

How to Setup iPhone/iPad to Office 365 Email

*****IMPORTANT: Before starting please turn off the WiFi on your phone off if you're on the school districts WiFi, as you will need to complete these steps through cellular service.*****

Step 1) Navigate to your Settings icon on the Home Screen

Note: There are two (2) ways to access the Settings application on the iPhone

Method 1:



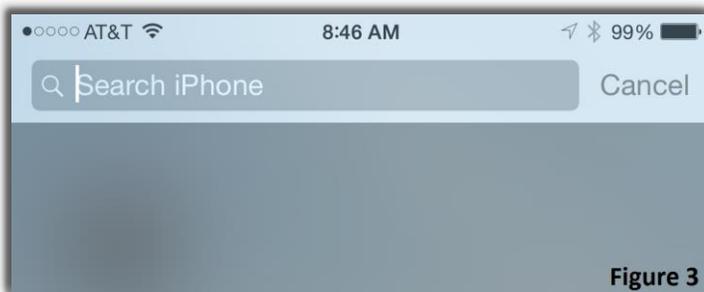
Locate the **Settings** icon on the Home Screen (Figure 1)

Method 2:

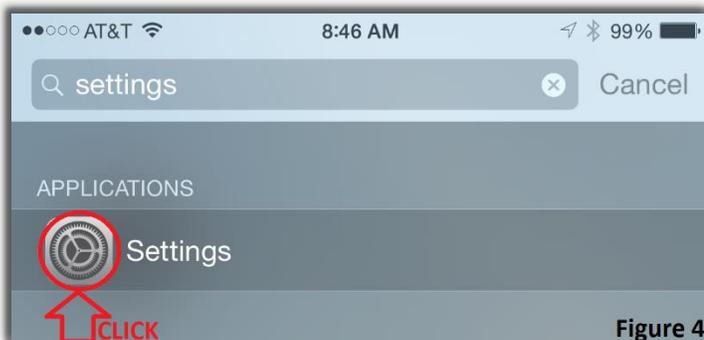


From the top of the **Home Screen**, swipe your finger down (Figure 2)

You will then be brought to the **Search iPhone** screen (Figure 3)

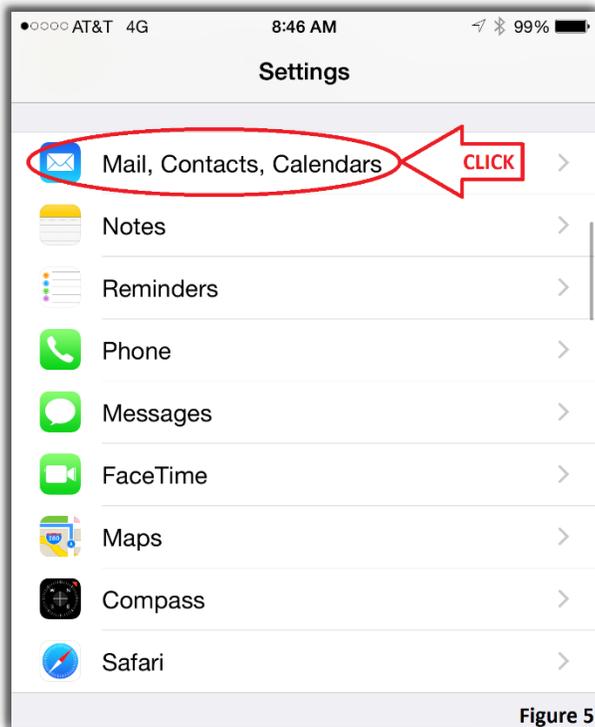


Type 'settings' in the search box

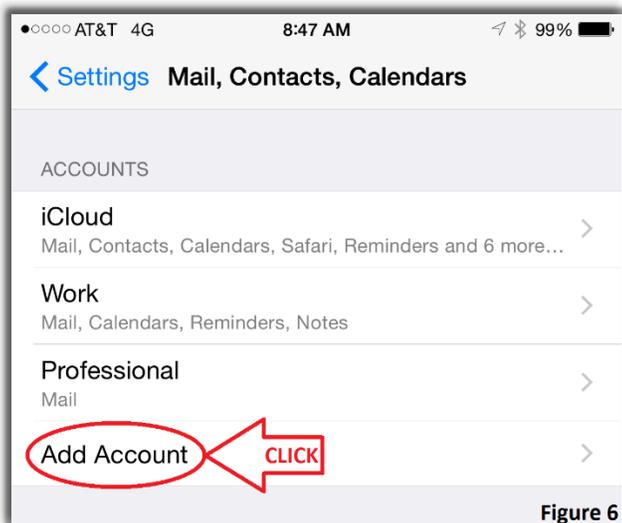


The **Settings** Icon will show up as you type. Once it appears, **CLICK** the icon.

