

Setting up Office 365 on iOS Devices

Provided by:

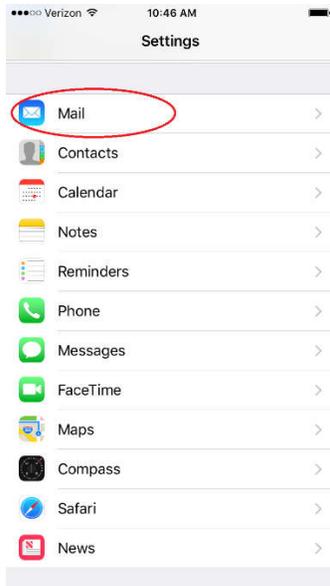


This is a general guide on how to set up an iOS tablet or phone with your new Office 365 email. Your device may vary slightly from the images provided below. The images have been edited for privacy and size as well. Please contact SmartPath at (270) 205-4709 with any questions.

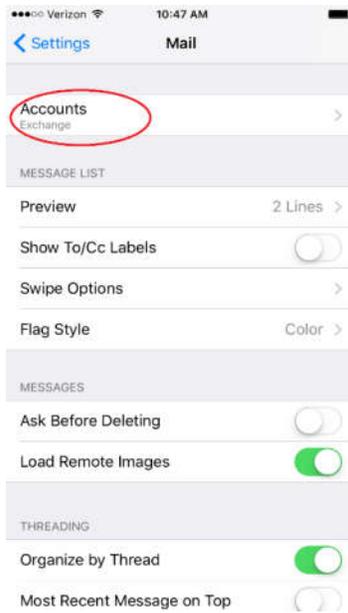
1. Access your device Settings page, which can usually be found on the home screen.



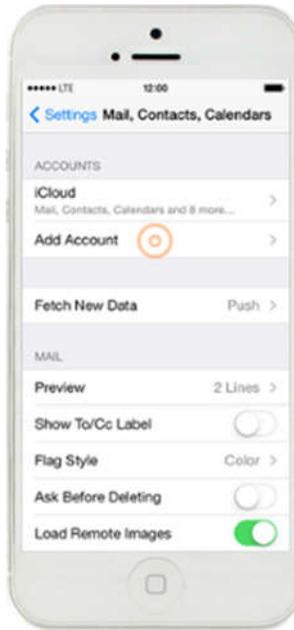
2. Select Mail.



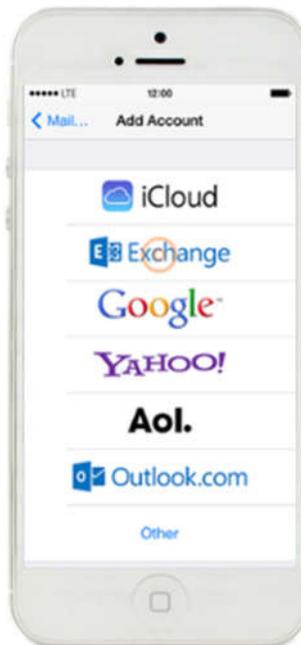
3. Select Accounts.



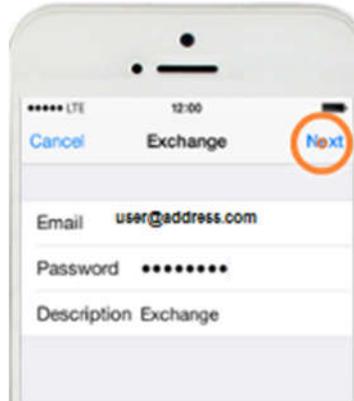
4. Select to Add Account.



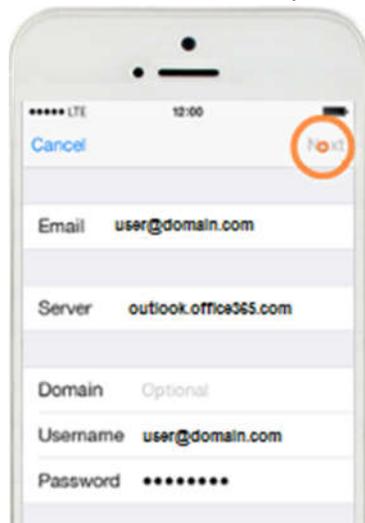
5. Select Exchange.



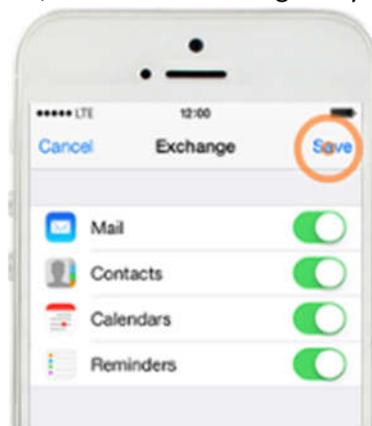
6. Fill in your email address and password. Recommend naming the description something distinctive, such as '365,' and press Next.



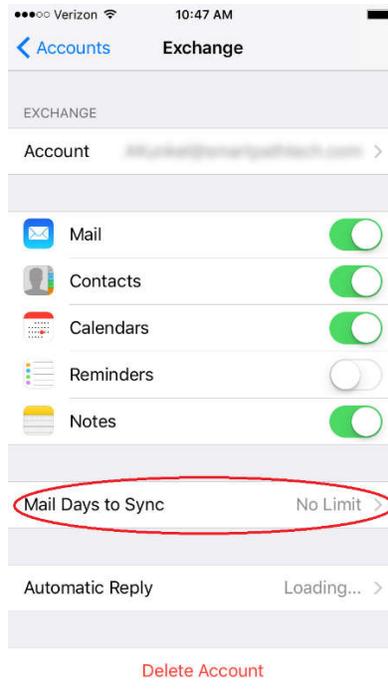
7. If you are prompted for server information, the server is outlook.office365.com. The username needs to be your complete email address. Otherwise, skip this step.



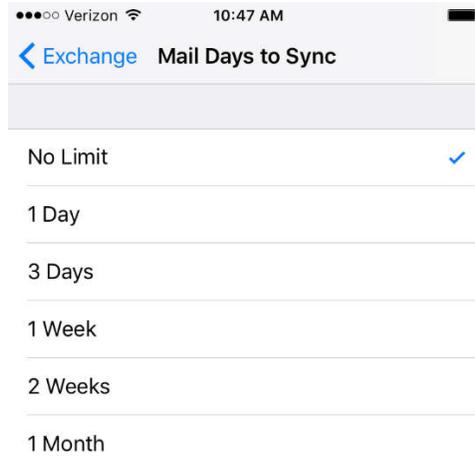
8. Customize your options if you wish, recommend leaving everything to sync. Press Save.



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."



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.



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.