Setting up Office 365 on iOS Devices

Provided by:



This is a general guide on how to set up an iOS tablet or phone with your new Office 365 email. Your device may vary slightly from the images provided below. The images have been edited for privacy and size as well. Please contact SmartPath at (270) 205-4709 with any questions.

1. Access your device Settings page, which can usually be found on the home screen.



2. Select Mail.

••••• Verizon 중 10:46 AM ■• Settings		
0	Mail	>
1	Contacts	>
	Calendar	>
	Notes	>
	Reminders	>
5	Phone	>
	Messages	>
	FaceTime	>
•	Maps	>
	Compass	>
0	Safari	>
×	News	>

3. Select Accounts.

••••⊙ Verizon � 10:47 AM <a>Settings Mail	-
Accounts	>
MESSAGE LIST	
Preview	2 Lines >
Show To/Cc Labels	\bigcirc
Swipe Options	>
Flag Style	Color >
MESSAGES	
Ask Before Deleting	\bigcirc
Load Remote Images	
THREADING	
Organize by Thread	
Most Recent Message on Top	\bigcirc

4. Select to Add Account.

•••••UTE 12:00	-
Settings Mail, Contac	ts, Calendars
ACCOUNTS	
iCloud Mail, Contacts, Calendars and	5.8 more
Add Account 🧿	>
Fetch New Data	Push >
MAIL	
Preview	2 Lines >
Show To/Cc Label	0
Flag Style	Color >
Ask Before Deleting	Ø
Load Remote Images	

5. Select Exchange.



6. Fill in your email address and password. Recommend naming the description something distinctive, such as '365,' and press Next.

	12:00	-
Cancel	Exchange	Nox
Email	user@address.com	
Password	•••••	
Descriptio	n Exchange	

7. If you are prompted for server information, the server is outlook.office365.com. The username needs to be your complete email address. Otherwise, skip this step.

	•—	
Cancel	12:00	
Email u	ser@domain.con	1
Server	outlook.office36	5.com
Domain	Optional	
Username	user@domain.	com
Password		

8. Customize your options if you wish, recommend leaving everything to sync. Press Save.

	12:00	
Cancel	Exchange	Sove
_		
Mail 🔤		
Cont	acts	
😨 Cale	ndars	
Bem	inders	

9. If desired, you can control how far back mail will be visible from your device. This will prevent utilizing data connections syncing older messages that may not be needed on mobile devices. Open the new account you just created, and select "Mail Days to Sync."

••••• V	erizon 🗢 10:47 AM	-
< Acc	counts Exchange	
EXCH	ANGE	
Acco	unt	>
	Mail	
1	Contacts	
	Calendars	
	Reminders	\bigcirc
	Notes	
Mail Days to Sync		No Limit 🚿
Automatic Reply		Loading >
	Delete Account	

10. Select the option you desire. For example, the 1 week setting will only display mail newer than 7 days on your device. Webmail and Outlook on the computer will still show all messages.

●●●○○ Verizon 훅	10:47 AM	-
< Exchange	Mail Days to Sync	
No Limit		~
1 Day		
3 Days		
1 Week		
2 Weeks		
1 Month		

Your email is now configured. Please allow time for your messages to sync to your device from the cloud. If you have an existing work account, it can be removed once all mail is confirmed present. This is done by tapping on the account from the list in step 3, then scrolling down and pressing the Delete button.