

Instructions for iOS device users – iPad, iPhone, iPod

How to set up Office365 email on an iOS10 device

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The examples below use screen shots from an iPad running operating system iOS 10.0.2

On personal iOS devices (*iPads, iPhones and iPod Touch devices*) it is possible to have multiple email accounts from different providers set up in the **Mail** App. This guide explains how to set up an **Office365** email account.

1. Open the **Settings** App

Although this example uses an iPad running iOS10 the steps shown will also work on other iOS devices (iPhone, iPod Touch) and older versions of the operating system.

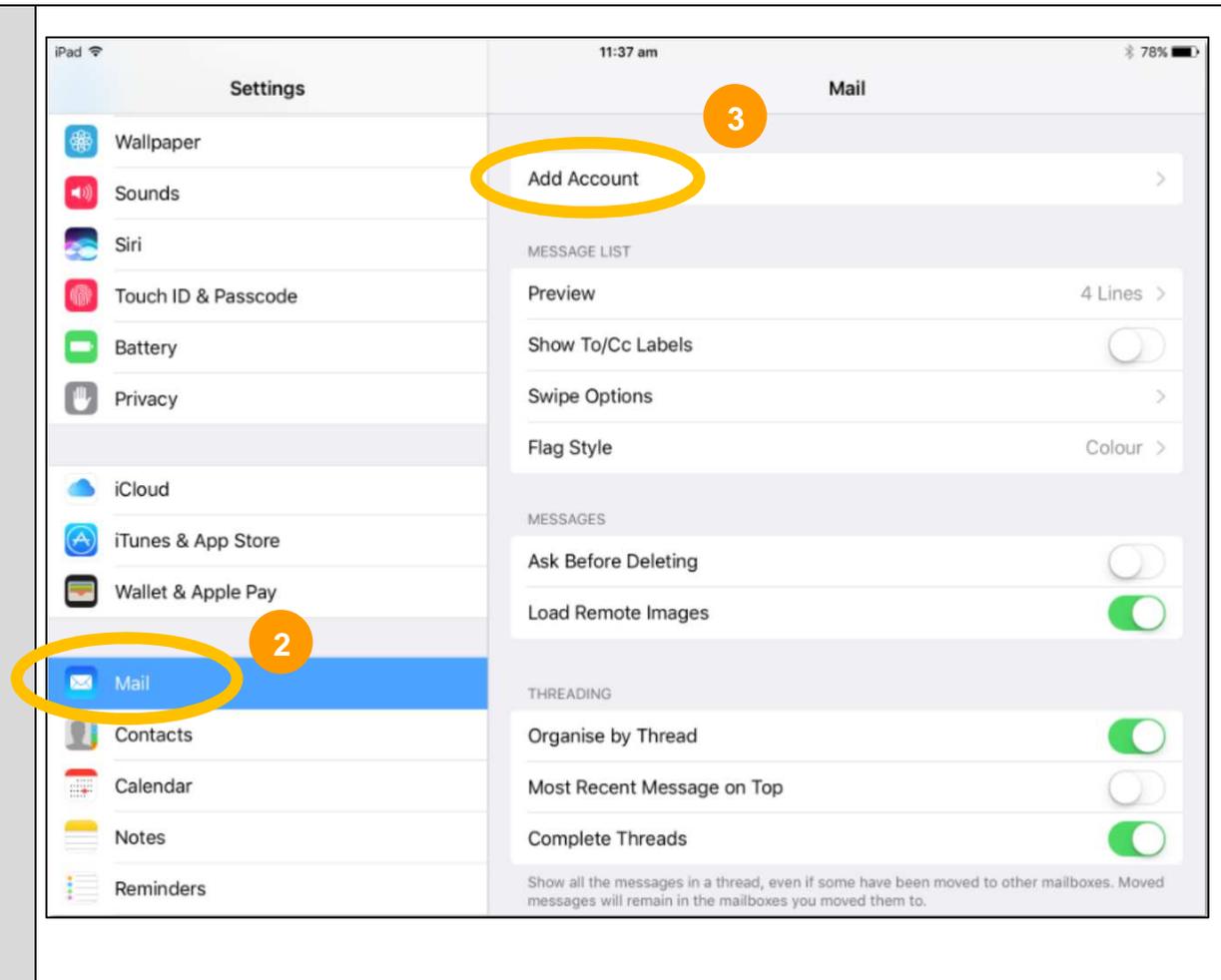


When the **Settings** App opens scroll down through the options in the left hand panel ...

