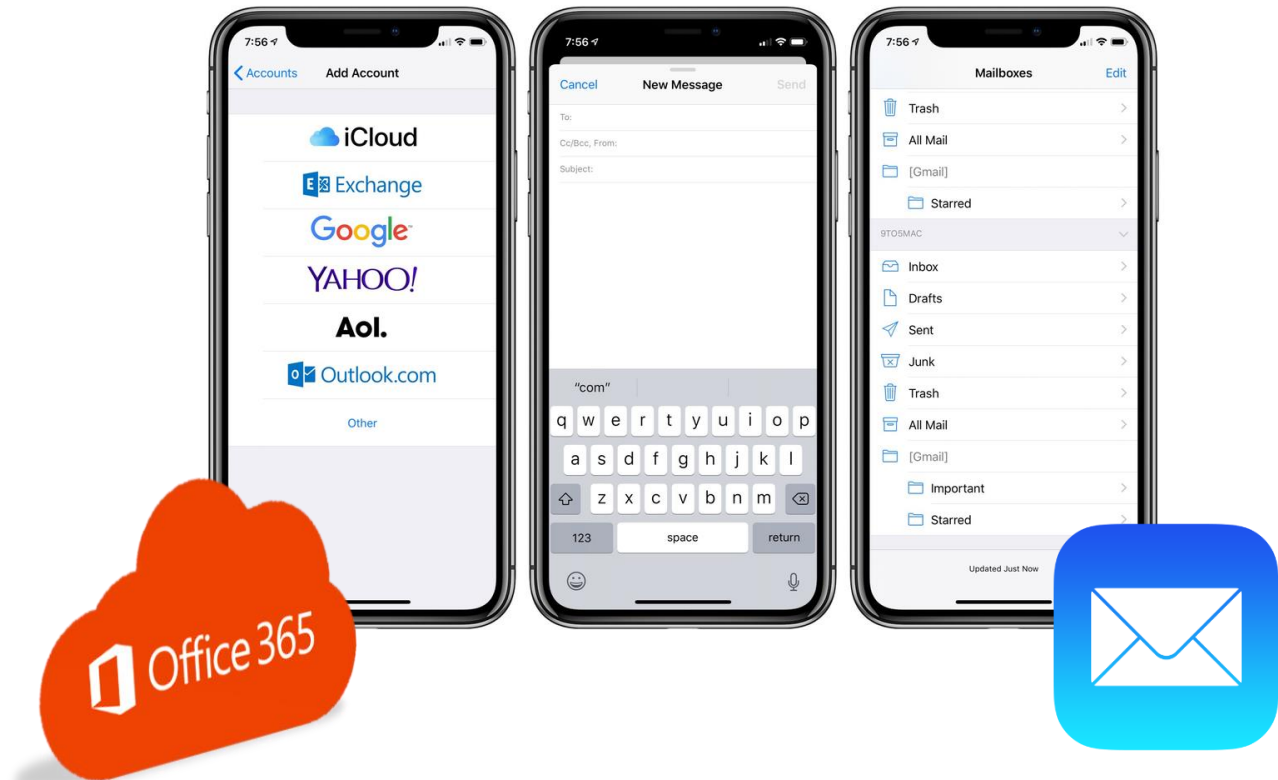


TFS E-mail Setup Guide

iOS Reconfiguration for Office 365



**Texas A&M Forest Service (TFS)
Information Resources**

support@tfs.tamu.edu
<http://tfshelp.tamu.edu>

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Texas A&M Forest Service

<http://tfsweb.tamu.edu>

Revised March 3, 2025 for iOS 18.3.1

IR Mission: We strive to make our systems reliable, available, and secure for the facilitation and support of the Texas A&M Forest Service's mission in public service.
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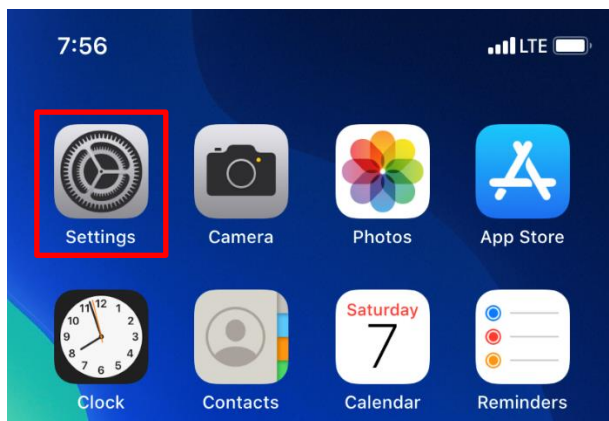
1.0 Remove Your TFS E-mail Account

If your mailbox has just been recently migrated to Office 365, you need to first remove your old TFS account from your smart device.

