

iPhone / iPad Setup for Office 365 Email

You can setup your Office 365 email account on your iPhone / iPad very easily and this will probably be the way you prefer to use it.

Instructions

- 1) Got to 'Settings'
- 2) Click on 'Mail, Contacts, Calendars'
- 3) Click on 'Add Account'
- 4) Click on 'Exchange' – see picture below on left.
- 5) On the next screen complete the details requested – email address (your username) and password (**not the temporary one but the new one you created when you first logged in**). You can put whatever you want in the description box. Click 'Next'. If you have good internet reception or on wifi your account should be setup. On the next screen accept everything – see picture in centre below. If this doesn't work you may need to enter some further settings – see picture on right below.

