Connect iOS device to Office365 Email

Use Office 365 on your iPhone or iPad

You can access email, instant messaging, Office documents, and other Office 365 services from your iPhone or iPad. Instructions for setting up your device are included here and in the Office 365 portal. Go to **Settings** ⚙ >**Office 365 settings > Get started > Phone & tablet**. Or, you can go to **Software** > **Phone & tablet**. Choose **iPhone** or **iPad**.

Set up email on Apple iPhone, iPad, and iPod Touch

You can connect to your Office 365 or other Exchange-based email on an Apple iPhone, iPad, or iPod Touch. When you connect to your account using the Microsoft Exchange method, you'll be able to access and synchronize your email, calendar, and contacts.

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

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

2. Tap **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

3. Tap **Microsoft Exchange**.

4. 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, tony@company.com).

5. Tap **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.

6. If your iPhone can't find your settings, you'll need to manually type your Exchange ActiveSync server name. If you're connecting to your Office 365 email use **outlook.office365.com** for your server name and then tap **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.

8. 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. You can set up a passcode later your iPhone settings.