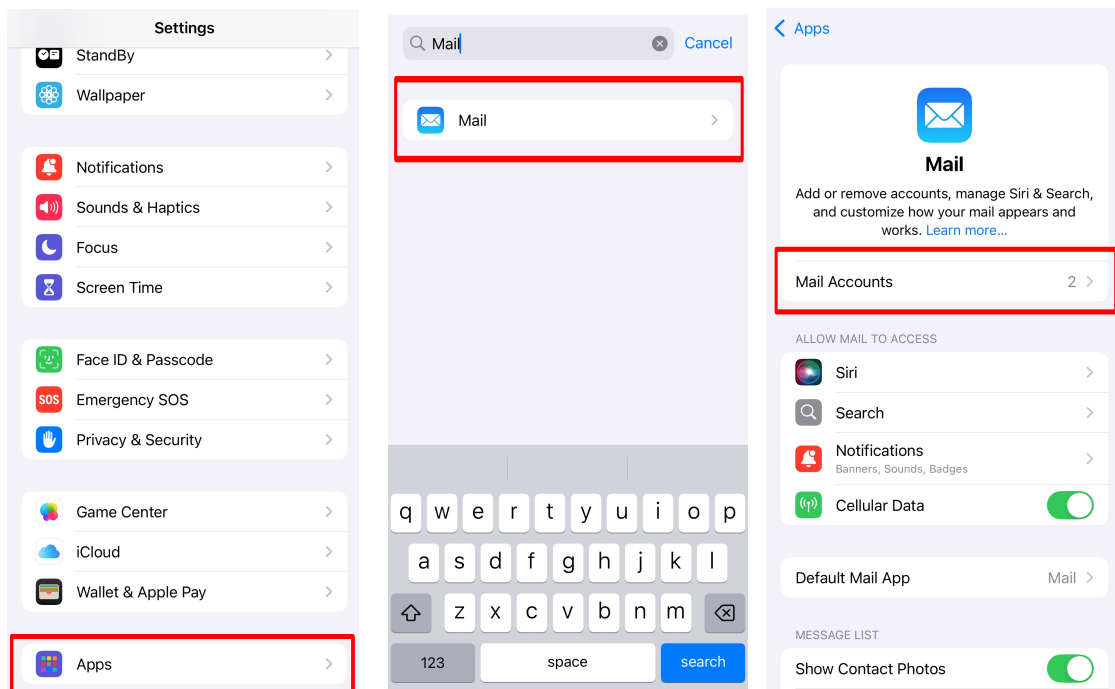
Note: Although these instructions are for iOS devices, the steps will be similar for other smart phones and tablets but the screens will look different.

To do this, follow these steps:

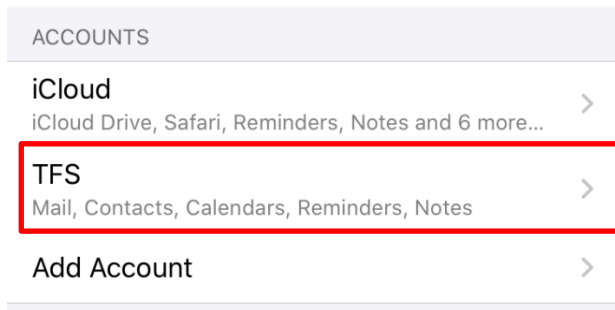
1. On your iOS device, tap "Settings".



