Set up Exchange email on an Apple iPhone, iPad, or iPod Touch

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. Type the information requested in the Email, Password, and Description (Note: you can type anything here) boxes. You need to type your full email address in the Email box (for example, jdoe@student.johnson.edu). Tap Next.

5. In the Server box, enter outlook.office365.com. You don’t need to type anything in the Domain box. You then need to type your full email address in the Username box (for example, jdoe@student.johnson.edu). Tap Next on the upper-right corner of the screen. Your mail program will check the settings you entered to set up your account and will display ‘✓’ marks by each setting to confirm. Go to step 6 if your mail program finds your settings, otherwise contact the helpdesk at helpdesk@johnson.edu.

6. 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.

7. You’re done! You can now access your Office365 account on your device.

QUESTIONS & SUPPORT

In the case of a technical problem or support question, you may contact the helpdesk via e-mail (helpdesk@johnson.edu) or call (570) 702-8986.