

Setup O365 mailbox on iOS devices



Set up your email account using the Outlook for iOS app available from the Apple Store or the built-in iOS mail app.



Use Outlook for iOS

Note: Outlook for iOS requires iOS 8.0 or higher. App availability varies. If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.

1. Download the **Outlook for iOS** app from the Apple Store if you haven't installed it yet.

If you already have it installed, open it, then tap **Settings > Add Account**.

2. Tap **Office 365** if you have a work or school account in Office 365 for business.



3. Type your full email address, for example john.doe@email.kpu.ca, type your password, and then tap **Sign in**.

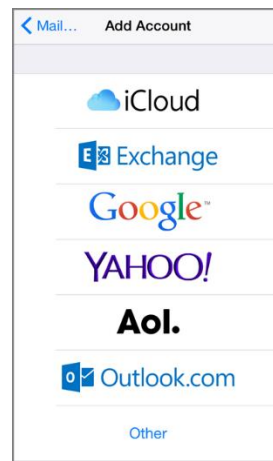
Tip: If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

Note: If you previously selected Exchange to set up your account you may receive a message about security upgrades and



Use the built-in iOS mail app

1. Tap **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email**.
2. In the **Add Account** page, tap **Exchange**.

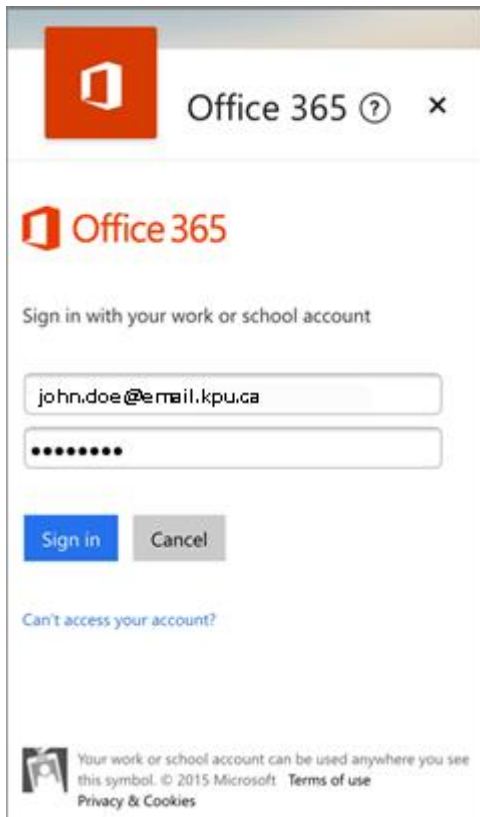


3. Enter your full email address, for example john.doe@email.kpu.ca, and your password, and then tap **Next**.

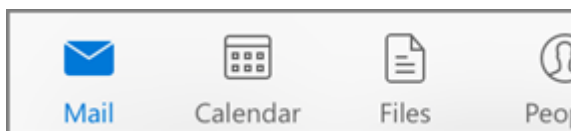


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you'll need to re-sign in. Follow the prompts and sign in with your full email address and password.



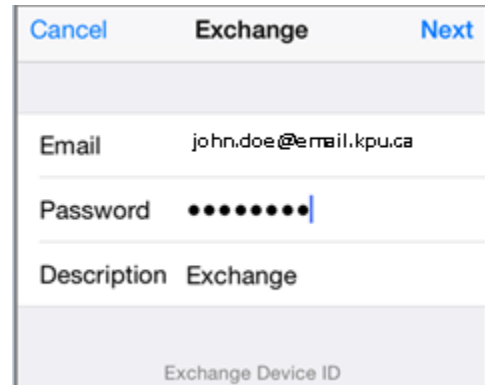
4. Select **Yes** to let the app access your info. Outlook for iOS begins syncing.
5. Tap one of the icons to view your calendar, files, or contacts in the app.



6. To learn more about using Outlook for iOS, tap **Settings > Help**.



Use the built-in iOS mail app



4. By default, **Mail, Contacts, and Calendar** information are synchronized. Tap **Save**.
5. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. If you're prompted and don't set up a passcode, you can't view this account on your device. You can also set up a passcode later in your settings.



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Use the built-in iOS mail app

Delete an account

1. Tap **Settings**.
2. Tap the account you want to delete.
3. Select **Remove Account**, and then select **From Device** or **From Device & Remote Data**.