Set up Office 365 email using the iOS Mail app

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

Set up email using the iOS Mail app

Applies To: Outlook 2016, Office 2016, Outlook 2013, Office for business, More...

If you're unable to use the Outlook for iOS app, you can learn how to add email accounts to the built-in iOS Mail app here. To set up your email using Outlook for iOS, see Set up email on Outlook for iPhone or iPad. If you are experiencing sync issues, you can Troubleshoot email setup on mobile.

Set up email in the iOS Mail app

To use the built-in Mail app on your iPhone or iPad, choose your email provider here:

Office 365 - Ex: @domain.onmicrosoft.com, @yourdomain.com, @schoolname.edu, etc.

If you have an Office 365 work or school account, use these instructions to set up your email with your iOS device.

Set up Office 365 email in the iOS Mail app

1. Go to Settings, scroll down to Mail, Contacts, Calendars, and then tap Add Account.

2. Select Exchange.

3. Enter your email address, your password, and a description of your account. Your email address should be your Office 365 business account or school account such as *yourname@yourdomain.com*, *yourname@domain.onmicrosoft.com*, or*yourname@schoolname.edu*. Once your credentials have been entered, tap Next.

4. If you're prompted to enter additional server settings, see POP and IMAP settings for Outlook Office 365 for business.

   NOTE: If using IMAP or POP to sync your email account, only your email will sync. Calendar and contacts will not.

5. Choose the apps you want your email account to sync with your iOS device and then tap Save. Your email account is now ready for use with the iOS Mail app.

NOTE: If you're prompted to create a passcode, tap Continue and type a numeric passcode. If you're prompted and don’t set up a passcode, you can’t view this account on your device. But you can set up a passcode later in your settings.

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