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

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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".

Mail Days to S	Sync	1 Month	>
Automatic Re	ply	Loading	>
	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 screes will differ.

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



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

Settings	O Mail Cancel	< Apps
StandBy >		
🛞 Wallpaper >	🖂 Mail >	
Notifications >		Mail
Sounds & Haptics >		Add or remove accounts, manage Siri & Search, and customize how your mail appears and works Learn more
C Focus		
Screen Time		Mail Accounts 2 >
		ALLOW MAIL TO ACCESS
Face ID & Passcode		Siri >
SOS Emergency SOS >		Search >
Privacy & Security		Notifications > Banners, Sounds, Badges
Game Center >	qwertyuiop	(1) Cellular Data
iCloud >	asd f g h i k l	
Wallet & Apple Pay >		Default Mail App Mail >
	↔ ∠ x c V b h m ⊗	MESSAGE LIST
😬 Apps >	123 space search	Show Contact Photos

3. Tap "Add Account".



4. Tap "Microsoft Exchange".



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

Cancel	Exchange	Next		
Email	william.riker@tfs.tamu	ı.edu		
Description	TFS			
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".

Cano	cel	TFS	Save
	Mail		
	Contacts		
	Calendars		
	Reminders		
	Notes		

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.

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Settings	Contacts		Settings	Calendar	
ALLOW CONTACT	IS TO ACCESS		ALLOW CALENDA	AR TO ACCESS	
Siri & Se	earch	>	Siri & Se	earch	>
Sort Order		Last, First >	Time Zone Ov	verride	Off >
Display Order		First, Last >	Alternate Cale	endars	Off >
Short Name		>	Week Numbe	rs	
My Info		>	Show Invitee I	Declines	
Default Accou	nt	TFS >	Sync	Events 6 Mo	onths Back >
			Default Alert	Гimes	>
Import SIM Co	ontacts		Start Week O	n	>
			Default Calen	dar	Calendar >
			Location Sug	gestions	

3.0 Contact Information

IR Help Desk

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Call: (979) 458-7309 Click: <u>https://helpdesk.tfs.tamu.edu</u> E-mail: <u>helpdesk@tfs.tamu.edu</u>