2. Select the **Mail** option

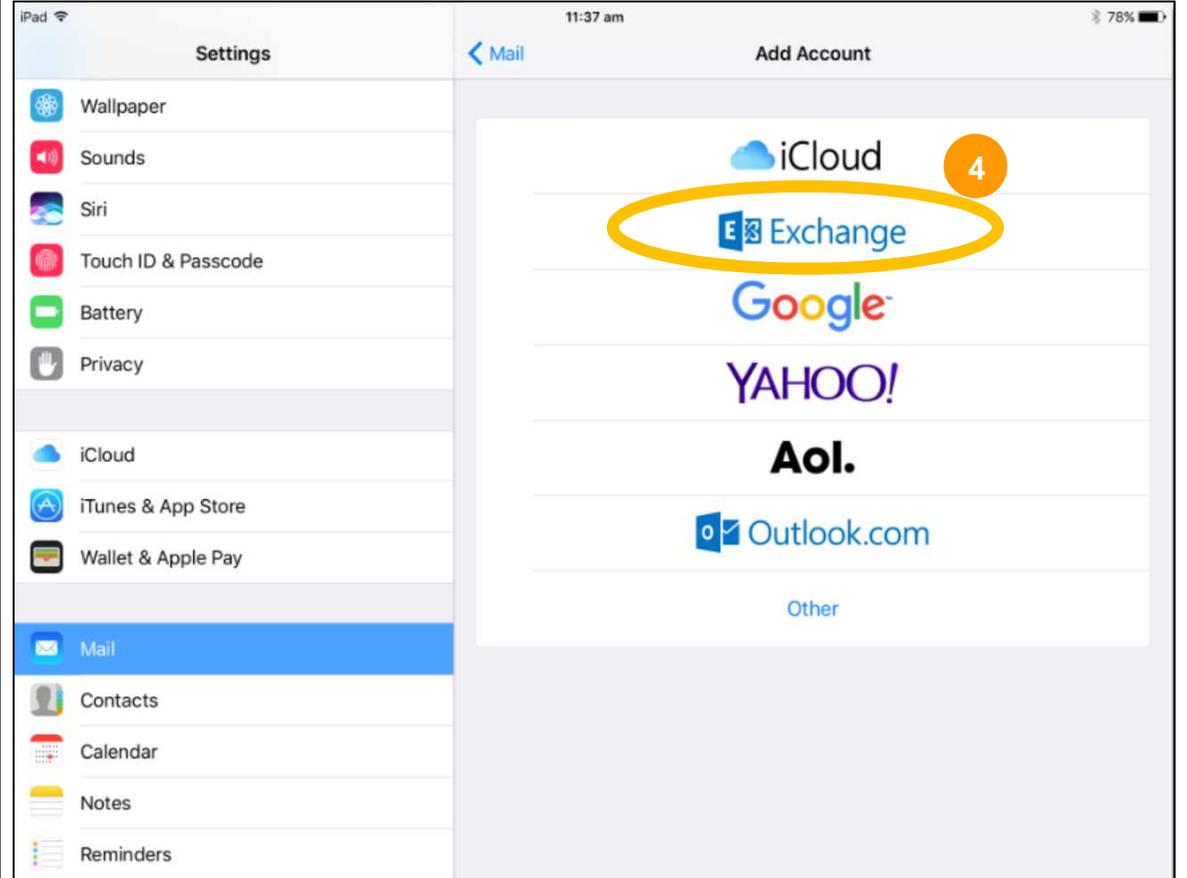
The **Mail** options appear in the right hand panel

3. Select **Add Account**



The **Add Account** options appear ...

4. Select **Exchange**



The **Exchange** window appears ...

