



## For iOS devices only

GTA will use AirWatch to push the Microsoft Office 365 email profile onto your iOS devices.

You will see the following message:

1. **Password Required / Enter the password for the Exchange Account “Office 365 – GTA”**  
Please type in your GTA password
2. If the above message does not appear, please follow the instructions below to reconfigure your email account

## 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 GTA email account  
(it could be listed as either “**GTA, GTA 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 GTA email account, it could be listed as either  
“**Email / Microsoft Exchange Active Sync / GTA / GTA Email / Exchange / or something similar**”  
If you click on the correct setting you will see **your GTA 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 GTA email address**
5. For the Password type in... **your current GTA password**
6. For the Description type in... **Office 365 – GTA** (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@gta.ga.gov](mailto:John.Doe@gta.ga.gov))
10. For the Description type in **OFFICE 365 – GTA 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 GTA email address**
6. For the Password type in... **your current GTA password**
7. Click on “**Manual Setup**”
8. For the Domain\Username type in your email address ([John.Doe@gta.ga.gov](mailto:John.Doe@gta.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**