IP WORKS

How-To Guide

Setup Office 365 email on Apple iPhone, iPad, iPod (iOS)

Configure Office 365 E-mail for iOS

1. Tap Settings
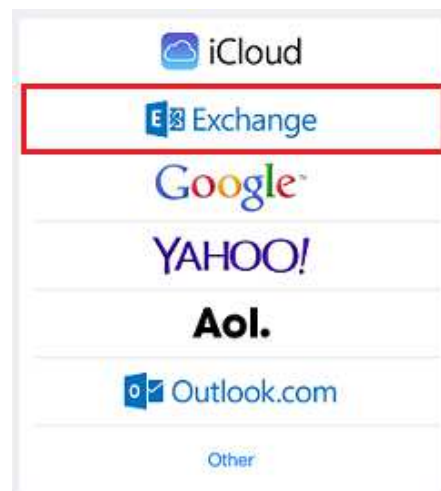
2. Select **Mail, Contacts, Calendars**, then select **Add Account** near the top of the right-hand column

   Mail, Contacts, Calendars >

3. Tap **Add Account...**

   Add Account... >

4. Tap **Microsoft Exchange**

   Microsoft Exchange

   iCloud
   Exchange
   Google
   YAHOO!
   Aol.
   Outlook.com
   Other

5. On the account setup window, enter the following for each field

Field	Value
E-mail	username@domainname (.com.au/.com…)
Domain	[leave blank]
Username	username@domainname (.com.au/.com…)
Password	[provided separately]

6. In a few moments, a new field titled **"Server"** will appear. This will be automatically pre-populated with the right information. If not, type **"office365.outlook.com"**

7. Choose which items you would like enabled. It is recommended to that all services are turned **"ON"** and then tap **"Save"** to finish.

Setup is complete. Email and calendar data (if enabled) are available in the appropriate apps.