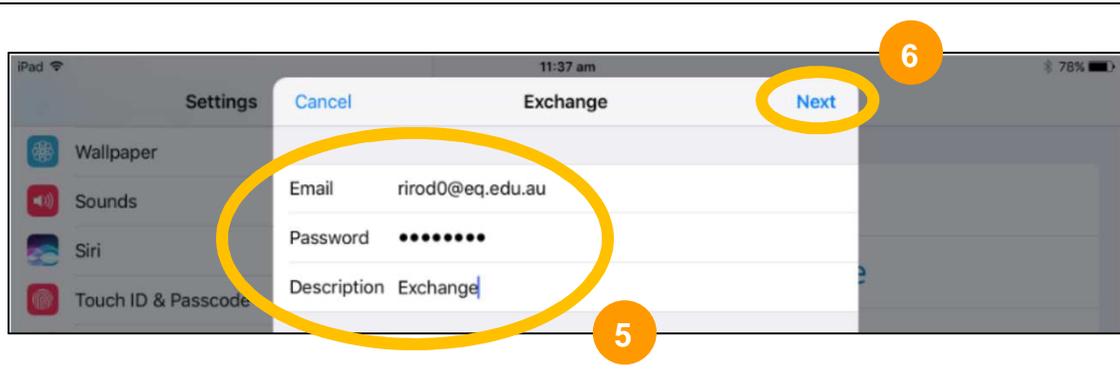
5. Enter your details:

Email: Your email address

Password: Your password

Description: By default it will have the word **Exchange** for this example it is changed to **Office365**

6. Select **Next** to continue

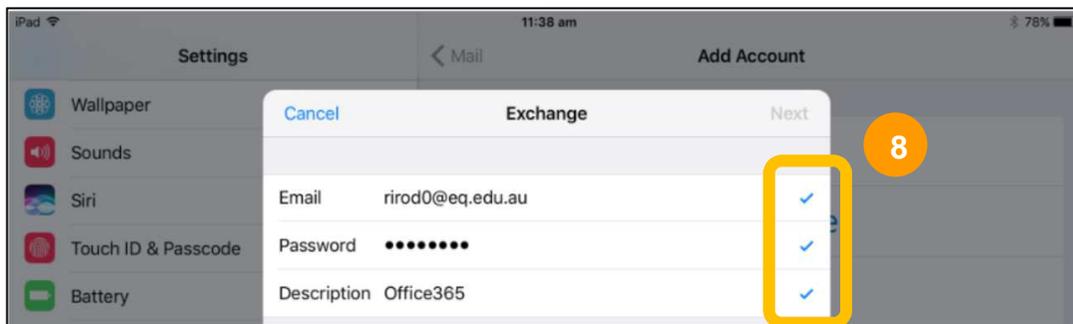
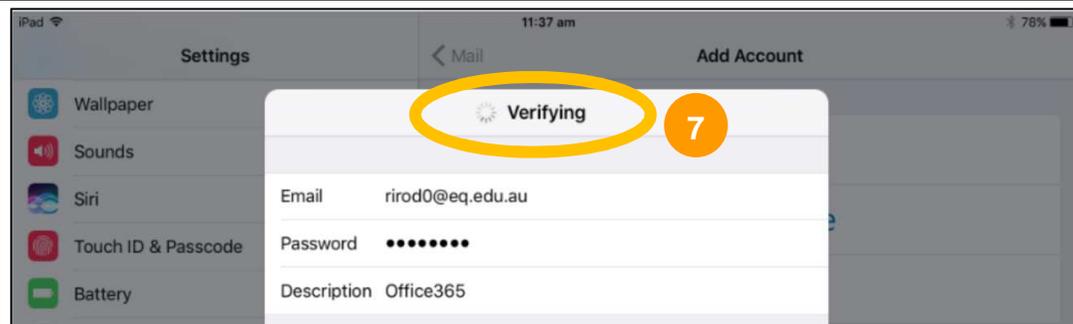


The account details are verified

7. The word **Verifying** appears

8. If everything has been entered correctly a series of ticks will appear beside each of the details and a list of possible services appears (see next page)

