



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.