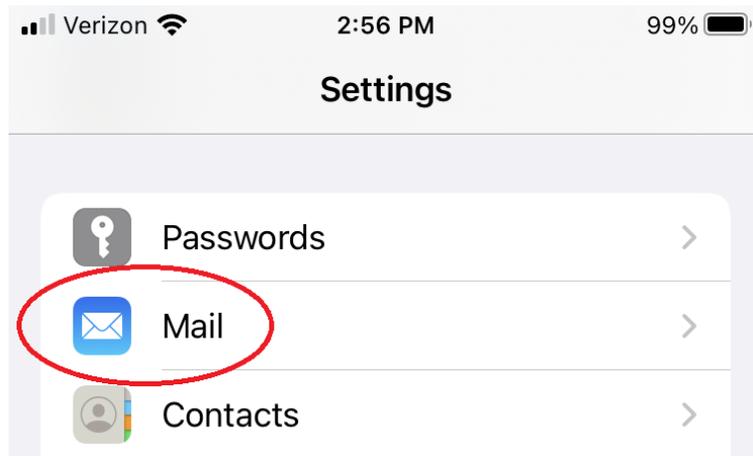# Setting up Office 365 Email on iOS Devices

This is a general guide on how to set up an iOS tablet or phone with your Office 365 email. This guide is based on iOS version 15, your device may vary slightly. The images have been edited for privacy.

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

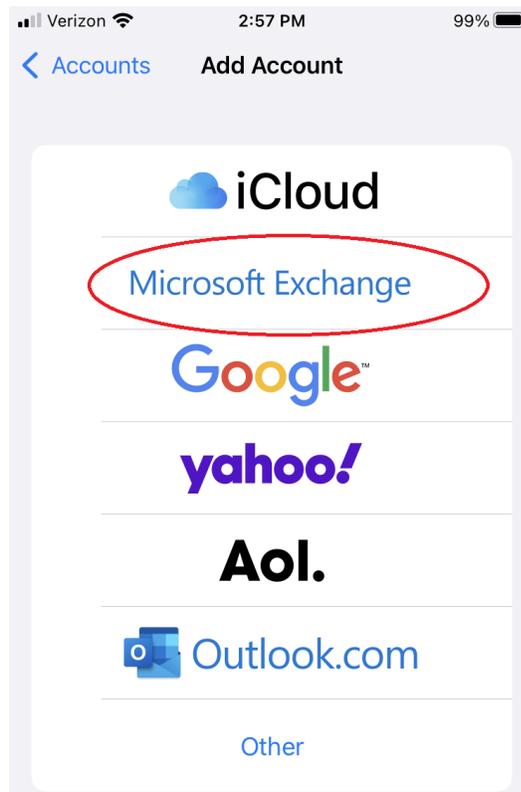
2. Scroll down and select Mail.
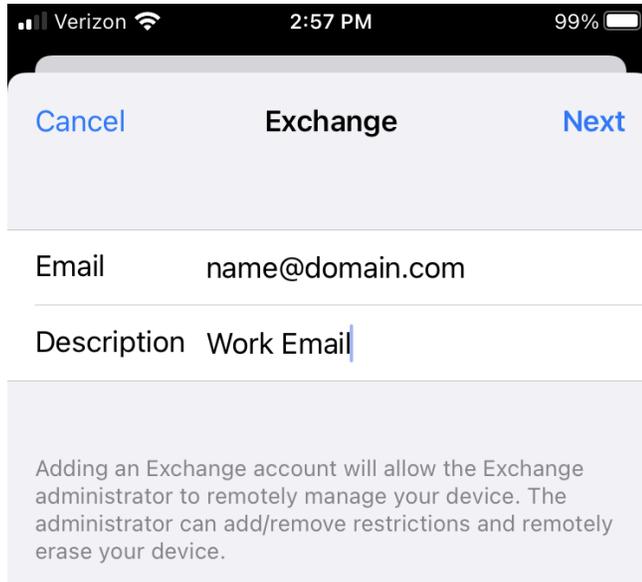

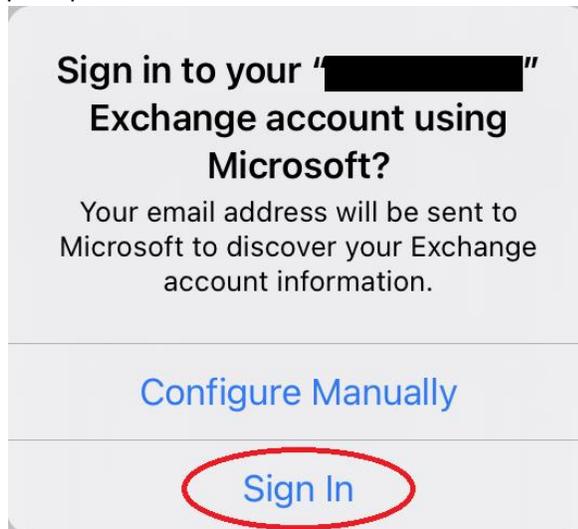3. Select Accounts.

