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 <u>Settings</u> icon on the Home Screen

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

Method 1:



Method 2:





Locate the <u>Settings</u> icon on the Home Screen (Figure 1)

From the top of the <u>Home</u> <u>Screen</u>, swipe your finger down (Figure 2)

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

Type 'settings" in the search box

The <u>Settings</u> 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.

●0000 AT	&T 4G 8:46 AM	8:46 AM → 🕴 99% 🖿	
	Settings		
		1	
	Mail, Contacts, Calendars	СГІСК	>
	Notes		>
	Reminders		>
	Phone		>
	Messages		>
	FaceTime		>
	Maps		>
	Compass		>
\checkmark	Safari		>
		Fi	gure 5

Step 2) Scroll to the <u>Mail, Contacts, Calendars</u> icon, then CLICK it. (Figure 5)



Step 3) Once in the <u>Mail, Contacts, Calendars</u> menu, CLICK the option <u>Add Account</u>. (Figure 6)



Step 4) At the <u>Add Account</u> Screen, CLICK the option <u>Exchange</u>. (Figure 7)

●●○○ AT&T 4G	8:47 AM	√ ∦ 99% 페 •
Cancel	Exchange	
		L.
Email	JSmith@pobschools.org	
Password	****	
Description	School Email	
		Figure 8

Step 5) Enter <u>Full Email Address</u> (first initial and FULL last name), <u>Password</u> and a <u>Description</u>

Once each option is filled out CLICK <u>Next</u>. (Figure 8)

•0000 AT	&T 4G	8:50 AM	7 🕴 99% 페)	
Cance	əl	Exchange	Next	
Ema	il	JSmith@pobschools.org		
Pass	word	*****	~	
Desc	ription	School Email	 ✓ 	
			Figure 9	
●●○○○ AT&T 4G		8:50 AM	∦ 99% 📖	
Cancel		Exchange CLICK		
	Mail			
	Conta	acts		
	Calendars			
	Reminders			
	Notes	5		
			Figure 10	

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 <u>'Account Added</u>' as shown in Figure 11.



Congratulations!

You have successfully added your email account to your device.

You may now turn your WiFi back on.



••○○ AT&T 4G 🔆	8:53 AM	√ ∦ 97% ■ ,
	Mailboxes	Edit
All Inboxes		>
🗠 iCloud		>
Professional		>
🗠 Work		>
🗠 School Email		>
ACCOUNTS		
iCloud		>
國 Work		>
8 Professional		>
School Email		>
		Figure 13

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

You will notice your 365 email account has now been added with the <u>Description</u> you entered earlier in <u>Step 5</u>, 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 <u>WiFi</u> or the <u>Cellular Network</u>, it can take anywhere from <u>5 Min</u> to <u>1 Hour</u> for all email to fully sync.
However during this time you are still able to send/receive email.