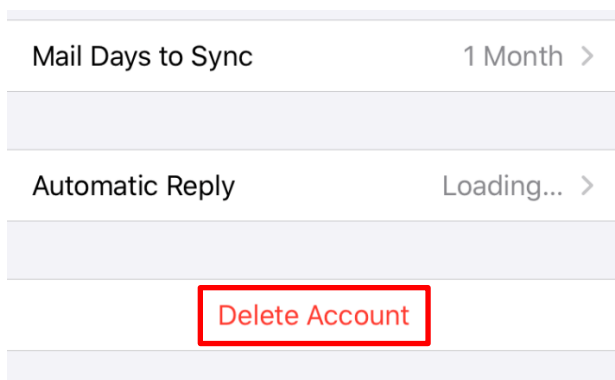
2. Navigate to and tap "Apps". Then, search for "Mail", and select "Mail Accounts".



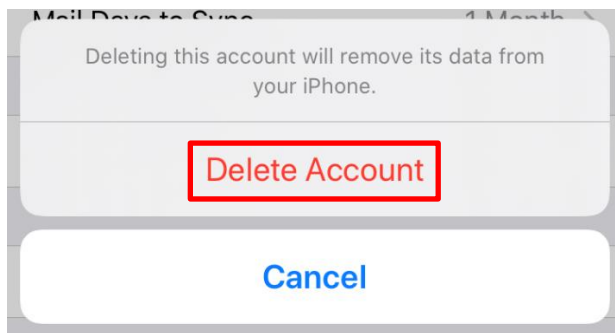
3. Tap on your TFS account. (For some, your TFS account may be called “Exchange”.)



4. Make sure your TFS e-mail address is listed at the top and then tap “Delete Account”.



5. When your device asks you to confirm, tap “Delete Account” again.



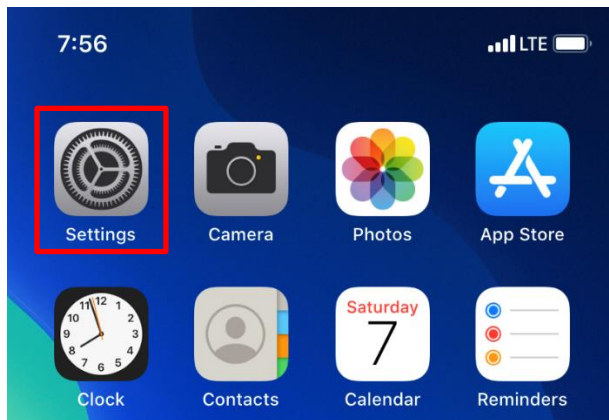
Note: This does not actually delete your e-mails, contacts etc. This only breaks the partnership between your device and our old e-mail system.

Once your account is removed, [go on to the next step](#) to add your e-mail back.

