

How to Setup Office 365 Exchange email on an Apple iPhone, iPad, or iPod Touch:

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Settings > Mail, Contacts, Calendars > Add Account**.
3. Tap **Microsoft Exchange**.
4. You don't need to type anything in the Domain box. Type the information requested in the **Email, Username, and Password** boxes. You need to type your full email address in the **Email** and **Username** boxes (for example, firstname.lastname@imperial.edu).
5. Tap **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 6 if your mail program finds your settings.
 - If your iPhone can't find your settings, you'll need to manually look up your Exchange ActiveSync server name.
 - In the **Server** box, enter your server name:
 - You should use **outlook.office365.com** as your Server name.
 - **Once you have the Server Name entered, tap Next.**
6. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, **Mail, Contacts, and Calendar** information are synchronized.
7. If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you don't set up a passcode, you can't view your email account on your iPhone. You can set up a passcode later in your iPhone settings.

Cancel Exchange Save

Email jeff.enz@imperial.edu

Server outlook.office365.com

Domain Optional

Username jeff.enz@imperial.edu

Password ●●●●●

Description IVC Email