iPhone/iPad/Android Office 365 email setup

Setting up Office 365 email on Outlook App.

1

Open the **Outlook app**. The icon looks like this:
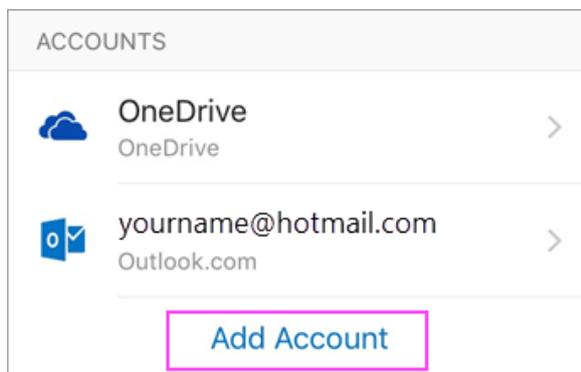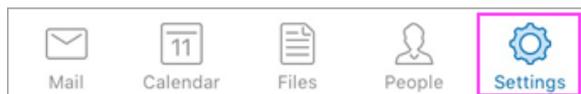
If you don't have it yet, <u>download it from the Apple Store or the Play Store</u>.

NOTE: Available for iOS devices using **iOS 9.0** or higher.

2

Go to **Settings** > **Add Account** > **Add Email Account**.

3

Type your full email address, then tap **Add Account**.

4

Enter your email account password and tap **Sign In**.

5

Tap **Yes** or **Allow** to give Outlook permission to sync calendar, contacts, etc.

You can change these application
permissions at any time in your
account settings.

Outlook

Privacy & Cookies   Terms
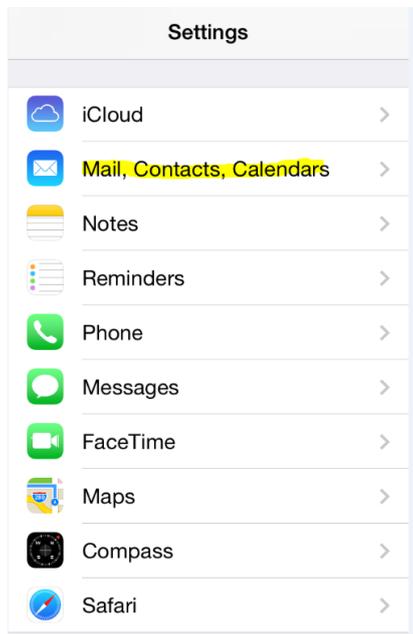
Yes   No

6

You're now ready to use Outlook for Office 365
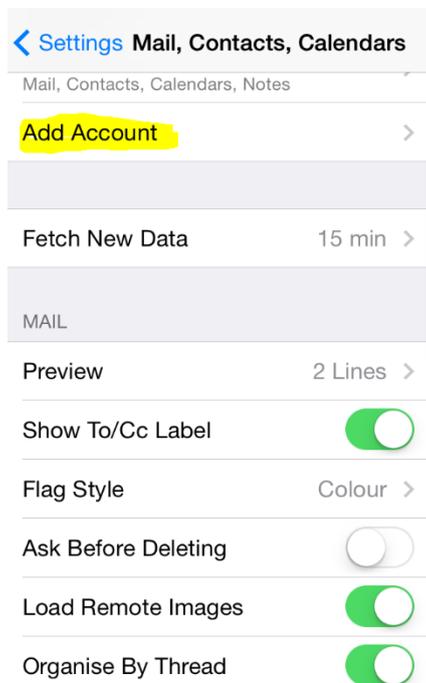
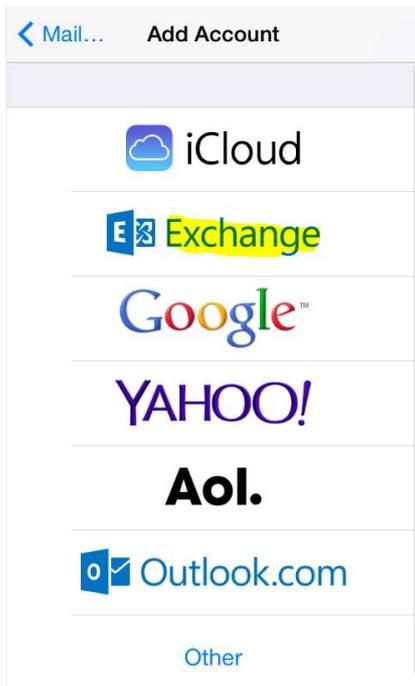Set up email in Outlook for iOS mobile app

1) Click on settings icon

2) Scroll down and click on 'Mail, Contacts, Calendars'


3) Click on Add New Account.

4) Click on Exchange

5) Type in your email address and Office 365 password. The 'description' field is just an identifier and can be anything. Then click next.

6) You should see ticks beside everything as if verifies correctly. If it does not verify correctly check your email address and password are correct.

   In older iOS versions it name ask you to specify a 'Server'. Input 'outlook.office365.com' and leave 'Domain' blank. Your Office 365 username is always just your email address.

7)
   Then you click save and your email should start syncing with your iPhone/iPad. Check this in your Mail app on your phone.
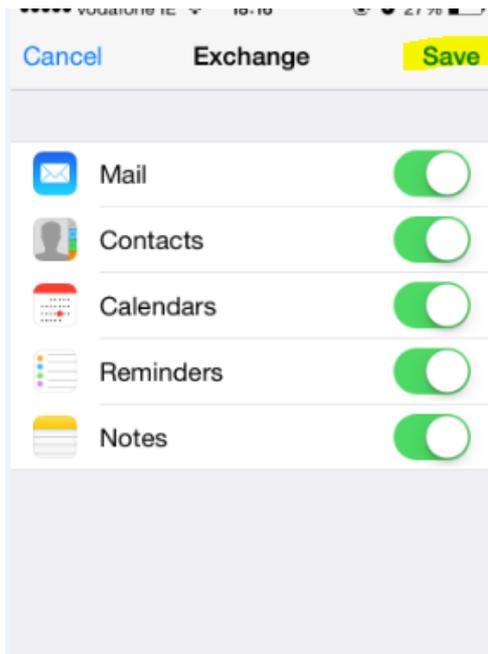
Setting up Office 365 email in 'Mail' on Android Phone:

1) Go into **'Settings'**
2) Scroll down and click on '**Accounts**'
3) Click '**Add account**'
4) Chose '**Exchange**'
5) Enter your **email address** (and click next if no prompt for password)
6) Enter your password and click '**Next**'
7) If prompted for a server this should be '**outlook.office365.com**.
8) If you are prompted for a domain\username this should always be your email address.
9) Click **next.**
10) When presented with options you can set sync to push or manual and how long back to sync email for (eg 1 week, 2 weeks etc..) then **Click Next**
11) When it shows account name it will be email address. This is fine, click '**Next**'.
12) You email account should not be configured.