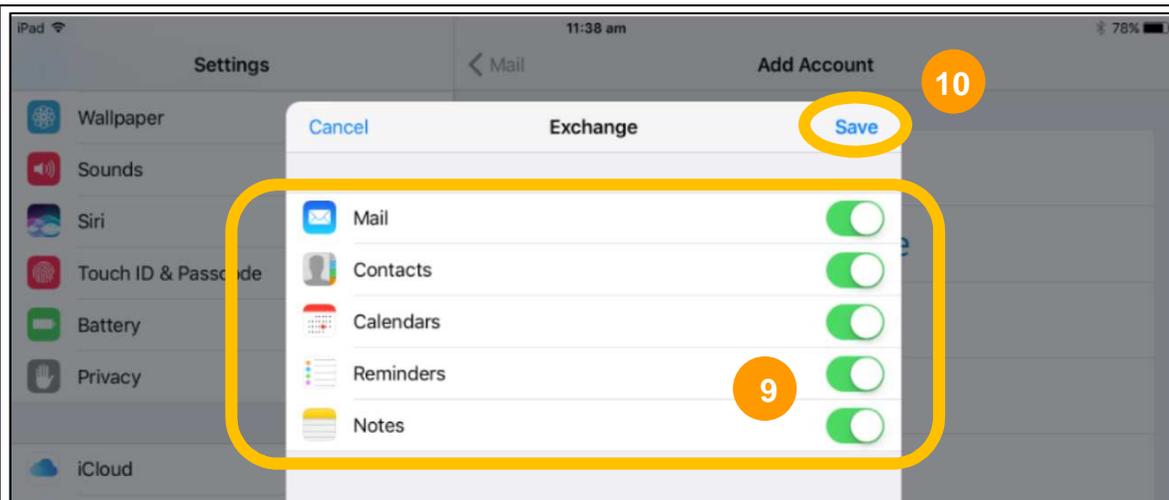
Note: Your password details on the iOS device will have to be updated manually when your password is changed or reset on the network.



