

Setting Up Office 365 (Exchange) with Apple iPhone, iPod, or iPad

1. If this is the first email account, tap **Mail > Settings > Mail, Contacts, Calendars > Add Account**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**
3. Leave the **Domain** box blank
4. Type your full email address (first.last@washburn.edu) in the **Email** and **Username** boxes.
5. Type your WUAD password (the one you use to log in to your computer) in the **Password** box
6. Tap **Next**
7. Your mail program will try to find the settings it needs to set up your account.
Go to step 10 if your mail program finds your settings.
Go to step 8 if it doesn't.
8. Enter **outlook.office365.com** in the **Server** box
9. Tap **Next**
10. Choose the type of information you want to synchronize between your account and your device (By default, Mail, Contacts, and Calendar information are synchronized.)
11. Touch **Save**.
12. If you're prompted to create a passcode, tap **Continue** and type a numeric passcode. (If you don't set up a passcode, you can't view your email account on your iPhone.)