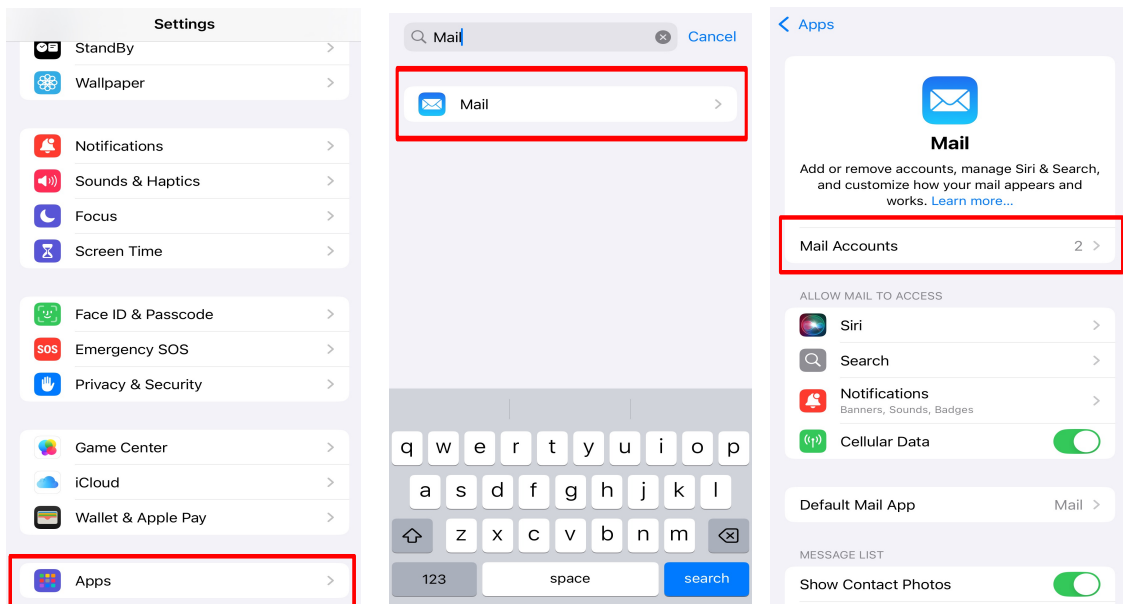
2.0 Add Your TFS E-mail Account

The following steps will show you how to set up your TFS e-mail account on an iOS device. The steps for an Android or other smart phone will be similar but the screens will differ.

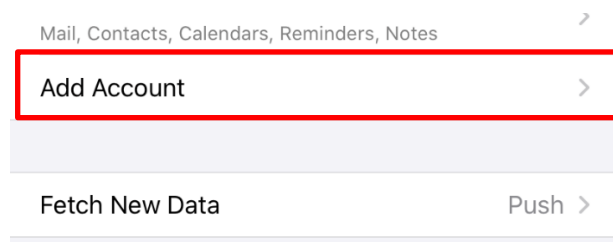
1. On your iOS device, tap “Settings”.



2. Navigate to and tap “Apps”. Then, search for "Mail", and select "Mail Accounts".



3. Tap “Add Account”.



-
4. Tap “Microsoft Exchange”.