The list of possible **Exchange** services appears

9. Turn off any services you do not require

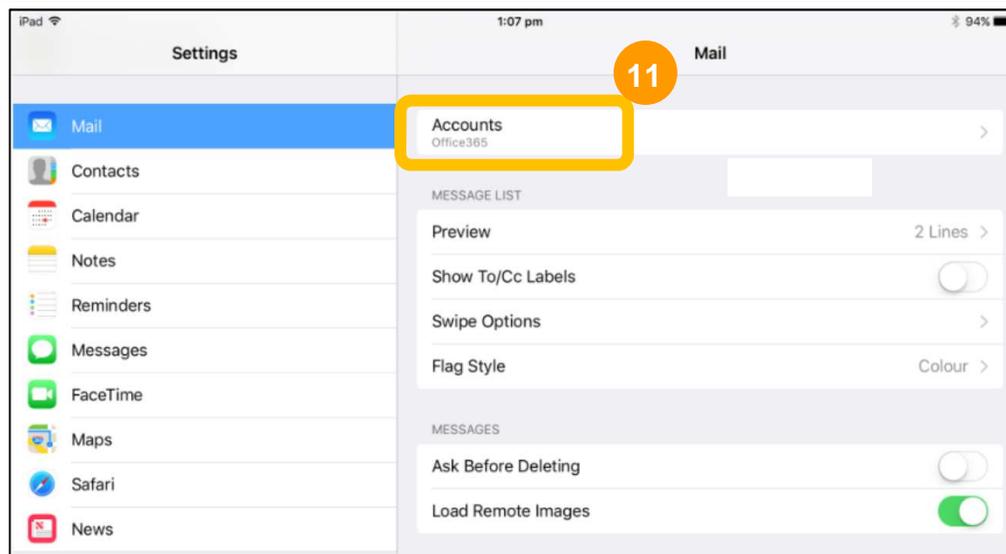
10. Select **Save** to continue

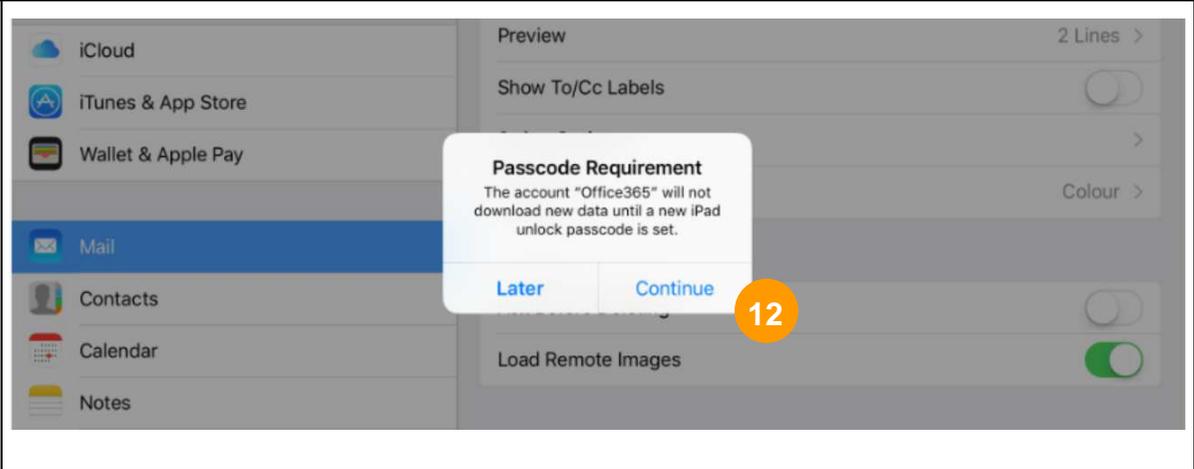
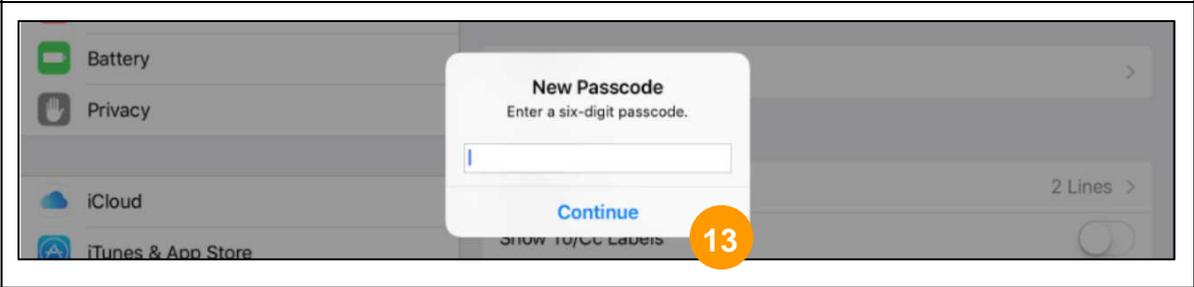
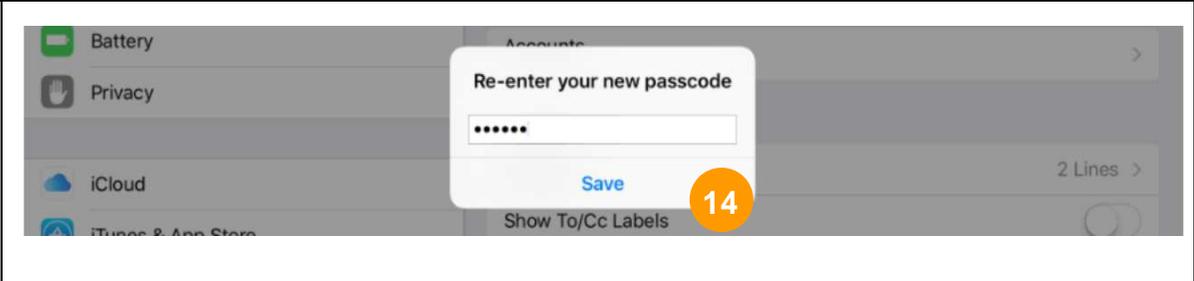


The **Mail** options reappear

11. The account (*in this case Office365*) is now listed under the **Accounts** heading.

*As further email accounts are set up they will also be listed under the **Accounts** heading.*



<p>To protect your Office365 email it is mandatory that a Passcode is set on the iOS device.</p> <p>If there is no Passcode already set on the iOS device the Password Requirement dialog box will appear.</p> <p>12. Select Continue</p>	
<p>The New Passcode dialog box appears</p> <p>13. Enter a passcode and select Continue</p>	
<p>The Re-enter your new passcode dialog box appears</p> <p>14. Re-enter the passcode and select Save</p>	

There are various general mail options that can be set under the various headings ...

