

## Use Office 365 on your iPhone or iPad

*You can access email, instant messaging, Office documents and other Office365 services from your iPhone or iPad.*



### 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 & Password** boxes. You need to type your full email address the **Email** and **Username** boxes (for example, kiri@c2canalysis.com).

5. Tap **Next** on the upper-right corner of the screen. Your iPhone will try to find the settings it needs to set up your account. Go to step 8 if your iPhone finds your settings.



The screenshot shows the 'Account' setup screen on an iPhone. The status bar at the top indicates 'Telstra 3G', '12:44 PM', and '98%' battery. The screen has a 'Cancel' button on the left and a 'Done' button on the right. The fields are as follows:

- Email:** vu@c2canalysis.com
- Server:** pod51021.outlook.com
- Domain:** Optional
- Username:** vu@c2canalysis.com
- Password:** [masked with dots]
- Description:** Exchange
- Use SSL:** ON (toggle switch)

6. If your iPhone can't find your settings, you'll need to manually look up your [Exchange ActiveSync](#) server name. For instructions for how to determine your Exchange ActiveSync server name, see "Finding my Exchange ActiveSync server name" later in this topic.
7. In the **Server** box, enter your server name, and then tap **Next**.
8. 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.
9. 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.