

Knowledge Base

Add Office 365 Account to Built-in Mail on an iOS Device

Purpose & Overview:

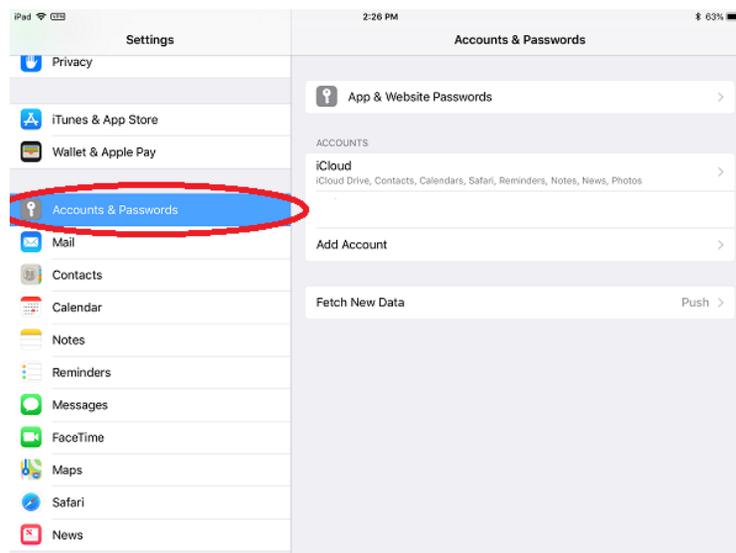
This document will outline the process of adding an Office 365 email account on an iOS (iPad, iPhone) device using the built-in iOS mail app.

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

1. Press on the Settings icon.

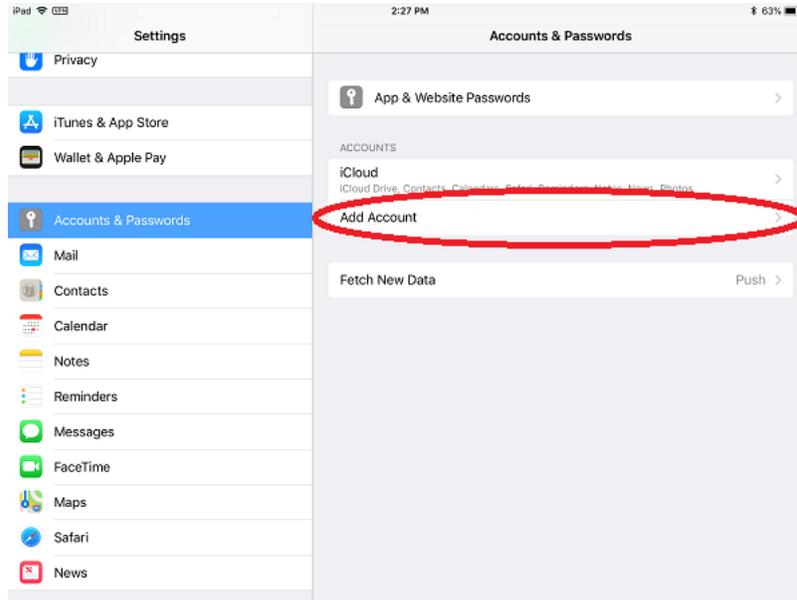


2. Press on the “Accounts & Passwords” heading.

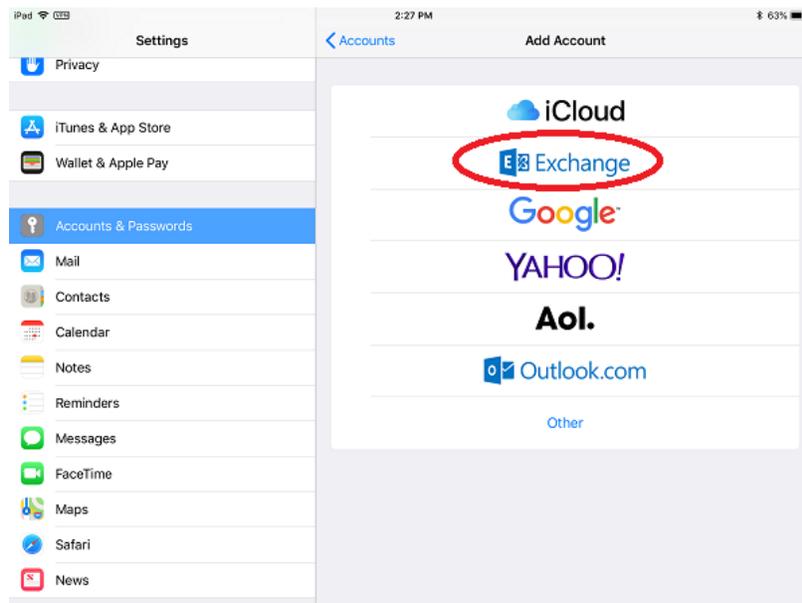


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3. Press on “Add Account”.

