Knowledge Base

Add Office 365 Account to Built-in Mail on an iOS Device
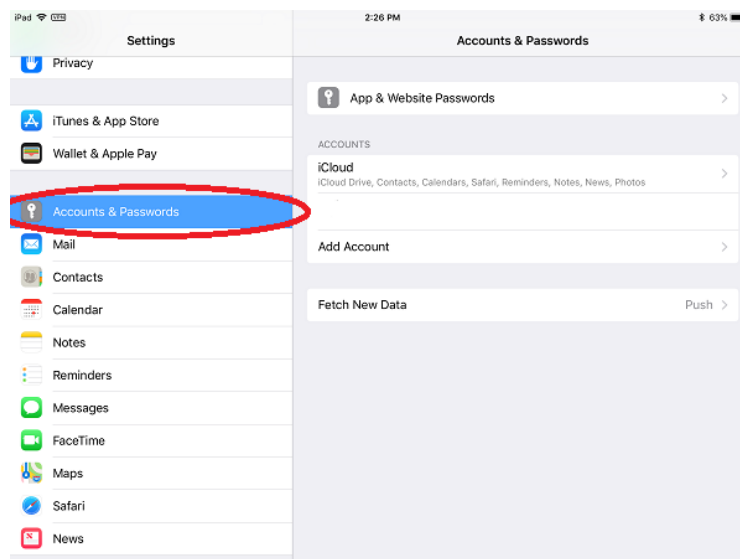
Purpose & Overview:

This document will outline the process of adding an Office 365 email account on an iOS (iPad, iPhone) device using the built-in iOS mail app.

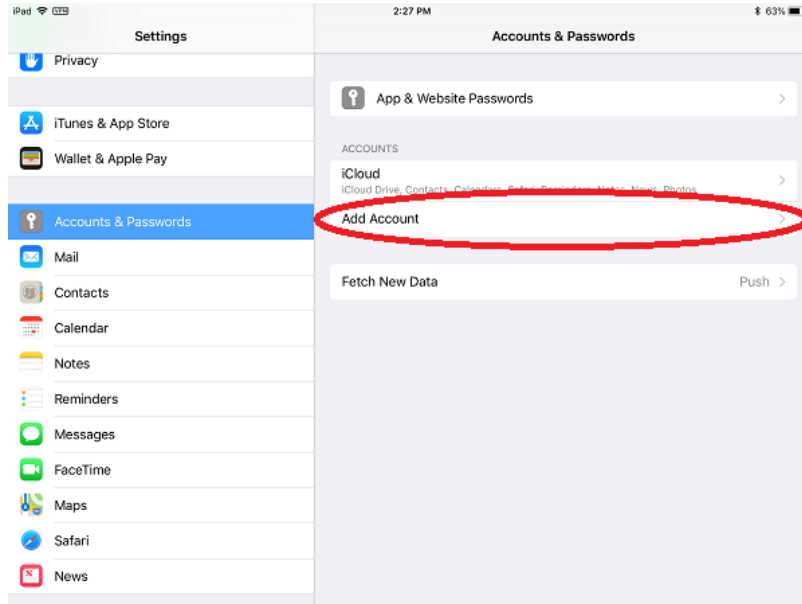**Add Office 365 Account to the Built-in iOS Mail App**

