Set up email on iPhone, iPad, or iPod Touch

You can use the Outlook App in the app store or the built in mail app already on your phone.

Using Outlook for iOS

Download Outlook for iOS from the Apple Store, open it, swipe through the introductions, and then tap Get Started.

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

Enter your full email address, for example jdoe@holmescc.edu, type your password, and then tap Sign in.

Once the account is added Outlook for iOS will begin syncing.

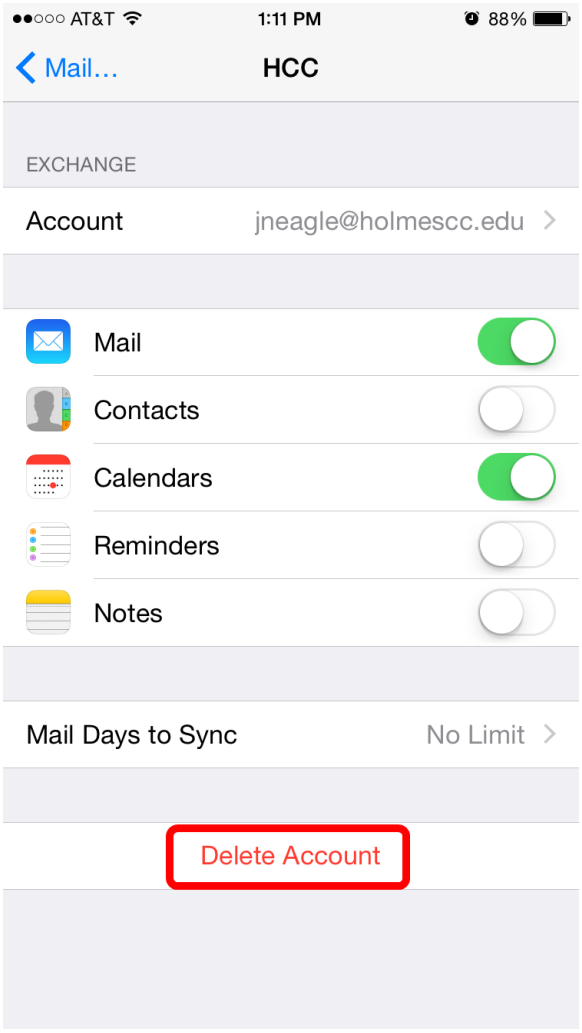
Proceed to NEXT page to use the built in mail app on iOS

Using Built In App.

Set up an Office 365 for business or other Exchange-based email account

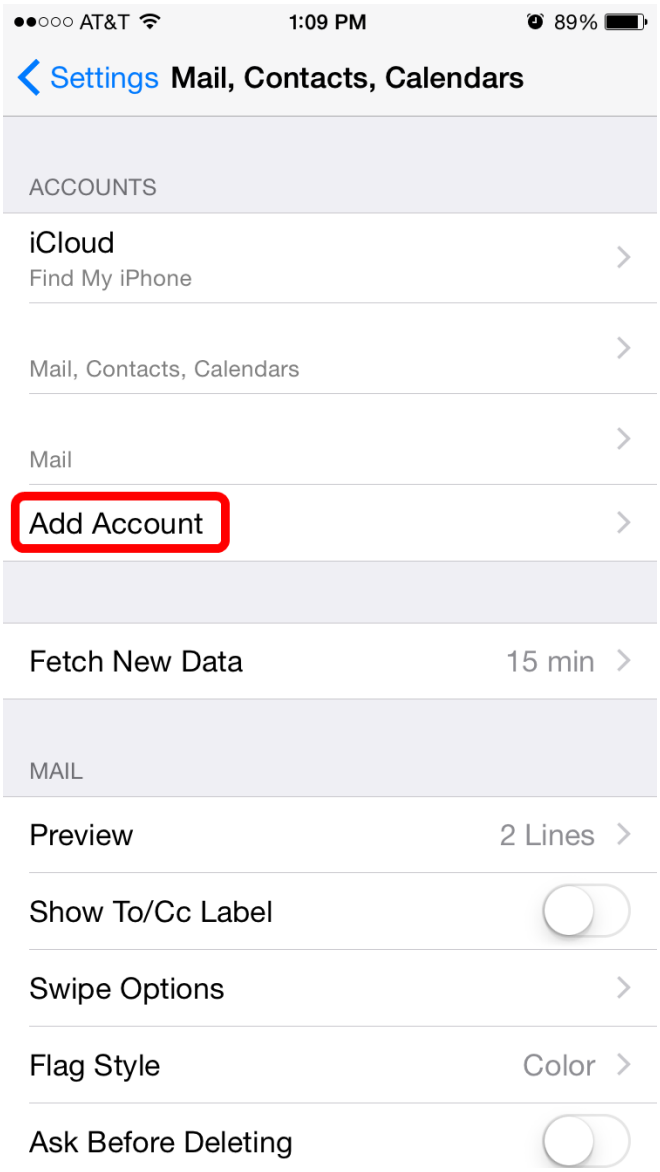
First if you already have an existing Work Email account with exchange, you will need
to remove it.

Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > Choose your account and select delete at the bottom.



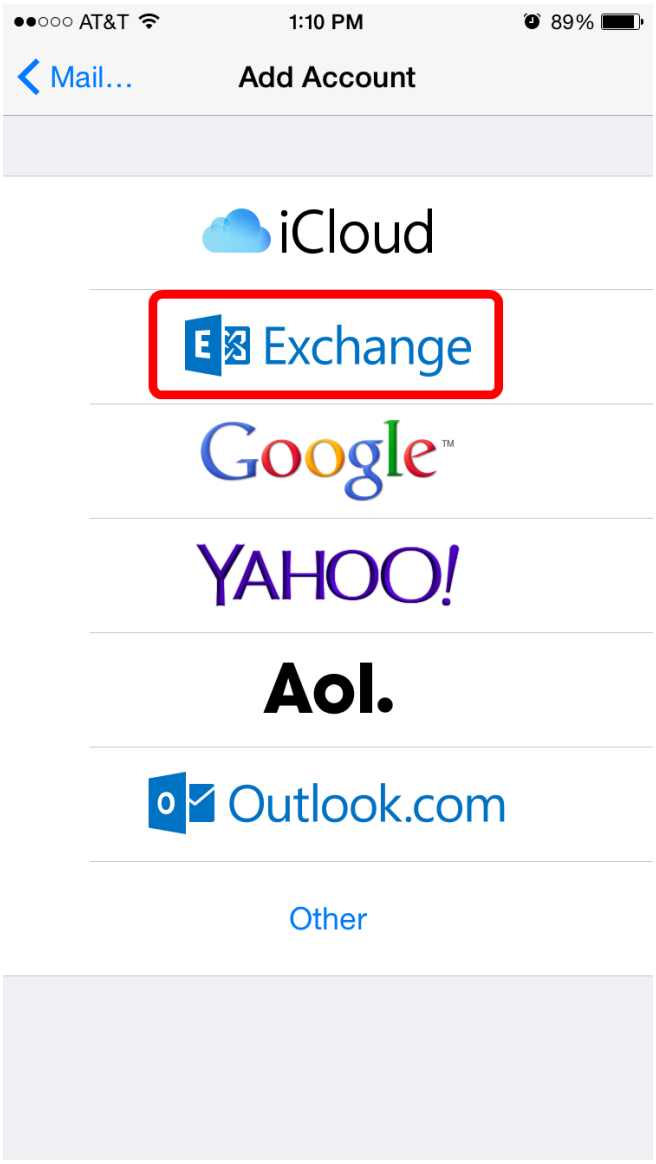
NEXT

Tap **Settings** > **Mail, Contacts, Calendars** > **Accounts** > **Add account** > **Email**.



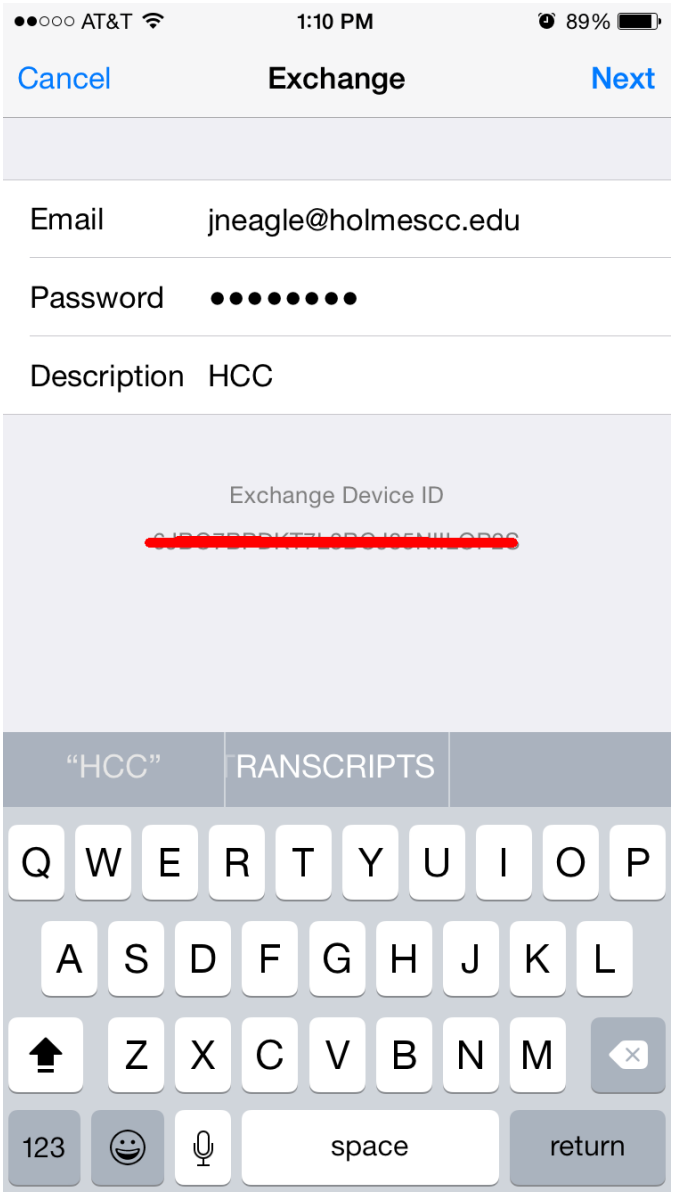
NEXT

In the **Add Account** page, tap **Exchange**.

