

Information Services

Connecting to Office 365: iPhone and iPad

This document will help new users of the University's email and calendar service connect to Office 365. It is for **iOS device (iPhone, iPad)** users and is based on iOS 10.

For help with any problems or questions, please contact the IS Helpline via:
<http://www.ed.ac.uk/information-services/help-consultancy/contact-helpline>

Configuring iOS Mail for Office 365

1. Select **Settings**



2. Scroll down and select **Accounts & Passwords**

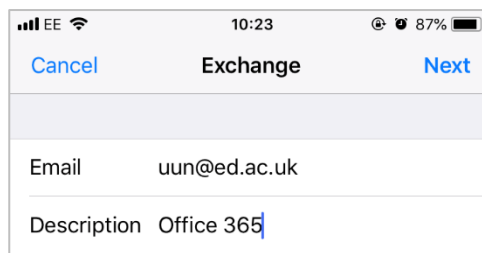
3. Scroll down and select **Add Account**.



4. Select **Exchange**.

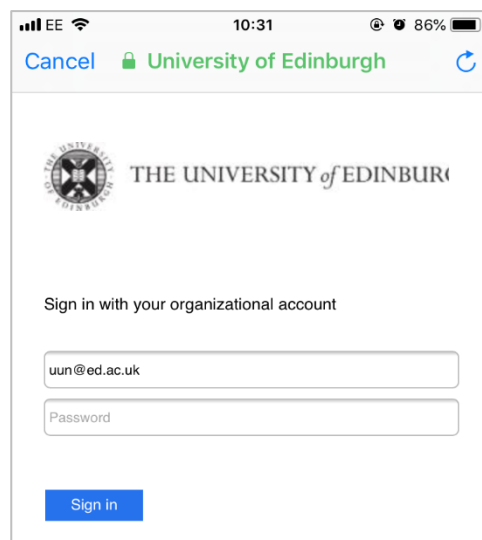


5. Enter your uun@ed.ac.uk and a description for the account (in this example **Office 365**), then select **Next**.

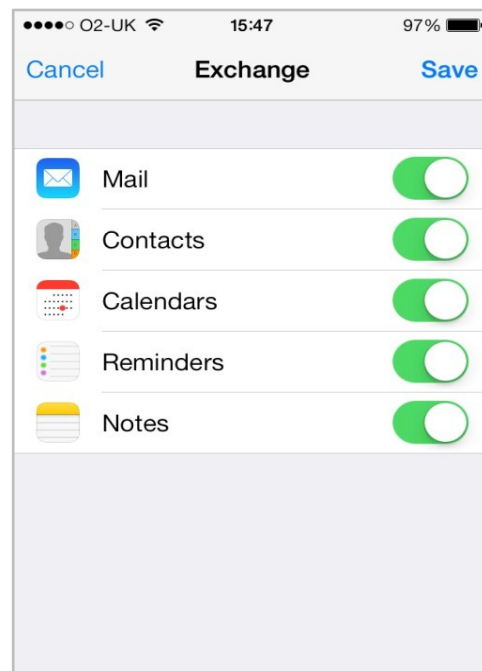


6. On the next window:

- Select Sign In
- Enter your **Username** in the format: **uun@ed.ac.uk**
- Enter your email **password** (this is the same as your MyEd login password.)
- Sign in and then Save password



7. Select the services you wish to use with your Office 365 account, then select **Save**.



8. The account should now be added to your account list and ready for use.



9. Select the device's button to return to the home screen



10. Select the **Mail** app to start using your Office 365 account.