1. Press on the Settings icon.
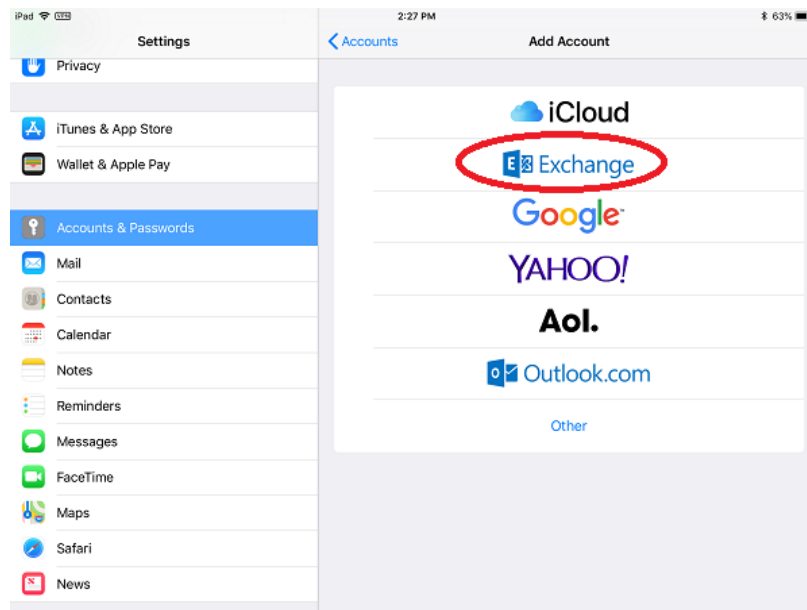

2. Press on the "Accounts & Passwords" heading.

3. Press on "Add Account".
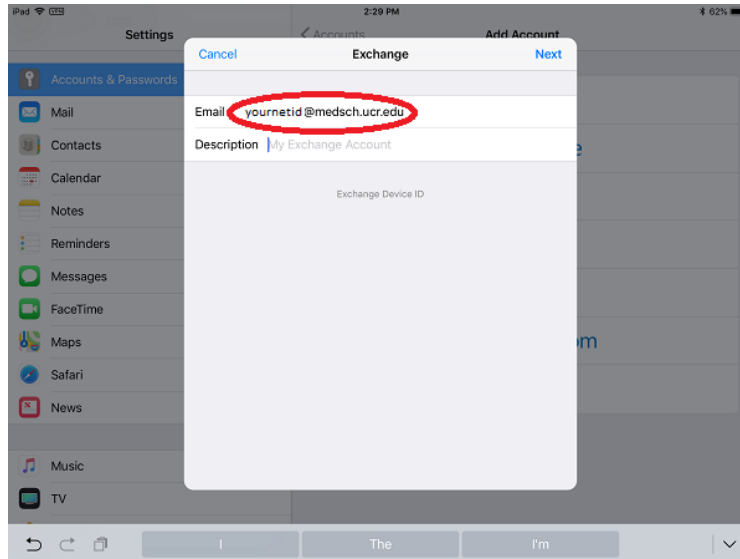

4. Press "Exchange".
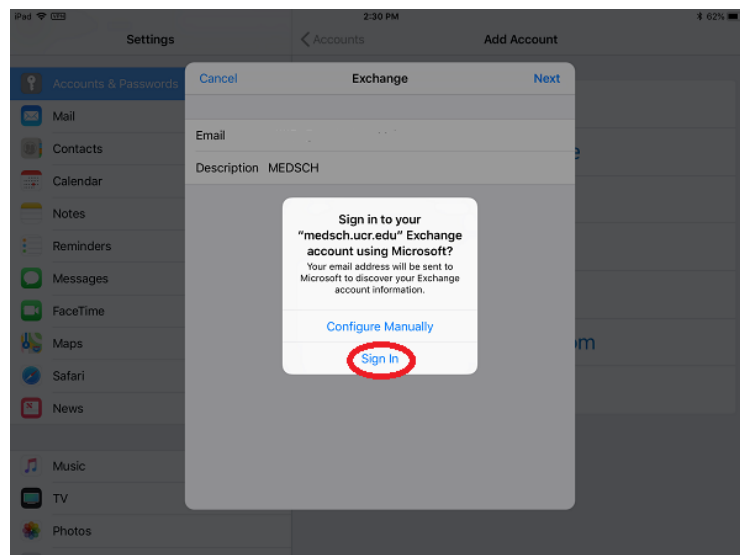
5. Enter your email address (<Your NETID>@medsch.ucr.edu). (Note: You may enter any description you choose to identify the account in the description field.)
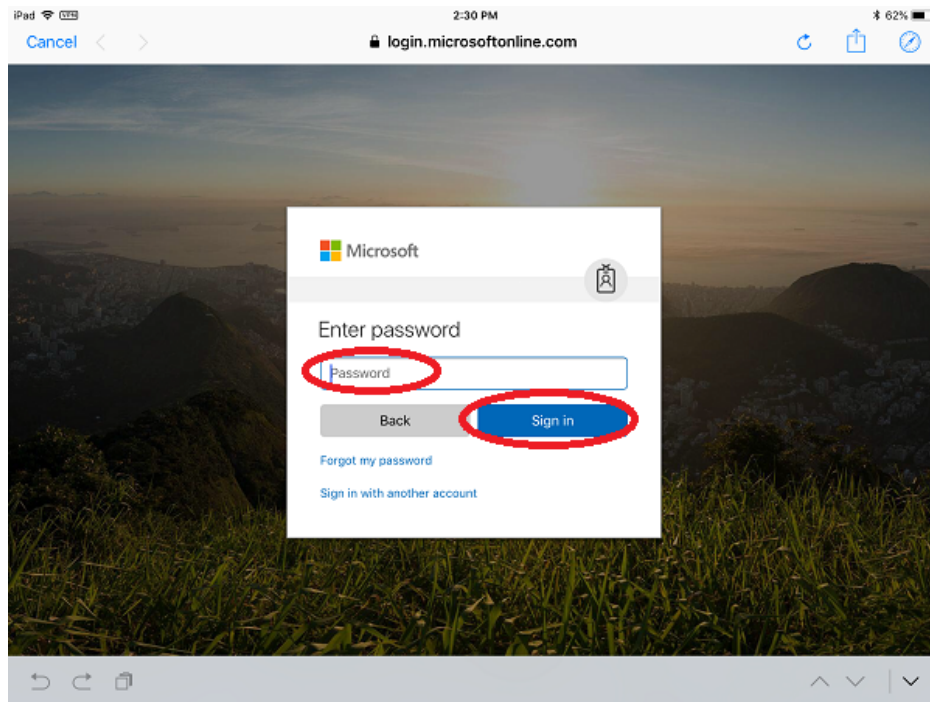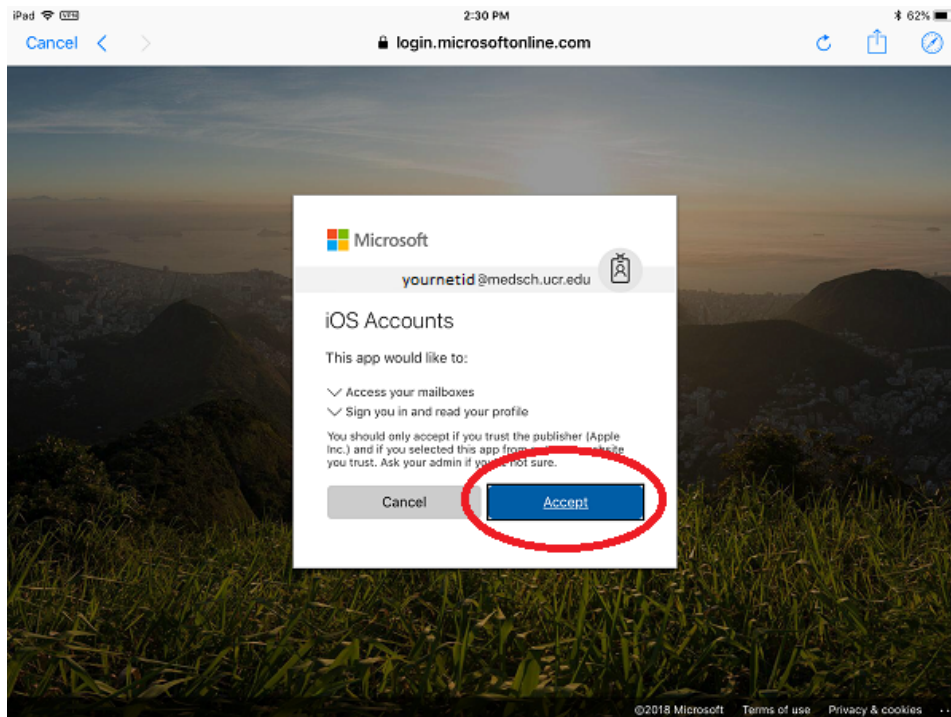

