

Configure an Exchange Account:

NOTE: Be sure you have a network connection as your phone will attempt to verify the account during setup.

Step 1: Open **Settings**.

Step 2: Tap **Accounts & Passwords**.

Step 3: Tap **Add Account**.

Step 4: Tap **Exchange**.

Enter the following information on the Exchange screen:

- Email: [Your full email address abc123@psu.edu]
- Description: [Whatever you wish; e.g. PSU O365]

Step 5: Tap **Next**.

Step 6: Tap **Configure Manually** when asked if you wish to Sign in to your "psu.edu" Exchange account using Microsoft.

Step 7: Enter your WebAccess password.

Step 8: Tap Next.

- Your phone will display Verifying for approximately 5 seconds.

Enter the following information:

- **Server:** outlook.office365.com
- **Domain:** [leave blank]
- **Username:** [Your full email address abc123@psu.edu]
- **Password:** should already be filled in

Step 9: Tap **Next**.

Step 10: Tap **Save**.

- By default, **Mail**, **Calendars**, and **Reminders** will be enabled, with the ability to enable **Contacts** and **Notes**.

Step 11: Exit the **Settings** application.

Step 12: Open the iOS **Mail** application.

Step 13: Tap the account you just added (Step 4).

- The new account will be displayed by the **Description** you entered in Step 4 above.
- Your device may take a few minutes to download mail from your Office 365 account.
- You can also open the iOS Calendar app to see your Office 365 calendars.

Configure an IMAP Account:

NOTE: Be sure you have a network connection as your phone will attempt to verify the account during setup.

Step 1: Open **Settings**.

Step 2: Tap **Accounts & Passwords**.

Step 3: Tap **Add Account**.

Step 4: Tap **Other**.

Step 5: Tap **Add Mail Account**.

Enter the following information on the **New Account** screen:

- Name: [Your Name]
- Email: [Your full email address abc123@psu.edu]
- Password: [Your WebAccess password]
- Description: [Whatever you wish] (Remember this when you open the Mail app after successfully configuring your device.)

Step 6: Tap **Next**.

Enter the following information on the next screen:

Incoming Mail Server

- Host Name: outlook.office365.com
- User Name: [Your full email address abc123@psu.edu]
- Password: [Your WebAccess password]

Step 7: Tap **Next**.

Outgoing Mail Server

- Host Name: smtp.office365.com
- User Name: [Your full email address abc123@psu.edu]
- Password: [Your WebAccess password]

Step 8: Tap **Next**.

- Your iOS device will **attempt** to verify the account.
- If an error occurs, please check the settings and re-enter your password.

Step 9: Tap **Save**.

- By default, only **Mail** will be enabled, with the ability to enable **Notes**.

Step 10: Exit the **Settings** application.

Step 11: Open the iOS **Mail** application.

Step 12: Tap the account you just added (Step 5).

- The new account will be displayed by the **Description** you entered in Step 5 above.
- Your device may take a few minutes to download mail from your Office 365 account.