LU O365 FACULTY AND STAFF ROLLOUT

Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

1. To set up your O365 Account Select **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

2. Select **Microsoft Exchange**.

3. You don't need to type anything in the **Domain** box. Type the information requested in the **Email**, **Username**, and **Password** boxes. You need to type your full email address in the **Email** and **Username** boxes (for example, user@lander.edu).

4. Select **Next** on the upper-right corner of the screen. Your mail program will try to find the settings it needs to set up your account. Go to step 8 if your mail program finds your settings.

5. If your mobile device can't find your settings, you'll need to manually enter the server name. To connect to your Office 365 email, use **outlook.office365.com** for your server name.

6. In the **Server** box, enter your server name, and then Select **Next**.

7. Choose the type of information you want to synchronize between your account and your device, and then touch **Save**. By default, Mail, Contacts, and Calendar information are synchronized.