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 Mail

3. Scroll down and select Add Account.


If you require this document in an alternative format, such as larger print, please email is.skills@ed.ac.uk.
5. Enter your email address (which can be in the format firstname.lastname@ed.ac.uk or uun@exseed.ed.ac.uk), your University computer logon password and a description for the account (in this example **Office 365**), then select **Next**.

6. On the next window:
   - Enter the **Server** name: **outlook.office365.com**
   - Enter your **Username** in the format: **uun@ed.ac.uk**
   - Leave the **Domain** field blank

7. Select **Next** at the top right hand corner and the settings should begin to verify.

8. Once verified, you should briefly see the following screen...
...which will then automatically switch to the window shown.

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

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

11. Select the device’s button to return to the home screen

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