

## Mobile Devices + Outlook App

Good Morning,

As you probably know, we are migrating our GroupWise system to the Office 365 system. With this migration, the Schulich Mobile Synchronization Service (SMSS) will be decommissioned. Therefore, it will have to be removed from your device on the weekend of June 2<sup>nd</sup> (more information will be provided later)

The Office 365 system provides two ways to get your email, calendar etc. in your mobile device:

1. Microsoft Outlook Application
2. Native email and calendar app on your mobile device - same as through SMSS now

Prior to the cutover date (June 2), we are recommending using the Outlook app. After that date if you would like to use the native email app on your device, we will be glad to assist you.

To do this you need to download the app and configure it in your device.

On iOS (iPhone & iPad) download the app from the App Store. Open the App Store | tap on the Search bar | type Outlook. It should be the first app in the list "Microsoft Outlook email and calendar" tap on get. Once you've downloaded the app, find it on your phone and tap to open it. Tap on Get started | Add Account | enter your Office 365 full email e.g. [userid@uwo.ca](mailto:user@uwo.ca) then, tap on Add Account then provide your Western password, then tap Sign In. Tap yes to agree to the terms.

On Android phones and tablets, download the app from the Google Play Store. Open the Play Store | tap on the Search bar | type Outlook. It should be the first app in the list "Microsoft Outlook". Tap on it and click Install. Once you've downloaded the app, find it on your phone and tap to open it. When the app opens, go to Settings | Add Account | Add email account. Enter your Office 365 full email e.g. [userid@uwo.ca](mailto:user@uwo.ca) then, tap Continue and provide your Western password, and tap on Sign in. You might get a pop-up that indicates you can change application permissions at any time in your account Settings; if you do, click on Yes. You will now be taken to your inbox.