Message List

Messages

Threading

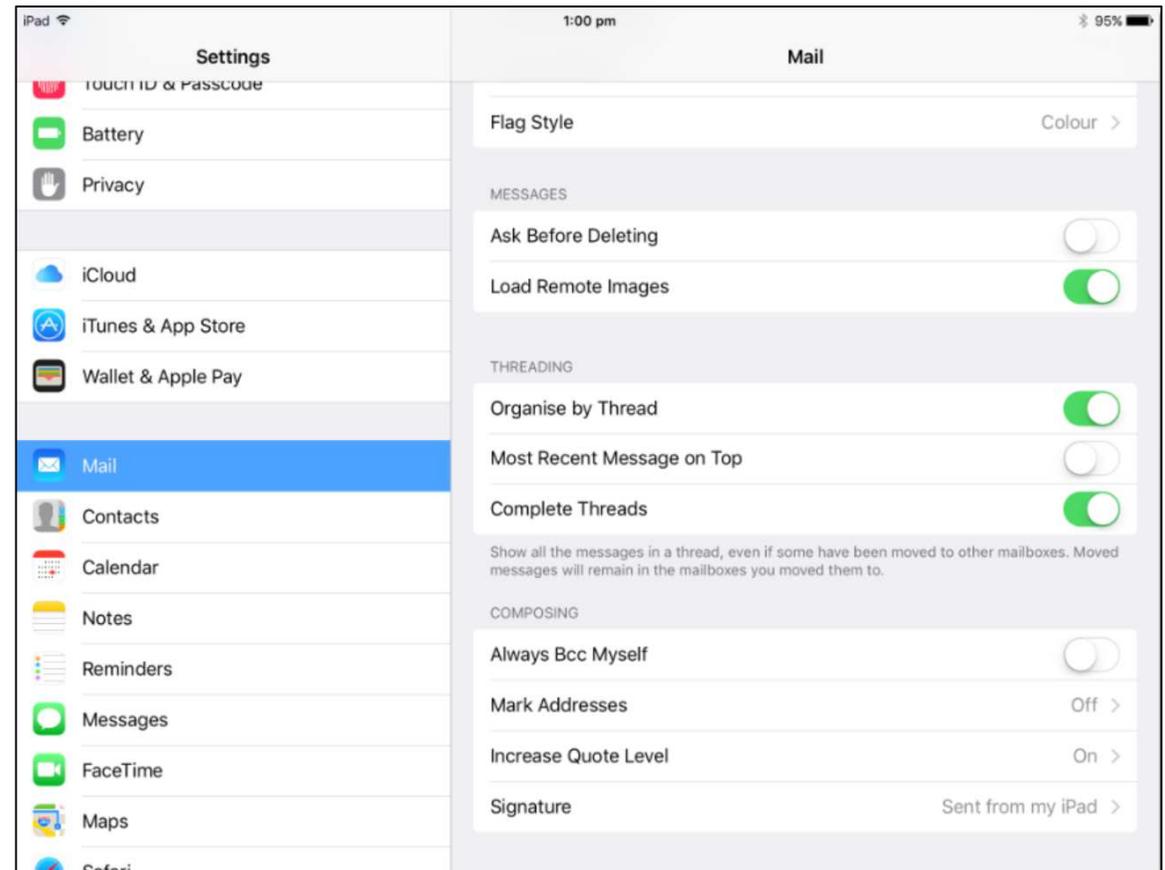
Composing

These are all individual options that depend on the way you prefer to work ...

