Mobile devices and TUNI Office 365 settings

You need to define the TUNI account for your mobile phone’s email application in order to use the services related to TUNI email in the future (email, calendar, address book).

Android (e.g. Samsung devices)

E-mail, calendar and contact information

PLEASE NOTE! Your login needs to be activated before creating an account, and the exact form of your email address will be shown to you in connection to this.

If you use Outlook, please follow the instructions below. You can recognise the program by this icon.

If you use another email software, see the more detailed instructions here

Add a new (another) email account by using the format firstname.surname@tuni.fi. You can access the Settings by clicking the gearwheel icon. Depending on the version, you can find the icon from the right upper corner or through the left-side menu (as pictured).
Contact information
If you want your O365 contact information to be shown in your phone’s contact information, you have to activate their synchronisation.

Select the account you just created by clicking its name and select **sync contacts**.

Deleting your old account
When you have added your account and tested its functionality, you can remove your old email account from your mobile device (firstname.surname@uta.fi or firstname.surname@tut.fi or firstname.surname@tamk.fi) PLEASE NOTE! This will not remove data from your old account, it only deactivates the account in the device in question.
Other Office apps (Word, Excel, PowerPoint)

If you open an email attachment and want to view it on a mobile device, you will be prompted for your user account. Enter your TUNI email account firstname.surname@tuni.fi and your password when prompted.

OneNote

If you use a personal OneNote notebook on your mobile device, you need to start using the notebook available in the TUNI365 service. Your notebook has been copied from the old environment to the new one automatically, in connection to the changes occurring during the turn of the year. **PLEASE NOTE! IF YOU CONTINUE USING THE OLD NOTEBOOK, IT WILL NOT BE UPDATED**
Apple IOS devices (iPhone and iPad)

Email

Several Apple mobile device users will add their email account to IOS’s own email application. The other IOS applications will also use these settings, so it is recommended that you add your account in accordance with the instructions below, even if you use Outlook.

You can create a new account by following the instructions below. If you wish to view Microsoft’s own instructions for adding an account, they are available here.

1. Open Settings

2. Select Accounts & Passwords

3. Select Add Account

4. Exchange

5. Choose Exchange as the account type
1. Enter your new email address in format firstname.surname@tuni.fi. PLEASE NOTE! Your login needs to be activated before this, and the exact form of your email address will be shown to you in connection to this.

6. Sign in.

Sign in to your “tuni.fi” Exchange account using Microsoft?
Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually
Sign In

7. After this, you will be prompted to confirm which data you wish to synchronise.
Now, your account settings are complete and you can start using the TUNI O365 service also with your mobile device.

When you have added your account and tested its functionality, you can remove your old email account from your mobile device (firstname.surname@uta.fi tai firstname.surname@tut.fi tai firstname.surname@tamk.fi) PLEASE NOTE! This will not remove data from your old account, it only deactivates the account in the device in question.

Deleting your old account from your IOS device
1. Open Settings
2. Select Accounts & Passwords
3. Choose Exchange and your old account (uta.fi, tamk.fi or tut.fi)
4. Select **Delete account**

5. You will be asked to confirm. PLEASE NOTE! This will only delete data from this mobile device, not from your account!

**Microsoft Outlook**

If you also use **Outlook** follow the instructions available through [this link](#).

**Other Office apps (Word, Excel, PowerPoint)**

If you open an email attachment and want to view it on a mobile device, you will be prompted for your username. Enter your TUNI email account `firstname.surname@tuni.fi` and your password when prompted.

**OneNote**
If you use a personal OneNote notebook on your mobile device, you need to start using the notebook available in the TUNI365 service. Your notebook has been copied from the old environment to the new one automatically, in connection to the changes occurring during the turn of the year. **PLEASE NOTE! IF YOU CONTINUE USING THE OLD NOTEBOOK, IT WILL NOT BE UPDATED**

**Windows phones and tablet devices**

**Recreating your account and deleting the old account**

1. Select Settings from the device menu.
2. Then, choose Email + accounts
3. Choose Add account and then Exchange.
4. Enter your TUNI email address and password.
5. Select Finish
6. Wait for a moment – updating the new inbox data will take a few minutes.

Contact information may now be shown in “double”, as your old account is still linked to the device. You can delete your old account after checking that your new account is working.

1. Select Settings from the device menu.
2. Then, choose Email + accounts
3. Hold down the name of your old account and select Delete.
4. Confirm the deletion.