HOW TO CONFIGURE YOUR IOS NATIVE APP FOR EMAIL
OFFICE 365 FOR EMPLOYEES

These set of instructions is applicable for both iPhones and iPads running on the latest version of IOS.

Note

If you have your Ohlone College email installed on your phone prior to migration, you need to delete your account first before setting up your email using Office 365.

Open Settings

1. Open Settings from your device.
2. Click on Passwords & Accounts.
3. Click on Add Account.

Select the type of Email Account

4. From the list, select Exchange as your email type.
Enter your Information

5. In the Email field, type your complete email address. For example, ssmith@ohlone.edu.
6. In the Description field, enter Ohlone College.
7. Click Next.

Configure Manually

8. A pop-up window will show up. Click on Configure Manually.

9. Enter your password. Remember that your email password is the same as your WebAdvisor password.
10. Click Next.
11. In the **Server** field, enter `outlook.office365.com`.
12. You can leave the **Domain** name blank.
13. In the **Username** field, enter your username using the following format: `<username>@admin.ohlone.edu`. For example, `ssmith@admin.ohlone.edu`. Please note that your username is not your email address. It is important that you use @admin.ohlone.edu.
14. Click **Next**.
15. You are done!