

iOS Setup (iPhone, iPad) for Office 365

This guide was made using an iPhone on iOS 5. The screenshots will look slightly different for iPad/iPhone users.

To setup **Office 365** on your Apple iOS device:

1. Tap **Settings**.



2. Tap **Mail, Contacts, Calendars**.



3. Tap **Add Account...**



4. Tap **Microsoft Exchange**.



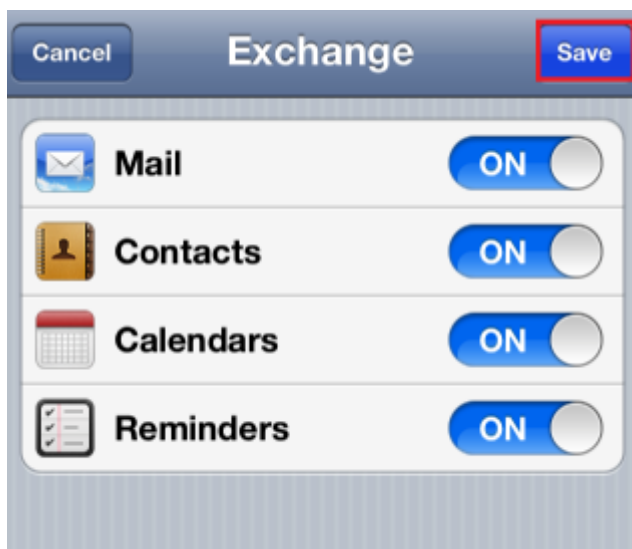
5. Enter the following information:
 - a. Email: EmoryNetID@emory.edu
 - b. Domain: <Leave Empty>
 - c. Username: EmoryNetID@emory.edu (NOTE: Be sure to put your full email address)
 - d. Password: <your Emory password>
 - e. Description: Emory Email (If you have multiple email accounts, this description helps to identify each)
6. Tap **Next**.



7. Once the account is verified, a Server entry will be created and populated. Tap **Next**.



8. On the Settings screen, select which information you'd like to have synced to your iOS device. Tap **Save**.



Your account is now added. You can now pull your Office 365 e-mail and calendar from the cloud.