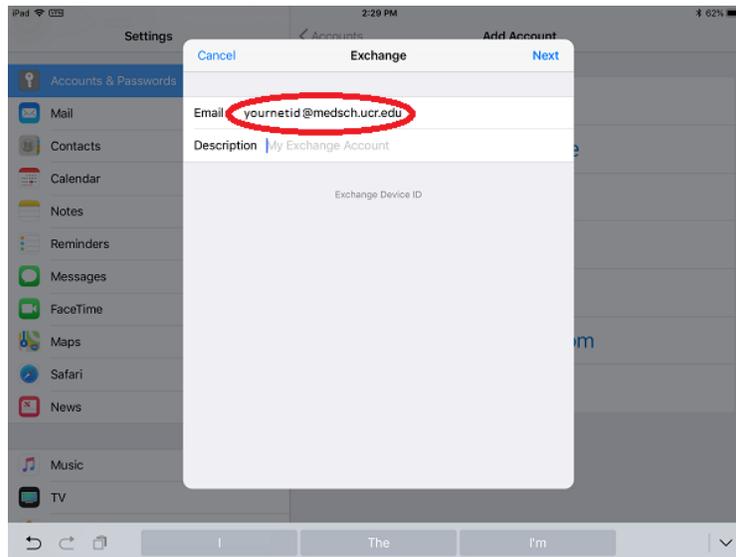


4. Press “Exchange”.

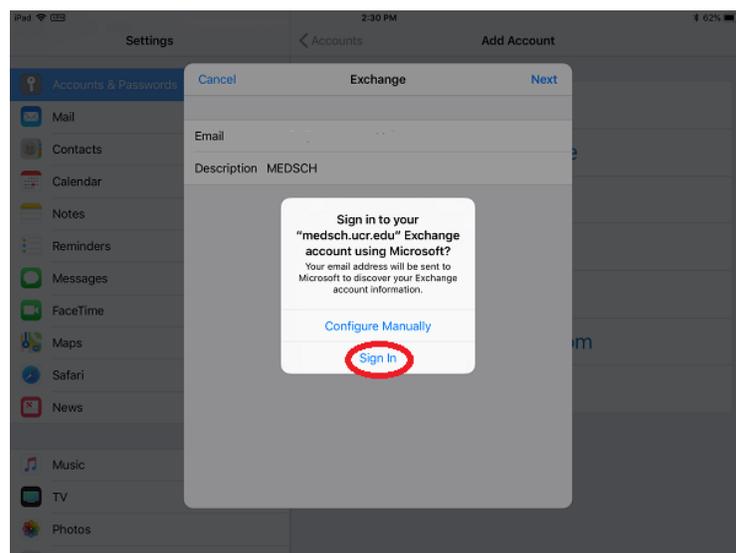


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5. Enter your email address (<Your NETID>@medsch.ucr.edu). (Note: You may enter any description you choose to identify the account in the description field.)