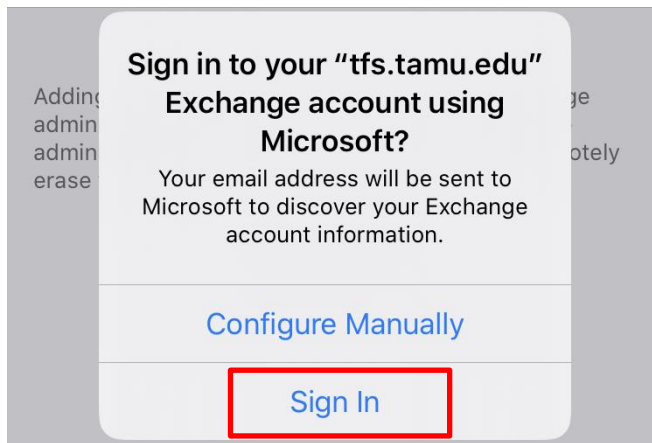


5. Type in your TFS e-mail address and set a description.
Recommended description: TFS

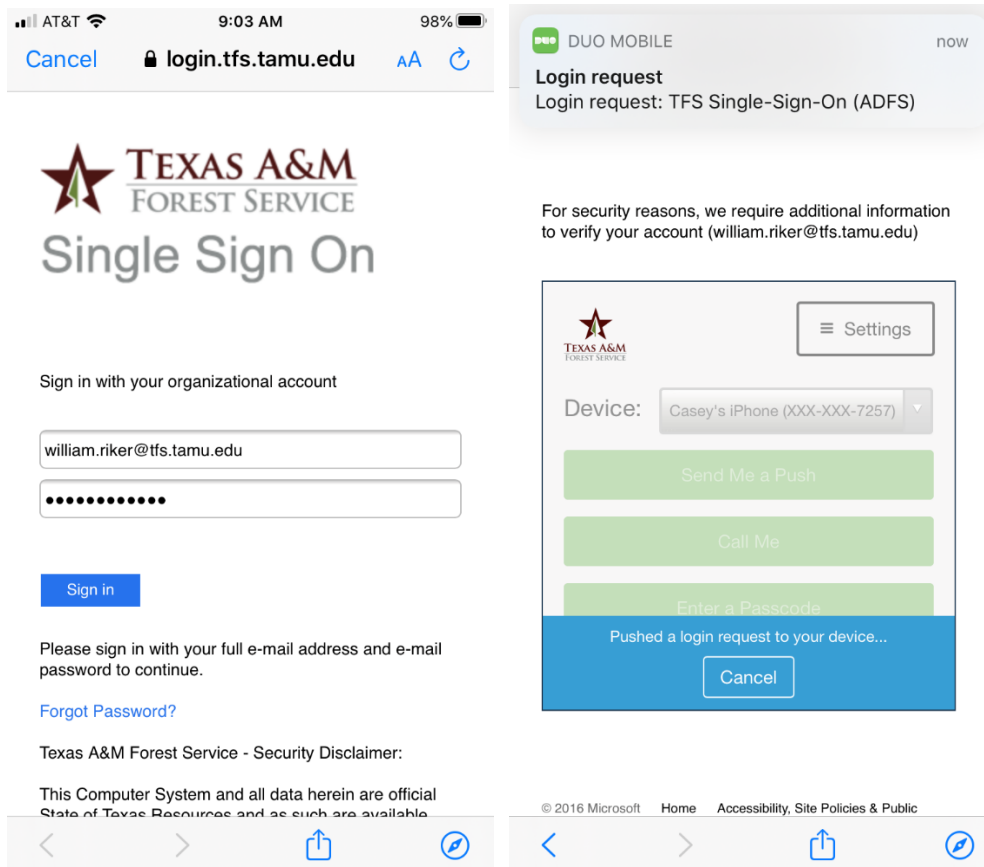
A screenshot of the Exchange account setup screen. At the top, there are three buttons: "Cancel", "Exchange", and "Next". The "Next" button is highlighted with a red rectangular box. Below the buttons is a light gray section containing two input fields. The first field is labeled "Email" and contains the text "william.riker@tfs.tamu.edu". The second field is labeled "Description" and contains the text "TFS". Below these fields is a light gray box with a warning message: "Adding an Exchange account will allow the Exchange administrator to remotely manage your device. The administrator can add/remove restrictions and remotely erase your device."

Tap “Next” when ready.

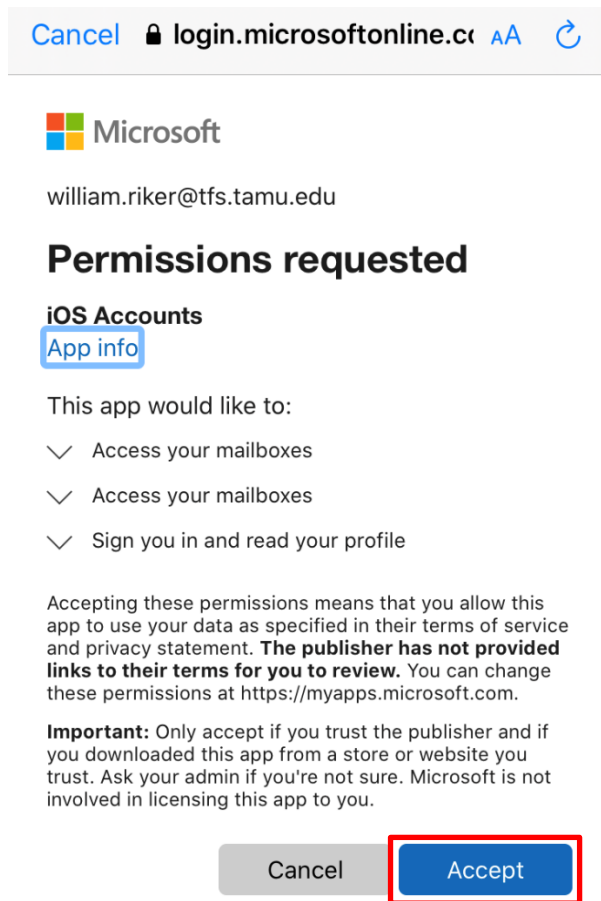
6. Tap "Sign In".



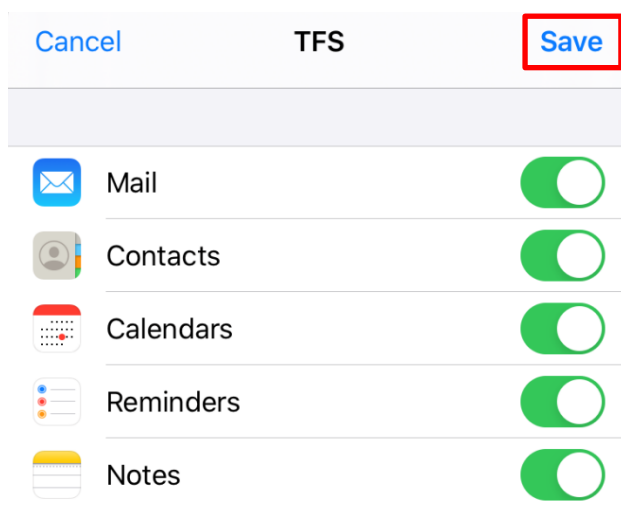
7. Enter your e-mail address, password and approve the DUO push.