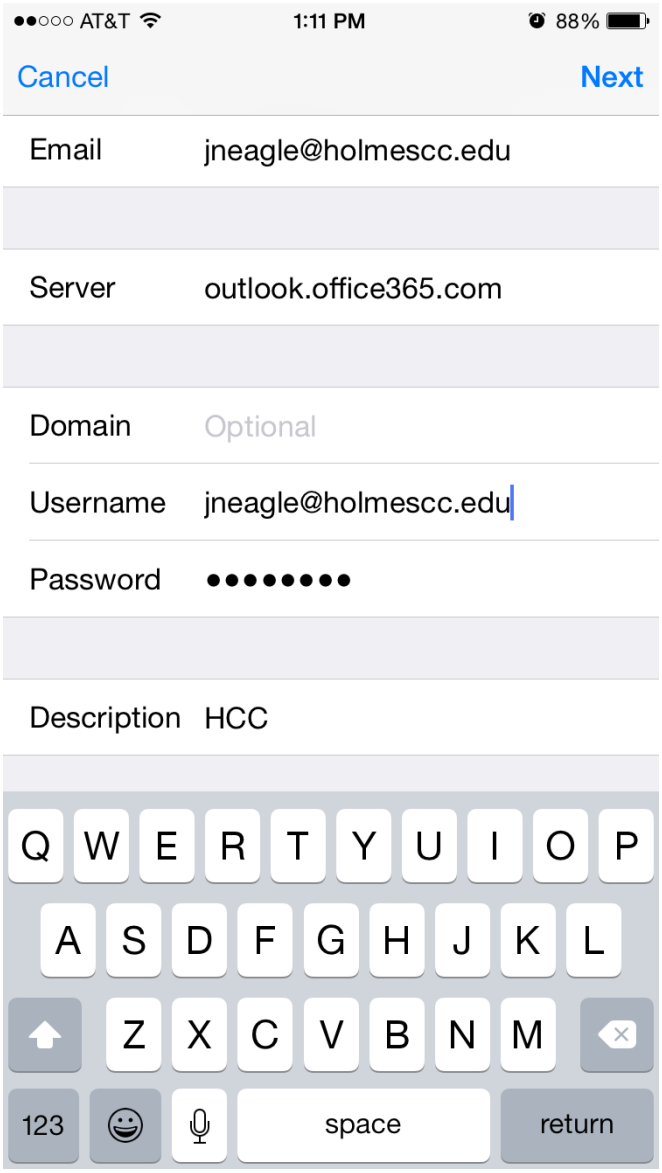


NEXT

Enter your full email address, for example jneagle@holmescc.edu, and your password, and then tap **Next**.



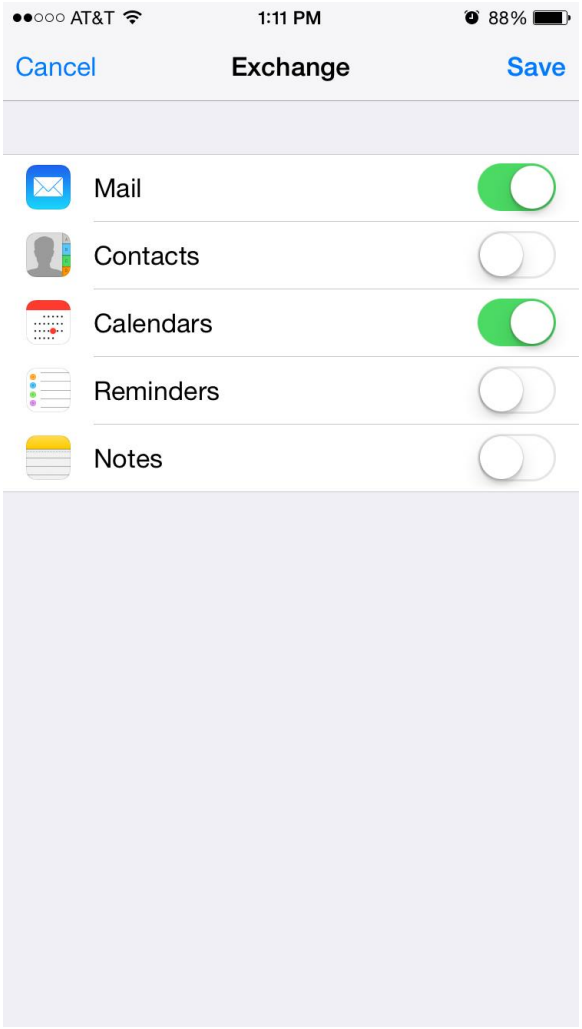
NEXT



Enter full email address for Email
Enter **outlook.office365.com** for Server
Enter full email address for Email
Enter Password
Give it a description if you choose too.

NEXT

By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.



Finished.