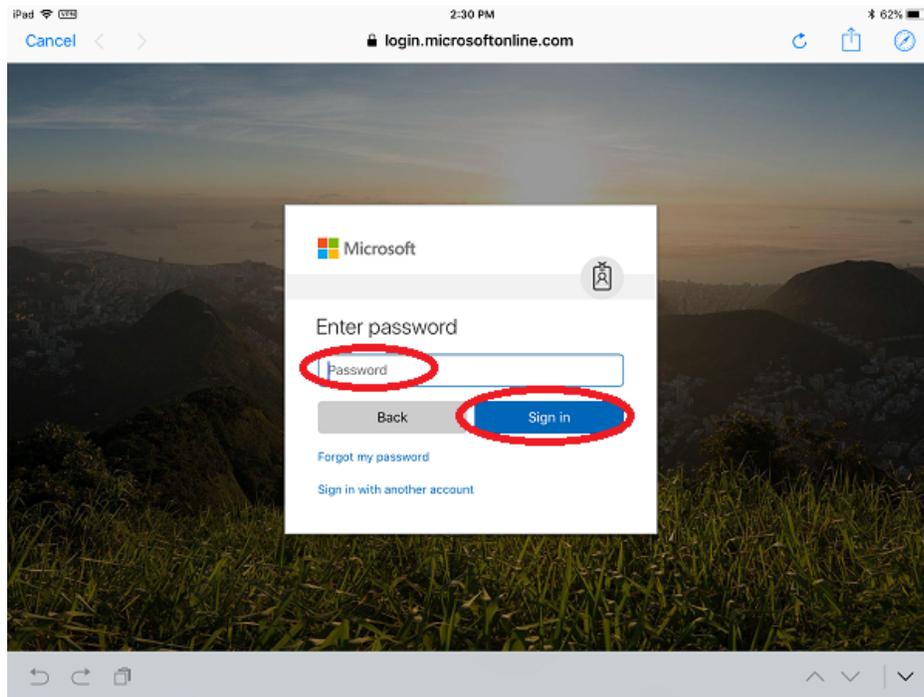


6. Press "Sign in".

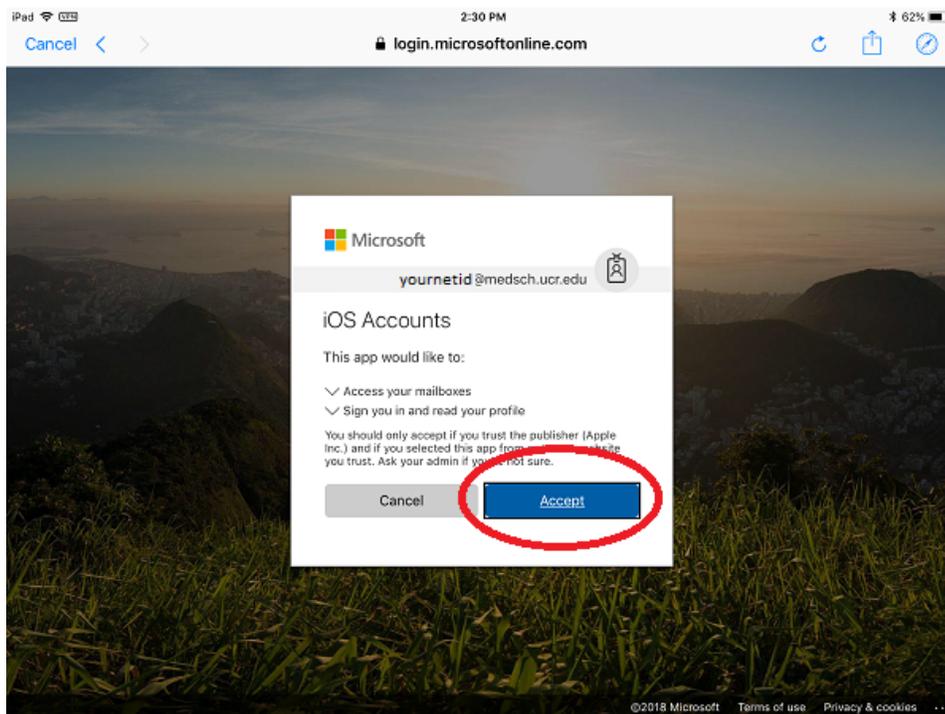


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7. Enter your password and press “Sign in”.

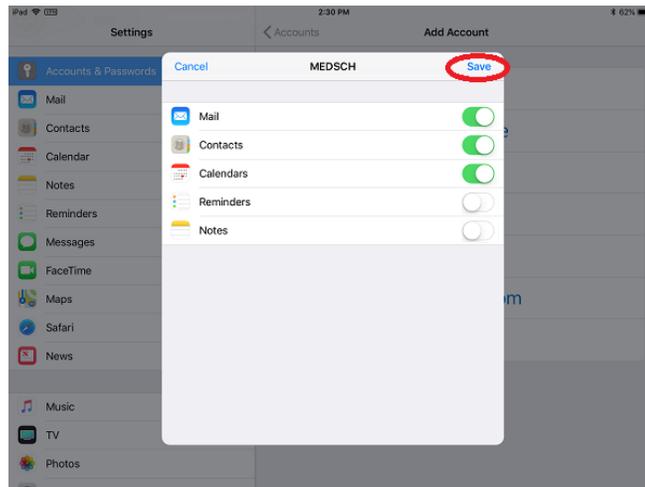


8. If you are prompted for app permissions, press “Accept”. Otherwise, skip to Step 9.



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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.