6. Press "Sign in".

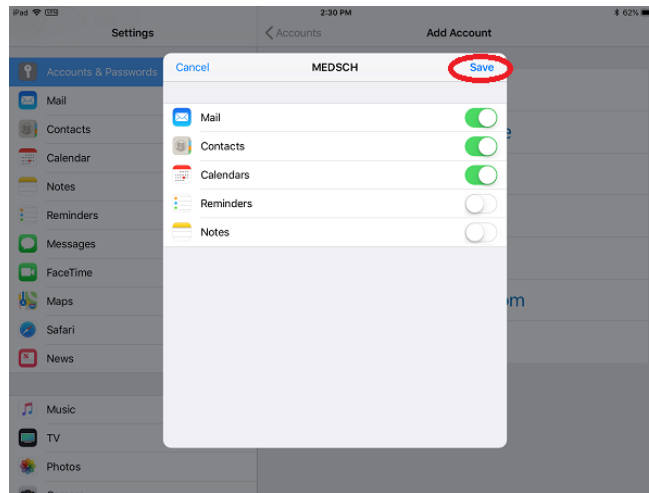7. Enter your password and press "Sign in".

8. If you are prompted for app permissions, press "Accept". Otherwise, skip to Step 9.

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9. Select the appropriate items you would like to sync and then press "Save". (Note: Most users would likely choose to sync Mail, Contacts, and Calendars.)

10. Your account has now been configured.