Configure iPhone or iPad for Office 365 Exchange Email

Support Team - 2016-10-04 - Comments (0) - Office 365

How To: Configure iPhone or iPad for Office 365 Exchange Email

1. From the home screen, touch the “Settings” icon.



2. On the Settings screen, scroll down and touch “Mail, Contact, Calendars.”



3. On the Mail, Contacts, Calendars screen, touch “Add Account.”



4. On the Add Account screen, touch the icon for “Exchange.”



5. On the initial Exchange configuration screen, please enter the following information, and touch “Next.”

Email: email@domain.com email
Password: Your password
Description: An account description



6. When creating a Microsoft Exchange Account on your iOS device, the Autodiscovery service attempts to use your Exchange email address and password to determine your Exchange Server information and configure your account settings on the iPhone or iPod touch. If the Autodiscovery feature is unable to configure your Exchange account settings, click Accept on the message “Unable to Verify Certificate” that is displayed on the device similar to this:



7. Once the second Exchange configuration screen appears, the information in the fields should be:

Email: email@yourdomain.com email
Server: outlook.office365.com
Domain: [blank]
Username: Your Office 365 username email@yourdomain.com (e.g., djones@contesco.com)
Password: Your password

When finished filling that all in, touch “Done.”



8. The iPhone supports the synchronization of Mail, Contacts and Calendar, by default they are all enabled. You have the ability to selectively disable or enable any of these features by changing On to Off.



- Tags
- apple
- email
- exchange
- ios
- ipad
- iphone
- Office 365
- Office 365 Device