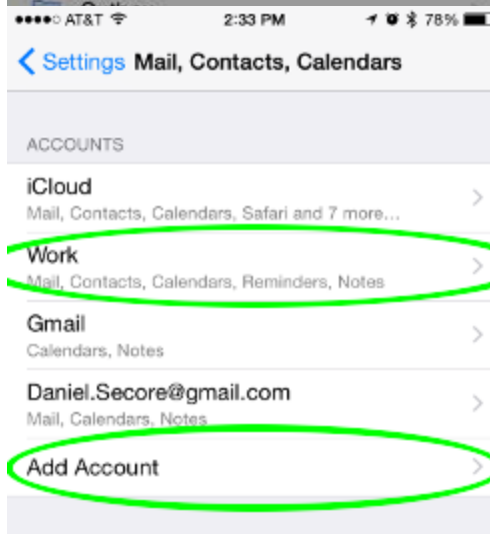
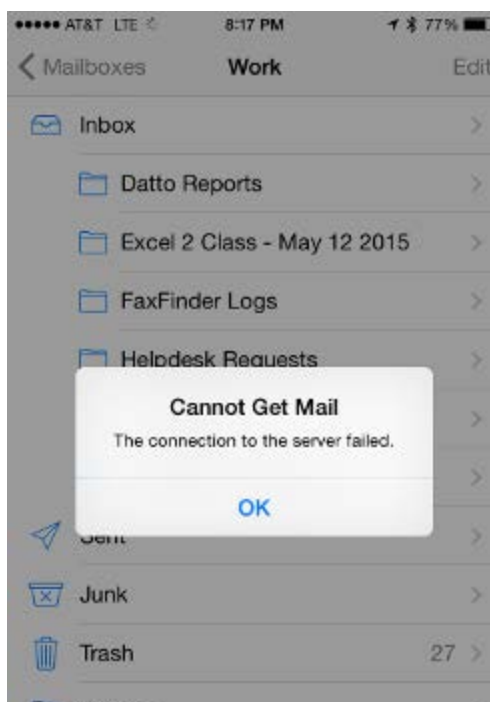
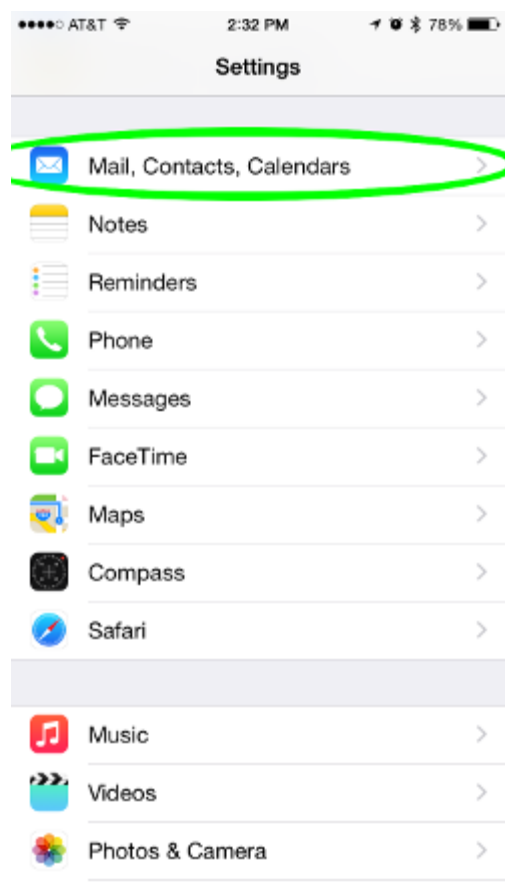


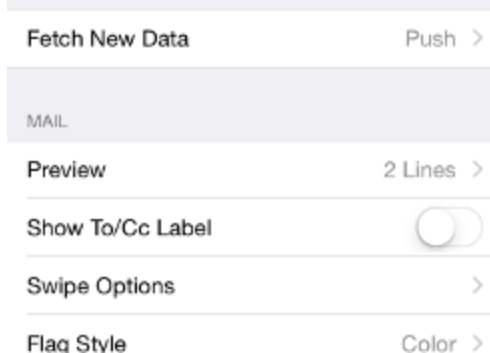
Changes – migrating from Exchange server (internal) to Office 365 (external)

iPhone / iPad

If you already had been receiving work e-mail to your phone, you may encounter an error message stating that your phone can't connect to the server. To repair the connection (or to set up your work email on your phone), open your Settings menu and select "Mail, Contacts, Calendars"



If you're setting up work e-mail on your phone for the first time, select "Add Account". Otherwise, choose your work e-mail account (may be named "Exchange" or your e-mail address. In my case, I had labeled it "Work" when I set it up on my phone).



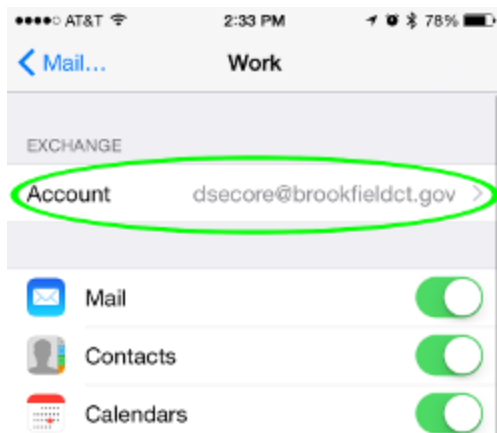
Changes – migrating from Exchange server (internal) to Office 365 (external)

New E-mail account

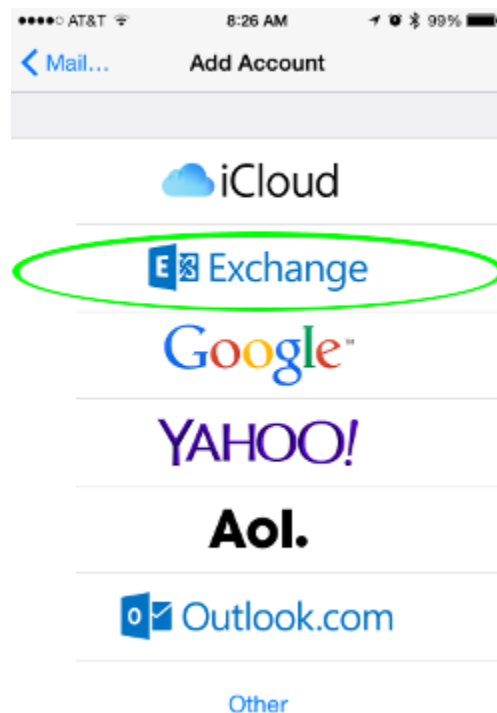
To connect to your work-email, choose “Exchange” as the account type.

Existing E-mail account

From your existing e-mail’s settings screen, click on the “Account” line with your e-mail address.



-OR-



The following screen may look slightly different at first, depending on whether you’re adding a new account or repairing an existing one. Adding a new account will initially only ask for Email, Password and Description, but *may* switch to the same view as repairing an existing email if it can’t connect and verify your account at first.

If you’re updating an existing e-mail account, the important parts to verify are the Server and Domain/Username. The server should be changed from “mail.brookfieldct.gov” to “outlook.office365.com”. The Domain field should be left blank, and your username is your email address. Click “Done”, and your phone will verify the connection to the server.

