

OFFICE 365 GETTING STARTED GUIDE

Welcome to Office 365! This guide will assist you in setting up your iPhone or iPad.

Configure iPhone/iPad

Please note: You will need to remove the current KSU email account on your phone first and then follow the below steps to add a new one.

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, john.doe@kysu.edu).
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, use **outlook.office365.com** for your server name, and 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.