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.

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



- 3. Select Accounts.





4. Select to Add Account.

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<	Mail	Accounts		
	ACCOUNTS			
	iCloud Contacts, Notes, P	hotos		>
	Work Mail, Contacts, Cal	endars, Reminders	s, Notes	>
(Add Account)		>
	Fetch New Dat	а	Push	>

5. Select Exchange.

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Accounts	Add Account	
	liCloud	
Mic	crosoft Exchang	e
	Google	
	yahoo!	
	Aol.	
0	Outlook.com	m
	Other	



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

	Nerizon 奈	2:57 PM	99% 🔲		
	Cancel	Exchange	Next		
	Email	name@domain.com			
	Description	Work Email			
	Adding an Exch administrator to administrator c erase your devi	nange account will allow the E o remotely manage your devi an add/remove restrictions a ice.	Exchange ce. The nd remotely		
nei	n prompted				
	Sign in to your " Second Sign " Exchange account using				
		Microsoft?			
	Your e Microso	mail address will be se ft to discover your Exc account information.	nt to hange		

7. Select "Sign In" when prompted



Sign In



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.

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 $\leftarrow user@domain.com$

Enter password

Password

Your account will be remembered on this device.

Forgot my password

Sign in



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

••••• LTE	12:00	
Cancel	Exchange	Save
🖸 Mail		0
Cont	acts	
Cale	ndars	0
Rem	inders	

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."

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



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.

•	●●●○ Verizon 🗢	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.

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.