

iOS Setup for Office 365

Written by: LITS Messaging Team

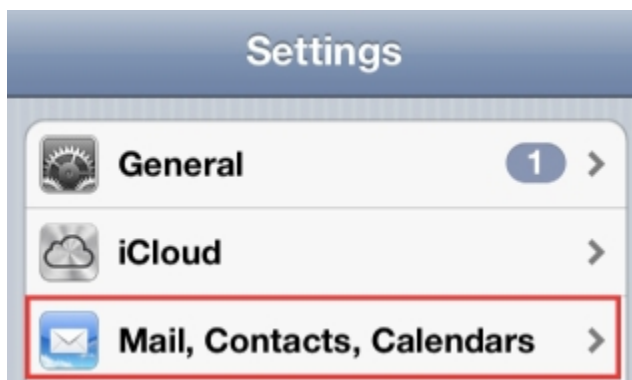
The screenshots will look slightly different for iPad/iPhone users for the different levels of iOS.

To setup Office 365 on your Apple iOS device:

1. Tap Settings.



2. Tap Mail, Contacts, Calendars.



3. Tap Add Account...



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4. Tap Microsoft Exchange.



5. Enter the following information:

Email: EmoryNetID@emory.edu

Domain: <Leave Empty>

Username: EmoryNetID@emory.edu (NOTE: Be sure to put your full email address)

Password: <your Emory password>

Description: Emory Email (If you have multiple email accounts, this description helps to identify each)

6. Tap Next.



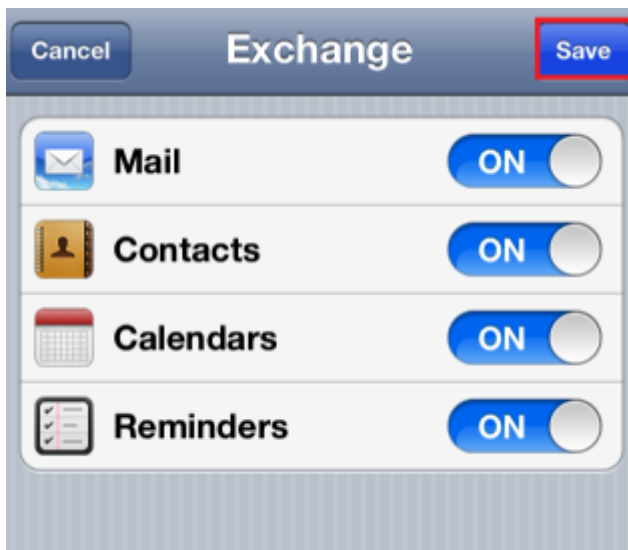
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7. Once the account is verified, a Server entry will be created and populated. Tap Next.



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.