For instance one of the **Message List** options allows you to determine how many lines of text you see in the Mail Preview

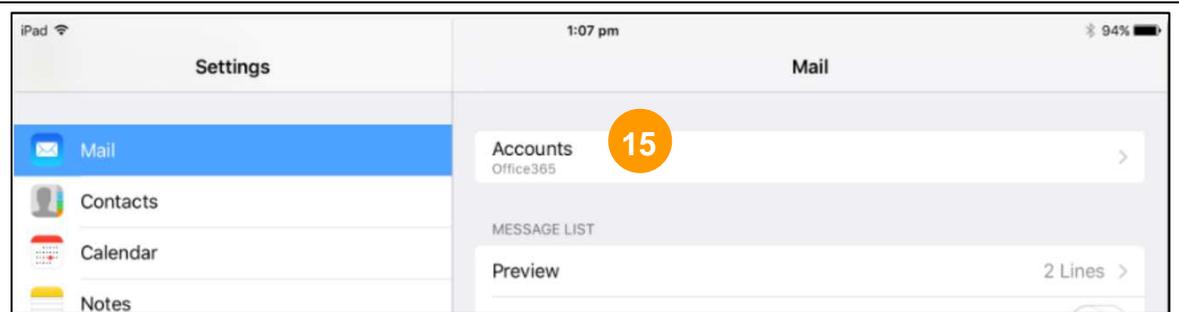
One of the **Composing** options allows you to change your email Signature (*at present it simply says "Sent from my iPad" or "Sent from my iPhone", etc.*)

If you add other personal email accounts it is possible to have a different signature for each account.



As well as the general email settings there are specific settings for each email account

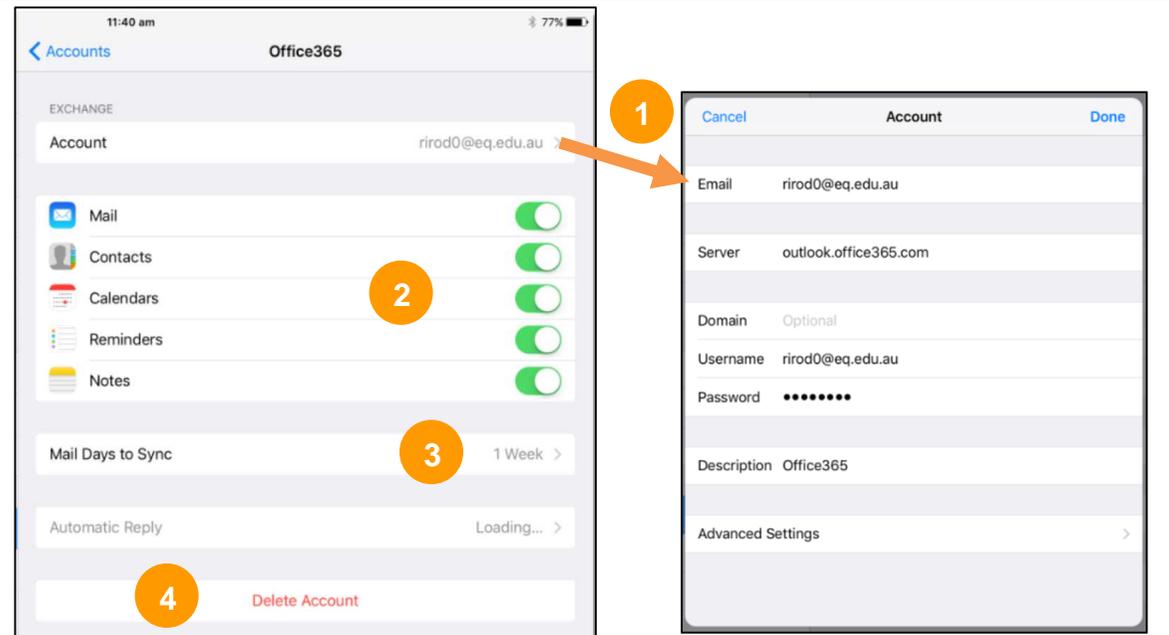
15. Select the **Office365** account to review its specific settings



The **Office365** email account settings open

From this list of options you can:

1. Select the **Account** to change the password (*this needs to be done each time you update your network password*)
2. Change which services you wish to use
3. Change how far back the mail is synced (*there are options from one day to one month and a No Limit option*)
4. It is also possible to delete the account completely from the iOS device



You can now open the **Mail** App on the iPad/iPhone/iPod Touch and your Office365 mail should download.