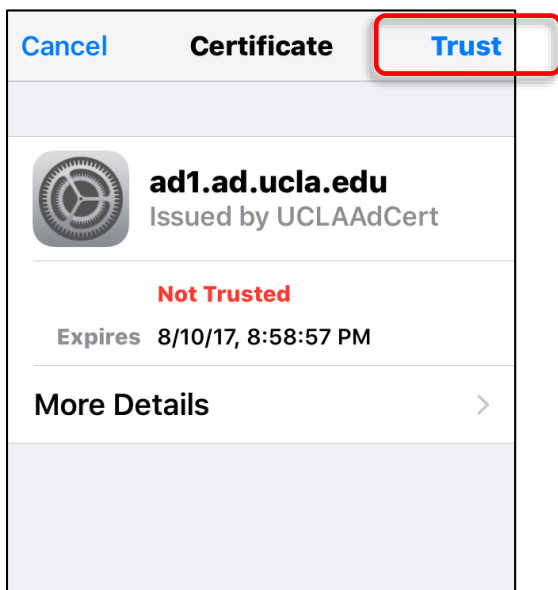Need help? Go to *www.em.ucla.edu* for more information.

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O365

iPhone Setup: Settings →Mail →Accounts →Add Account →Exchange
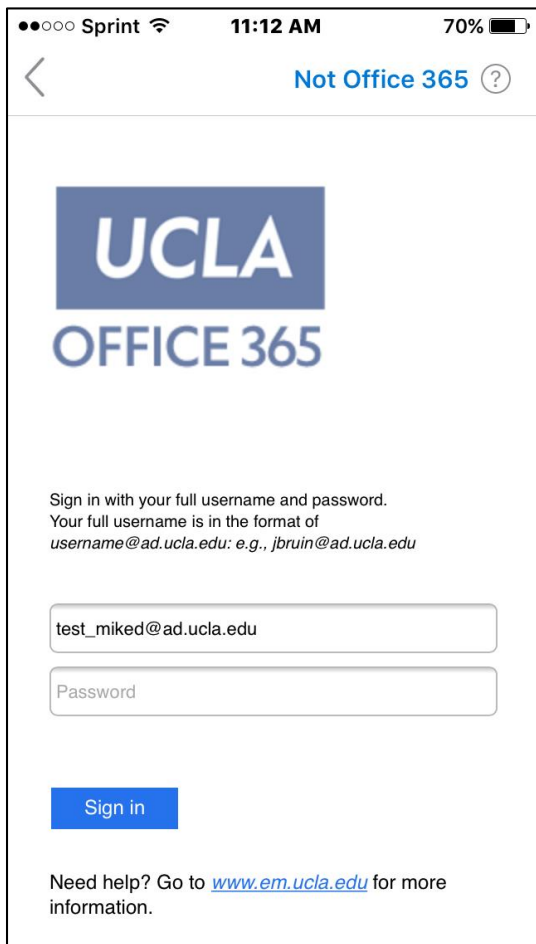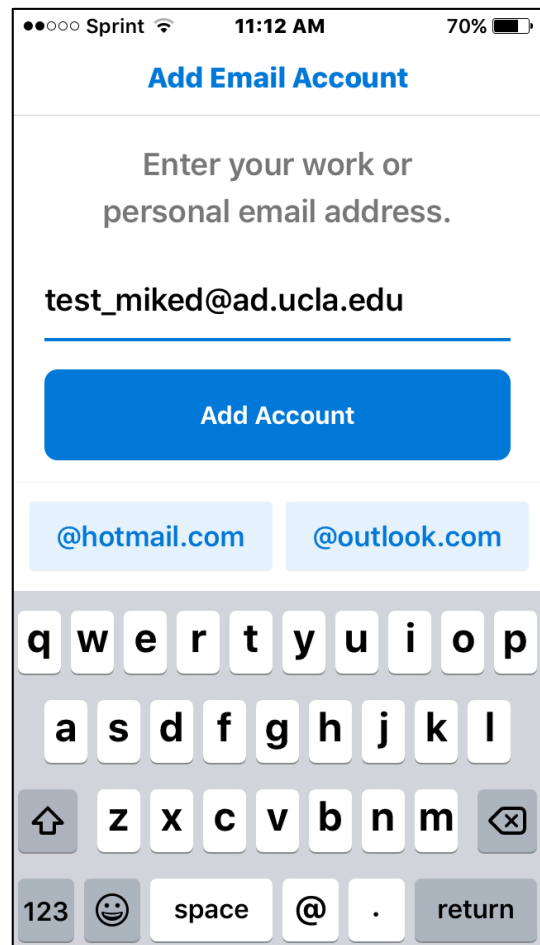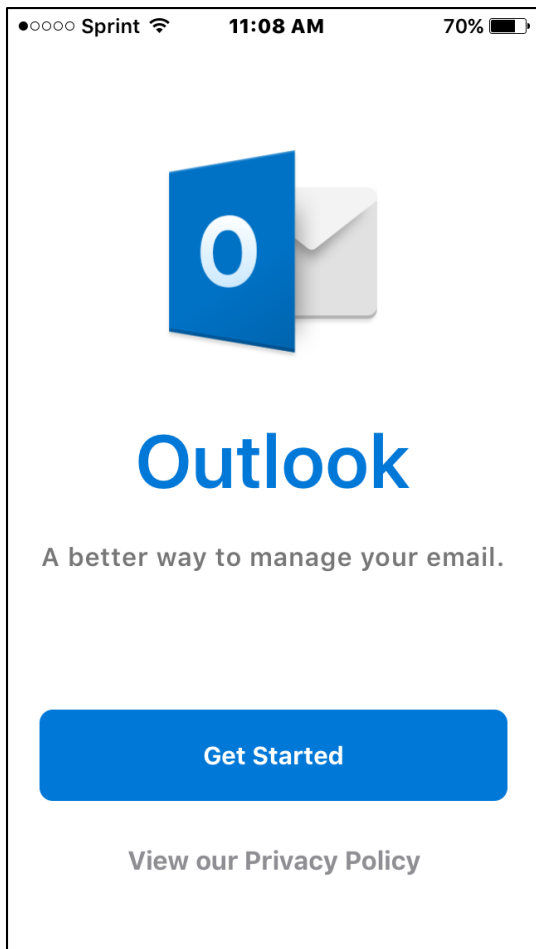

Finds the server with ActiveSync discovery.

The SSL certificate has expired but continue anyway …

O365

iPhone Setup for Outlook app from App Store:

●○○○○ Sprint 🛜   11:08 AM   70% 🔋

Outlook

A better way to manage your email.

Get Started

View our Privacy Policy

●●○○○ Sprint 🛜   11:12 AM   70% 🔋

Add Email Account

Enter your work or
personal email address.

test_miked@ad.ucla.edu

Add Account

@hotmail.com   @outlook.com

q w e r t y u i o p
a s d f g h j k l
⇧ z x c v b n m ⌫
123 😀 space @ . return

●●○○○ Sprint 🛜   11:12 AM   70% 🔋

‹   **Not Office 365** ⑦

UCLA OFFICE 365

Sign in with your full username and password.
Your full username is in the format of
username@ad.ucla.edu: e.g., jbruin@ad.ucla.edu

test_miked@ad.ucla.edu

Password

Sign in

Need help? Go to *www.em.ucla.edu* for more
information.

O365

IMAP Setup: https://support.office.com/en-us/article/POP-and-IMAP-settings-for-Outlook-Office-365-for-business-7fc677eb-2491-4cbc-8153-8e7113525f6c?ui=en-US&rs=en-US&ad=US