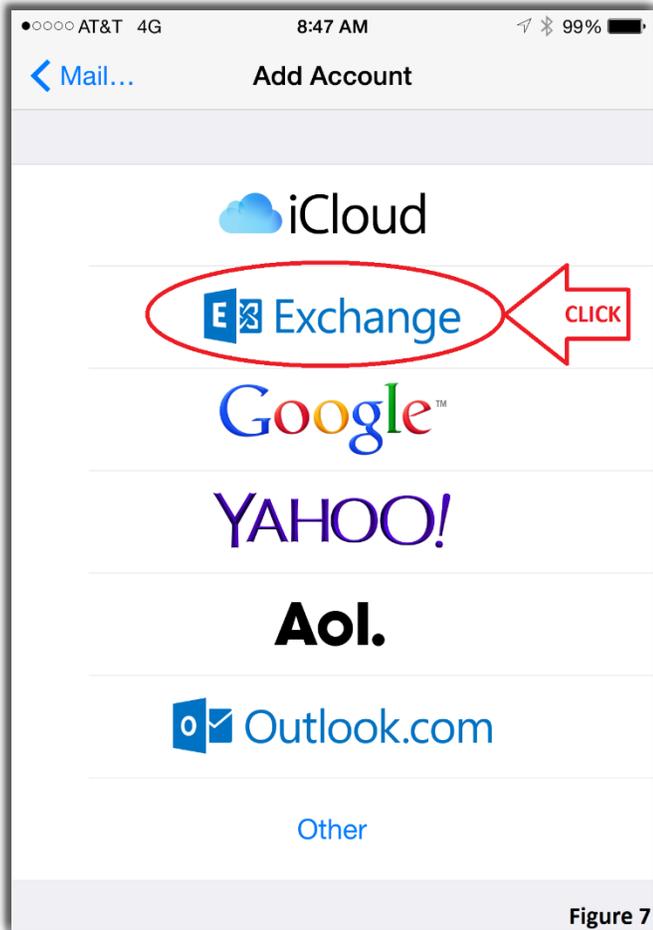
If you followed either method for (Step 1) you will be brought to the Settings screen.



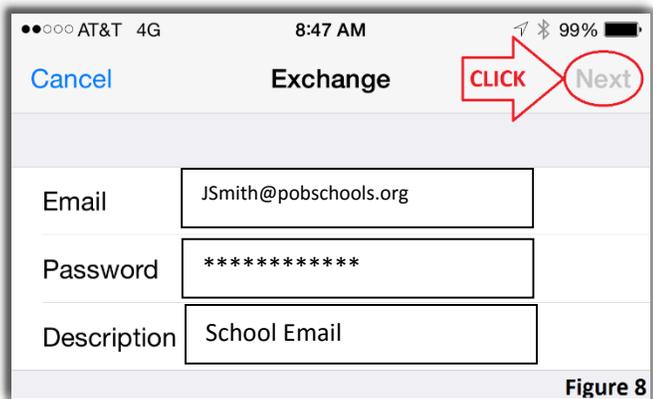
Step 2) Scroll to the **Mail, Contacts, Calendars** icon, then **CLICK** it. (Figure 5)



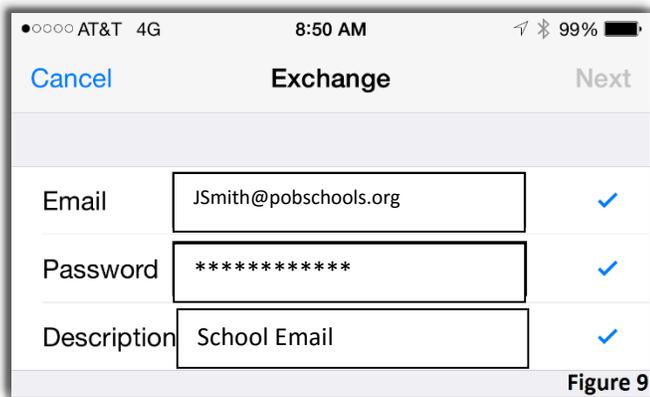
Step 3) Once in the **Mail, Contacts, Calendars** menu, **CLICK** the option **Add Account**. (Figure 6)



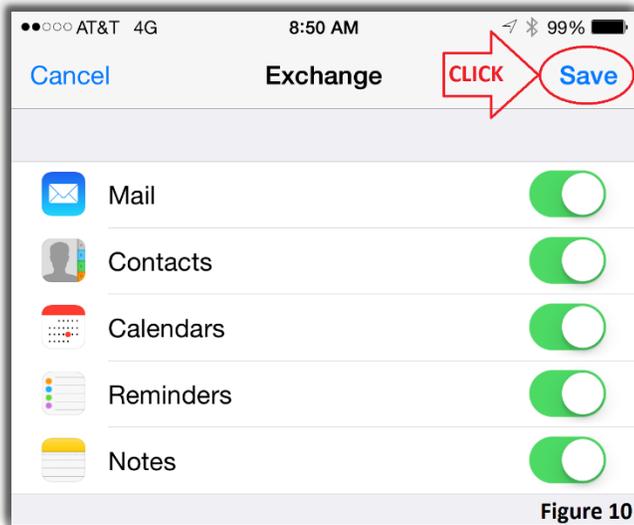
Step 4) At the **Add Account** Screen, **CLICK** the option **Exchange**.
(Figure 7)



