OPS Technology Trainers Tip

Tip 10- Using Office 365 on Your Mobile Devices

Note: The district Help Desk and Training Team can not support users on personal mobile devices. Please take this tip as advice and explore more resources online for your specific device.

Tip: Office 365 has a number of applications that can be downloaded on a mobile device (phone/tablet) so you have the opportunity to check email, calendars, files, Yammer, etc. when you are not at a computer. Click HERE to view a video of how I set up the OWA app on my iPhone. Below are some tips and advice for getting the apps on your mobile device.

1. Open the browser on the mobile device and go to login.microsoftonline.com and log into your Office 365 account.
2. On the dashboard you will see apps that are available for your mobile device. You can download any you find useful. Most mobile devices will have an option to download the OWA App which will allow you to view email, calendar, and people in one area. **NOTE:** Not all apps will work on your mobile device depending on the style, operating system, and age of the device.
3. Download the apps you want to use and follow the steps on the screen to get it set up. See my steps on my iPhone below for setting up the OWA app. Other apps may be similar, but play around with the advice below until you find what works for you.

**Tips:** When setting up the app here are some tips on what to type in.

**Username:** Use your district Username with @ops.org after it. Example: eloginx000@ops.org

**Email Address:** Use your district email address. Example: eileen.heller@ops.org

**NOTE:** I have had some users report that they had to use their email address sometimes when it asked for the Username. If one does not work try the other.

**Password:** Use your current district password. When you change your password with the district you will have to change it on each app for the mobile device.

Any time you see an **Advanced** or **Advanced Settings** button make sure you choose it and add in any information from above and the Domain & Server.

**Domain:** www.ops.org

**Server:** outlook.office365.com

![App Setup](https://outlook.office365.com/owa/projection.aspx)
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Visit Youtube or the following site for more resources specific to your mobile device: [http://techhub.ops.org/OFFICE365.aspx#4975227-mobile-devices](http://techhub.ops.org/OFFICE365.aspx#4975227-mobile-devices)
Thanks,
OPS Tech Training Team

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