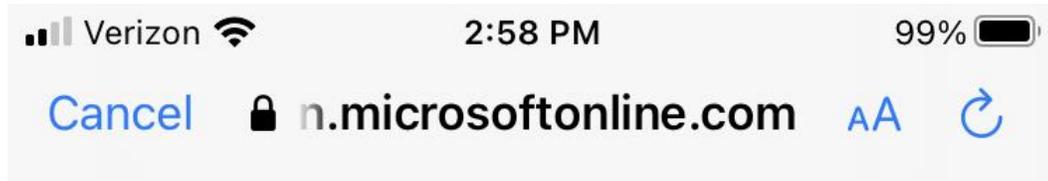4. Select to Add Account.

5. Select Exchange.

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

7. Select "Sign In" when prompted

8. Complete sign in to your Microsoft account, including MFA if necessary. This screen may contain graphical and text customizations for your company as well.
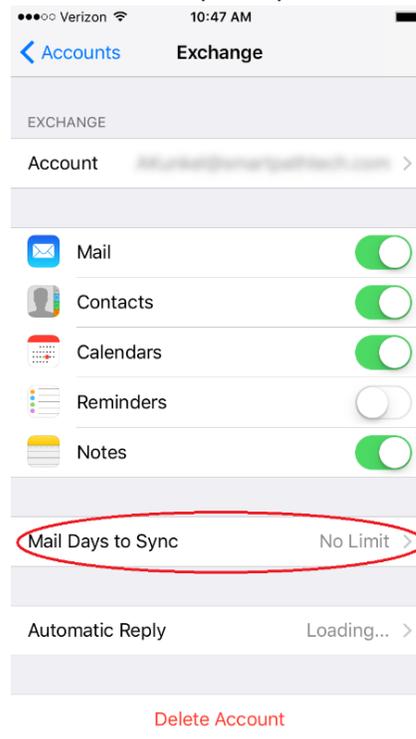
9. Customize your options if you wish, recommend leaving everything to sync. Press Save.
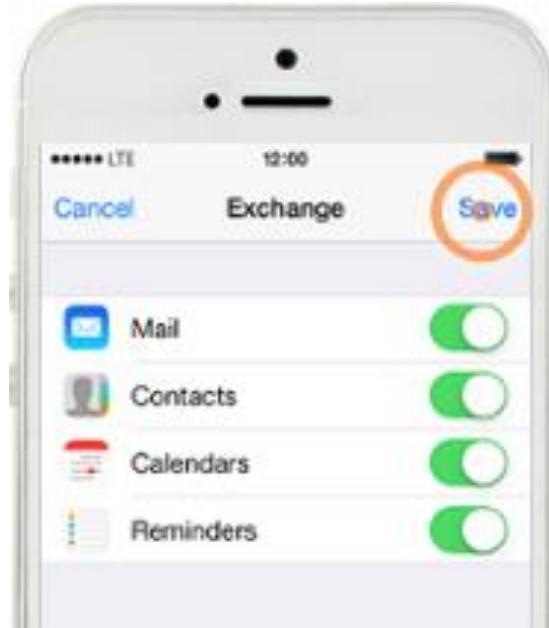
10. If desired, you can control how far back mail will be visible from your device. This will prevent utilizing data connections syncing older messages that may not be needed on mobile devices. Open the new account you just created, and select "Mail Days to Sync."

11. 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.
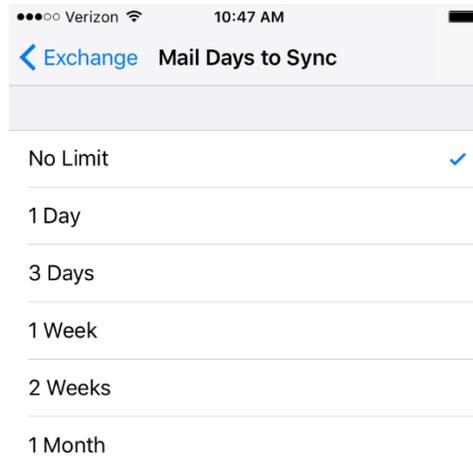
Your email is now configured. Please allow time for your messages to sync to your device from the cloud.

An additional option is to use the Microsoft Outlook app for email. The app is free and just needs to be signed into as well:

Reach out to SmartPath Technologies if you experience any issues.