8. Tap “Accept” to allow Office 365 to set up your e-mail account on your device.

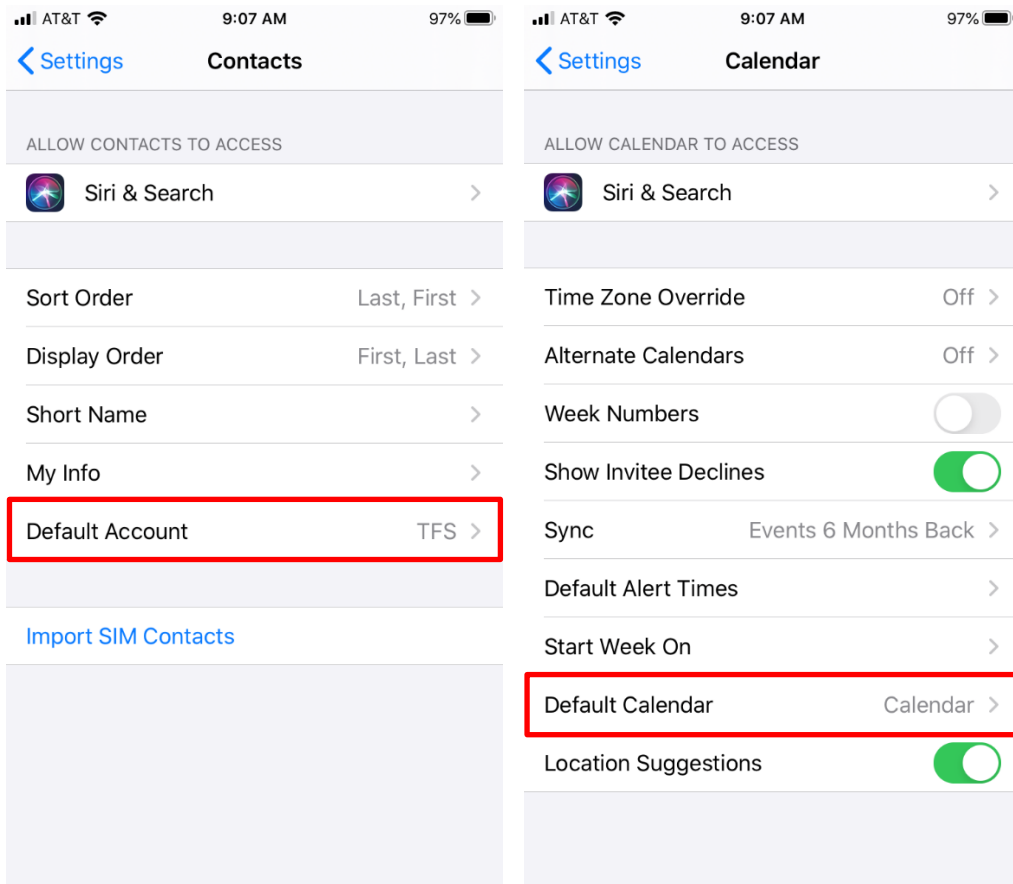


9. Choose what e-mail content to sync and hit “Save”.



Your phone should automatically start downloading your e-mail, contacts, etc.

Pro Tip: If this is your work phone, be sure to check your default storage location for your Contacts and Calendars. This will ensure new contacts or calendar entries created on your phone are stored with your TFS e-mail account.



3.0 Contact Information

IR Help Desk

Information Resources
200 Technology Way, Suite 1120
College Station, TX 77845

Call: (979) 458-7309

Click: <https://helpdesk.tfs.tamu.edu>

E-mail: helpdesk@tfs.tamu.edu