

# Information Services

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## 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 14.

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

### Configuring iOS Mail for Office 365

1. Select **Settings**



2. Scroll down and select **Mail** and then **Accounts**

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




4. Select **Exchange**.



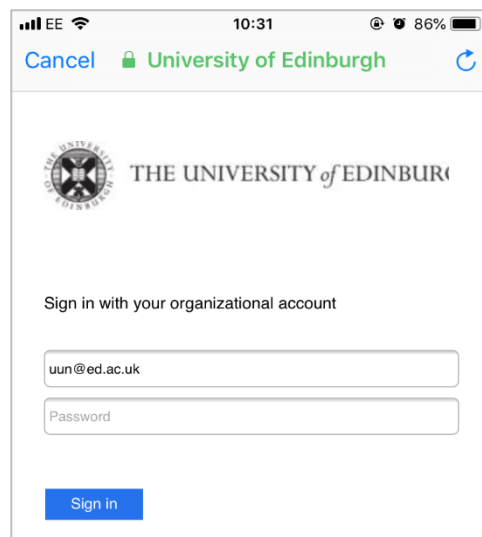
5. Enter your `uun@ed.ac.uk` and a description for the account (in this example **Office 365**), then select **Next**.

e.g. `jbloggs@ed.ac.uk`



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



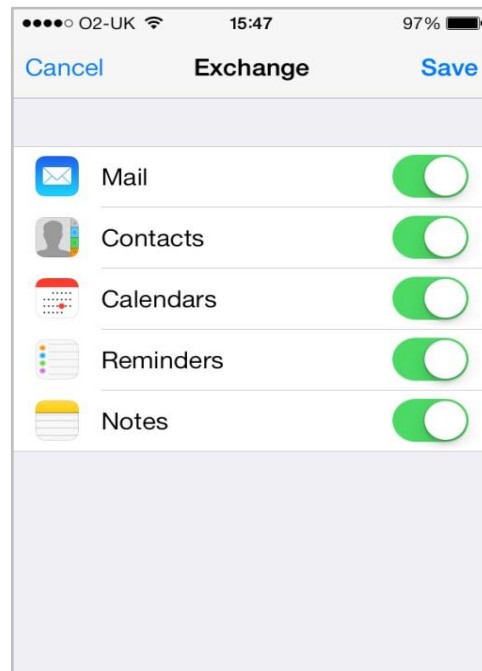
7. If you use Multi-Factor Authentication (MFA) when connecting to your Office 365 account, you may be queried at this point to sign into your second factor.

Please see the following external Microsoft pages for more information:

1. **Verification by a call:** [Set up MFA to receive calls to a phone](#)
2. **Verification by a SMS or text message:** [Set up MFA to receive text messages to a mobile](#)
3. **Verification through the Microsoft Authenticator app:** [Instructions to download and install the Microsoft Authenticator app](#)

If you don't use MFA, please ignore this section and move on to step 8.

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



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



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



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

