

APPLE IOS MOBILE SETUP

iPhone, iPad, iPod Touch



Use Outlook for iOS

NOTE Outlook for iOS requires iOS 8.0 or higher. If the app is incompatible with your device, try adding your mail account using the built-in mail app that comes with your device.



[View these steps in a video.](#)

1. Download the [Outlook for iOS](#) app from the Apple Store if you haven't installed it yet.

If you already have it installed, open it, then tap **Settings > Add Account**.

2. Tap **Office 365** if you have a work or school account in Office 365 for business.



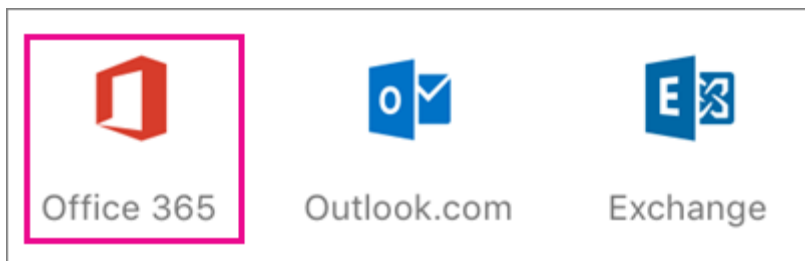
Use the built-in iOS mail app



[View these steps in a video.](#)

1. Tap **Settings > Mail, Contacts, Calendars > Accounts > Add account > Email**.

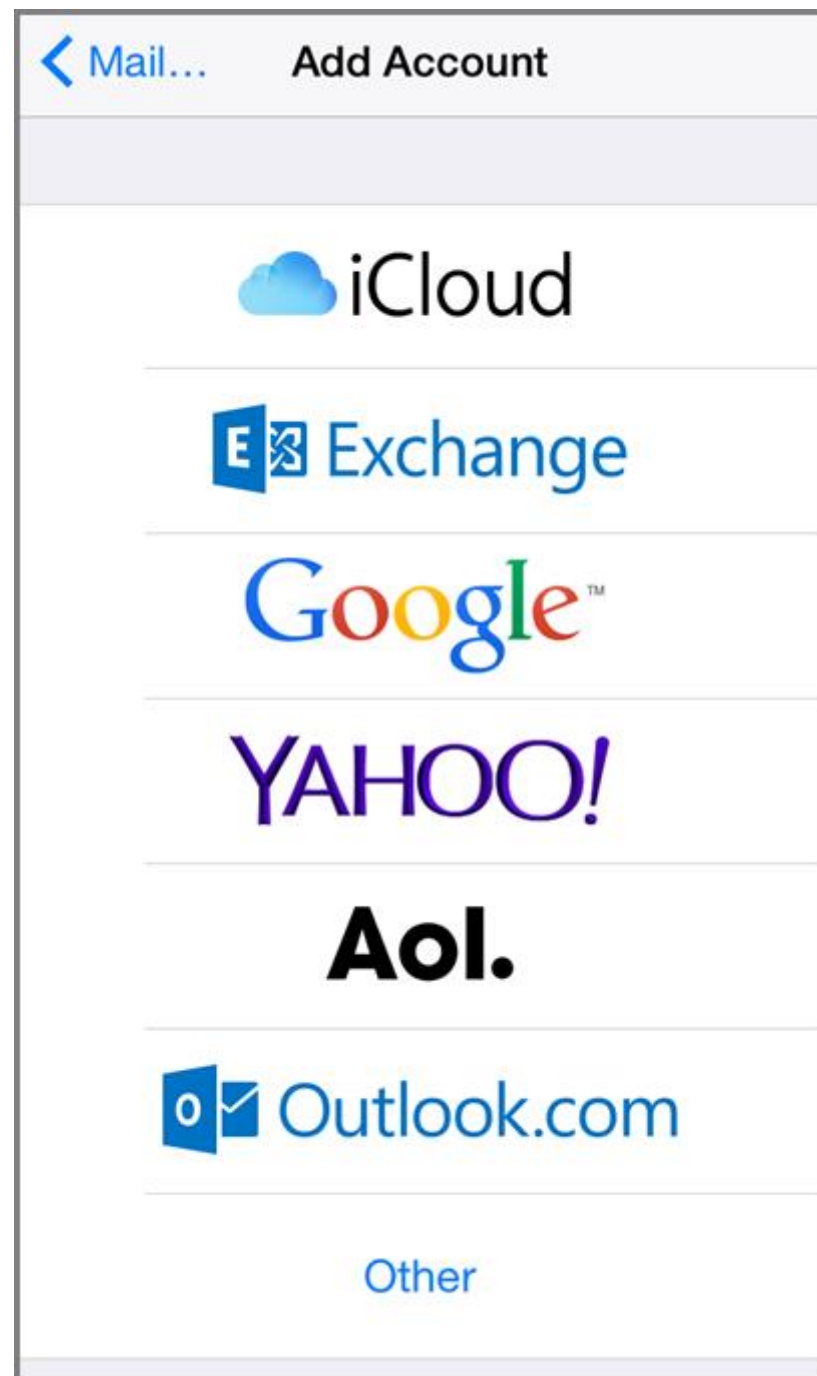
2. In the **Add Account** page, tap **Exchange**.



3. Type your full email address, for example samson@ucdenver.edu, type your password, and then tap **Sign in**.

TIP If you get a time-out message, your password or other information might be incorrect. Retype the information, and then try again.

NOTE If you previously selected Exchange to set up your account you may receive a message about security upgrades and you'll need to re-sign in. Follow the prompts and sign in with your full email address and password.





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No Service 2:11 PM

← Office 365 ?

Office 365

tony@contoso.com

●●●●●●●●

[Sign in](#)

[Can't access your account?](#)

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[Not a Office 365 account?](#)



Use the built-in iOS mail app

3. Enter your full email address, for example samson@ucdenver.edu, and your password, and then tap **Next**.

[Cancel](#) Exchange [Next](#)

Email tony@contoso.com

Password ●●●●●●●●

Description Exchange

Exchange Device ID

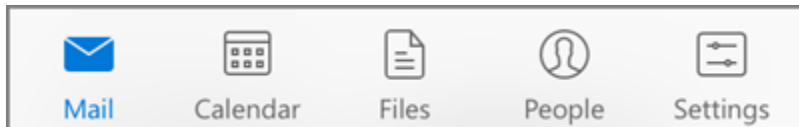
4. By default, **Mail**, **Contacts**, and **Calendar** information are synchronized. Tap **Save**.



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4. Select **Yes** to let the app access your info. Outlook for iOS begins syncing.

5. Tap one of the icons to view your calendar, files, or contacts in the app.



6. To learn more about using Outlook for iOS, tap **Settings** > **Help**. Or, see [Frequently asked questions about Outlook for iOS and Android](#)

Add another account

1. You can have more than one email account in Outlook for iOS. Tap **Settings** > **+ Add Account**.

2. Go back to the top of this page and [select the type of account you want to add](#).

Delete an account

1. Tap **Settings**.

2. Tap the account you want to delete.



Use the built-in iOS mail app

5. 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. You can also set up a passcode later in your settings.

Not working? Make sure you entered your email and password correctly and try again. You can also try setting the account up manually following the steps in the section [Set up IMAP or POP email accounts](#), but selecting this method will only add your email, not your calendar or contacts.

Learn about other Office 365 resources for iOS in the **See Also** section at the bottom of this page.

[Learn about other Office](#)



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3. Select **Remove Account**, and then select **From Device** or **From Device & Remote Data**.

Learn about other [Office 365 iOS apps](#).