Step 5) Enter **Full Email Address** (first initial and **FULL** last name), **Password** and a **Description**
Once each option is filled out **CLICK Next**. (Figure 8)



Once you see the Three (3) ✓ (Checkmarks) all the information entered has been correctly **'Verified'**. (Figure 9)



Step 6) You will automatically be brought to the screen in Figure 10. You can then choose which options you would like to have Sync to your device*
When ready, **CLICK** Save

* To receive email, the Mail option MUST remain On

If you see the 'Account Added' as shown in Figure 11.

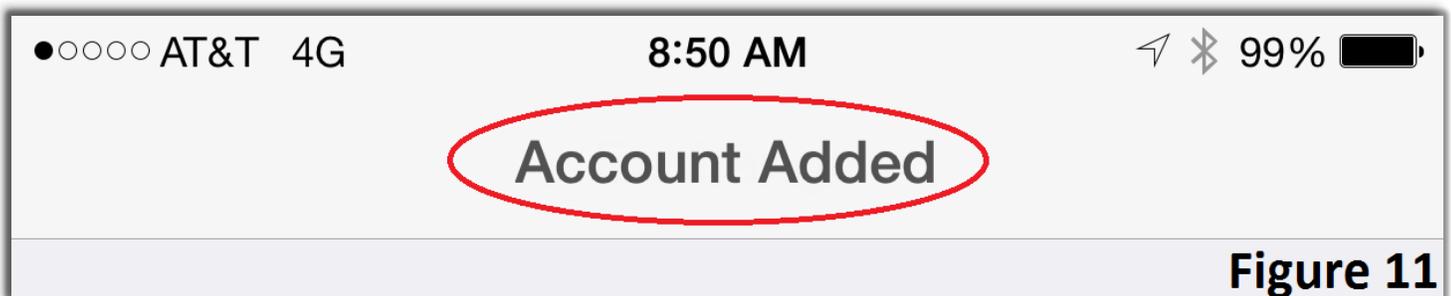


Figure 11

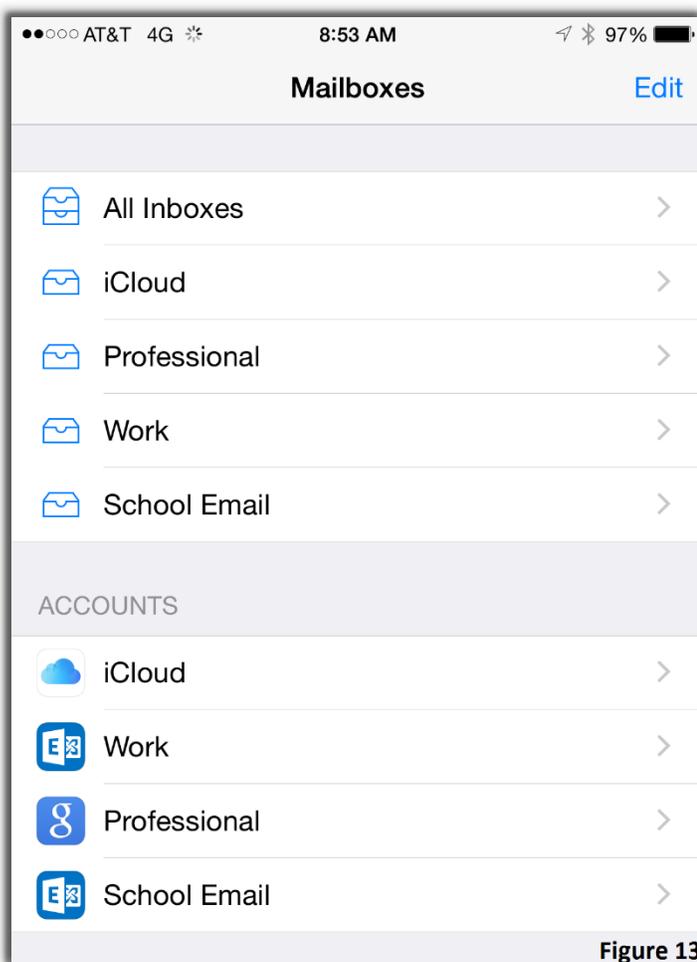
Congratulations!

You have successfully added your email account to your device.

You may now turn your WiFi back on.



To View your Email Account, go back to the Home Screen. Navigate to the Mail icon. (Figure 12)



You will notice your 365 email account has now been added with the Description you entered earlier in Step 5, in the case of this document we used '**School Email**' as the description. (Figure 13)

Depending on how much email a user has and whether or not the device is connected to WiFi or the Cellular Network, it can take anywhere from 5 Min to 1 Hour for all email to fully sync. However during this time you are still able to send/receive email.