

# Microsoft® Office 365

## iOS Setup for Office 365

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For the latest information, please see [Microsoft Office 365](#).



# Contents

<b>Software Requirements .....</b>	<b>3</b>
<b>Feature Summary .....</b>	<b>4</b>
Messaging Capabilities: Email and Calendaring with Exchange Online.....	4
Collaboration Capabilities: Document Sharing with SharePoint Online.....	4
<b>Instructions .....</b>	<b>5</b>
Logging into Microsoft Office 365.....	5
Creating a New Document.....	5
SkyDrive Pro App.....	5
<b>iOS Email Setup for Office 365 .....</b>	<b>6</b>
Settings – Delete LCSB Account.....	6
Settings – Adding LCSB Account.....	7

# Software Requirements

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Table 1 summarizes the software that must be installed on your Mac computer or device to enable it to work with Microsoft Office 365.

**Table 1. Mac Software Requirements for Office 365**

<b>Software</b>	<b>Supported Version</b>
Operating system	Macintosh OS X 10.5.8 or later
Browser software	<ul style="list-style-type: none"><li>• Safari 4 or later</li><li>• Firefox 3 or later</li></ul>
Email client software	<ul style="list-style-type: none"><li>• Microsoft Outlook® for Mac 2011 Service Pack 1 (SP1)</li><li>• Microsoft Entourage® 2008 Web Services Edition</li><li>• Microsoft Outlook Web App</li></ul>
Microsoft Office integration with SharePoint Online	<ul style="list-style-type: none"><li>• Microsoft Office for Mac 2011 Service Pack 1 (SP1)</li><li>• Microsoft Office 2008 for Mac Service Pack 1 (SP1) with Microsoft Document Connection installed</li></ul>
Office Live Meeting software	Live Meeting Web Access

# Feature Summary

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Office 365 on your Mac can help you improve communication and collaboration, whether in the office or on the go.

## Messaging Capabilities: Email and Calendaring with Exchange Online

**Mac** users have several client options for accessing their Exchange Online mailboxes and calendars:

- *Microsoft Outlook for Mac 2011*. Get rich messaging features, ability to check calendar free/busy status, tasks, and contacts using Outlook for Mac.
- *Microsoft Outlook Web App*. Access email, calendar, tasks and contacts using Outlook Web App directly from your browser. Requires Safari 3 or later on Mac OS X10.5.
- *Microsoft Entourage 2008, Web Services Edition*. With Entourage 2008, Web Services Edition., users have rich messaging features plus the ability to check calendar free/busy status and access the global address book.

**iOS** users can stay connected to the people that matter the most:

- Receive email on your phone from your Outlook inbox.
- Schedule, edit, and respond to meeting requests that will sync with your Outlook and Outlook Web App.

Users are assured that data is protected with these security features:

- Ability to remotely wipe the device if all data is lost.
- Data protection capability with SSL encrypted transmission.

For more detail about ActiveSync features supported on iOS, refer to the Exchange ActiveSync [wiki](#).

For more detail about how to set up email on your iPhone, refer to this help [article](#)

## Collaboration Capabilities: Document Sharing with SharePoint Online

**Mac** users can create sites to share documents and information with colleagues and customers:

- Upload, open, edit, save, and co-author Office Word, Excel, and PowerPoint® documents that are located on a SharePoint Online site with Office for Mac 2011.
- Make light edits via Office Web Apps or view a PowerPoint broadcast. Requires Safari 4 on Mac.
- Collaborate with people on other platforms (PCs) using Office Web Apps.

Users with Microsoft Office 2008 for Mac SP2 must install the Microsoft Document Connection for Mac tool for SharePoint Online integration which provides simplified document downloading and uploading, document check-out and check-in, offline document caching, and more.

**iOS** users can view Word, Excel, and PowerPoint documents using Office Web Apps rendering in the mobile browser and are able to provide access controls to data through document level permissions.

For more detail about using Office Web Apps on your phone, refer this help [article](#).

For more detail about SharePoint Online, refer to the [Service Description](#).

# Instructions

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## Logging into Microsoft Office 365

- Log in to Office 365 (webmail)
- Tap the icon in the bottom left corner to bring up the different tiles
- Tap "Office 365..." next to the tiles icon



- Tap "SkyDrive"
- Tap a document to open it for viewing
- Choose Edit --> Edit in Web App to edit it

## Creating a New Document

To create a brand new document, after you tap SkyDrive, do the following:

- Tap the "..." icon in the bottom right corner
- Choose "switch to pc view"
- Use the "+ new document" link to create a new document

## SkyDrive Pro App

One way to skip a number of the steps above is to download the SkyDrive Pro app. It basically takes you straight to the second to last step in my bulleted list of steps above. When you open a document for editing in the SkyDrive Pro app, it dumps you into Safari and takes you straight to the web app.

# iOS Email Setup for Office 365

## Settings – Delete LCSB Account

1. On the Home Screen touch the “Settings” icon.



2. In the “Settings” menu touch the “Mail, Contacts, Calendars” icon.



3. Next touch your “Exchange” account.



4. Then scroll to the bottom of the screen and touch “Delete Account”.



## Settings – Adding LCSB Account

1. Go back to your home screen and to Settings again:



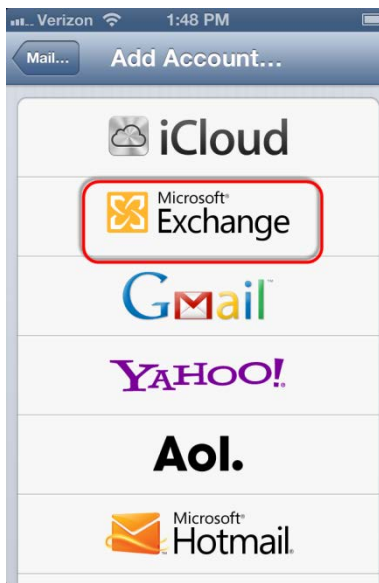
2. Choose “Mail, Contacts, Calendars”



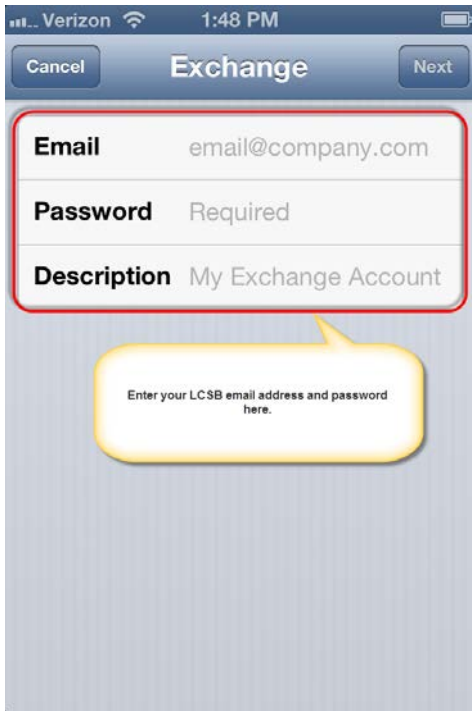
3. Touch “Add Account...”.



4. Then touch the “Microsoft Exchange” icon.



5. Now enter your entire LCSB email address (ie: smithj@leonschools.net ) and your usual network password. Click Next.



6. If prompted for a mail server name use:  
**m.outlook.com**

\*\* Note – some iOS devices may require a server name of:  
**outlook.office365.com**

7. After your credentials are verified your account should be added.