

Removing the old legacy email profile off of an iOS and Android devices.

iOS Devices

1. Go to “**Settings**” on the iOS phone.
2. Scroll down to “**Mail, Contacts, Calen...**”
3. Choose your DNR email account
(it could be listed as either “**DNR, DNR Email, Exchange, or something similar**”)
4. Scroll down, and click on “**Delete Account**”.

Android Devices

1. Go to “**Settings**” on your Android phone.
2. From the top menu choose “**Accounts**”.
3. Choose your DNR email account, it could be listed as either
“**Email / Microsoft Exchange Active Sync / DNR / DNR Email / Exchange / or something similar**”)
If you click on the correct setting you will see **your DNR email address**.
4. Click on “**your email address**”, then at the bottom of the page choose “**Remove Accounts**”.

Setting up a new email profile for Microsoft Office 365 for iOS and for Android devices.

iOS Devices

1. Go to “**Settings**” on the iOS phone.
2. Scroll down to “**Mail, Contacts, Calen...**”
3. Click on “**Add Account**”, and then choose “**Exchange**”.
4. For the Email field type in... **your DNR email address**.
5. For the Password type in... **your current DNR password**.
6. For the Description type in... **Office 365 – DNR** (optional)
7. For the Server type in... **Outlook.Office365.com**
8. For the Domain... **LEAVE THIS FIELD EMPTY!**
9. For the Username type in... your email address (John.Doe@dnr.ga.gov)
10. For the Description type in **OFFICE 365 – DNR Email** (Optional – this is just a description)

Android Devices

1. Go to “**Settings**” on your Android phone.
2. From the top menu choose “**Accounts**”.
3. Click on “**Add account**”.
4. Click on “**Add Account**”, and then choose “**Microsoft Exchange ActiveSy...**”
5. For the Email Address field type in... **your DNR email address**.
6. For the Password type in... **your current DNR password**.
7. Click on “**Manual Setup**”.
8. For the Domain\Username type in your email address (John.Doe@dnr.ga.gov)
9. For the Exchange Server type in... **Outlook.Office365.com**
10. Click on NEXT... **Click OK to Activate. Click on Continue. Choose desired email setting.**