

Setting Up Outlook with Your Office 365 Email on Your iOS Device

This article covers how faculty/staff can set up the Outlook app on their Apple iOS device (e.g. iPad, iPhone) with their campus Office 365 email.

1. Tap on the Outlook

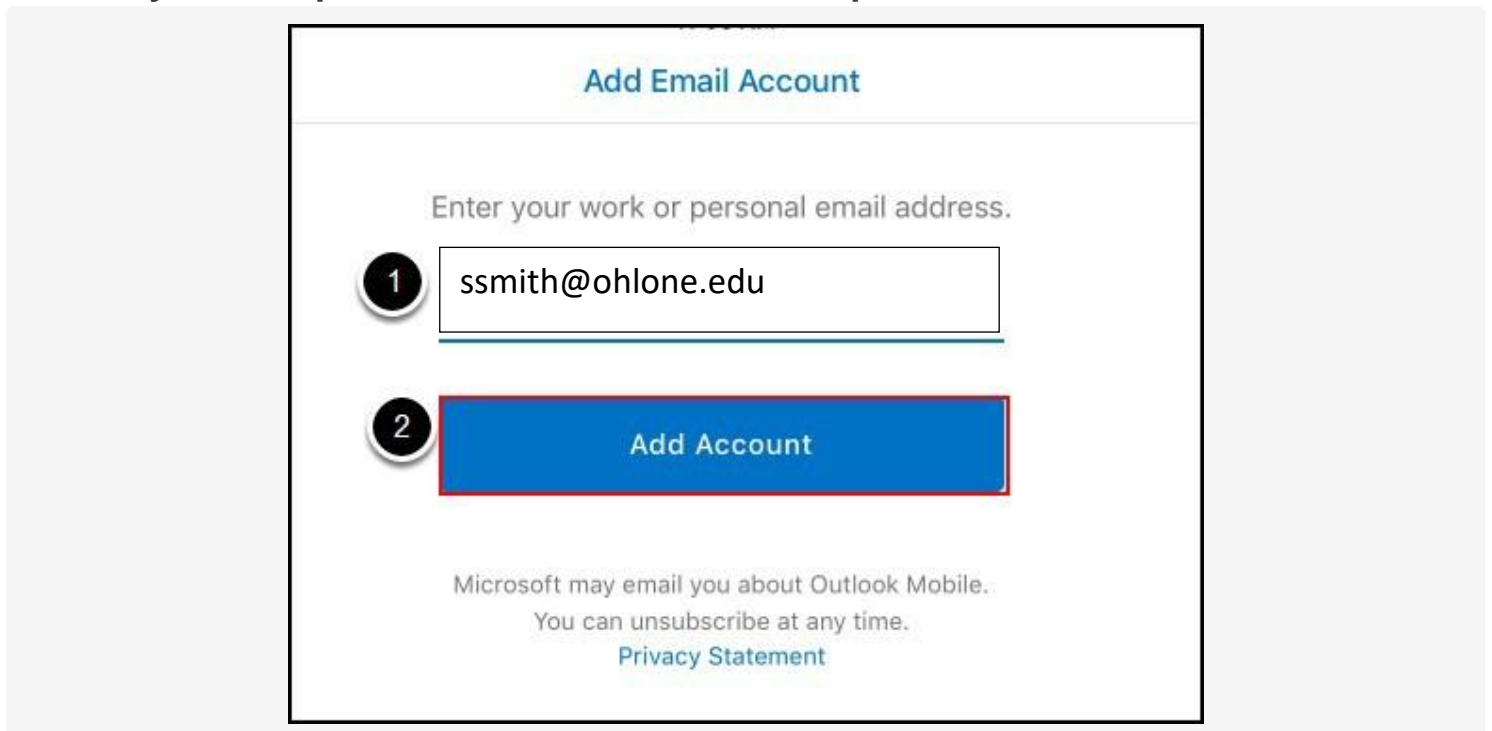


NOTE: When searching for this app on the Apple App Store, search for "Microsoft Outlook."

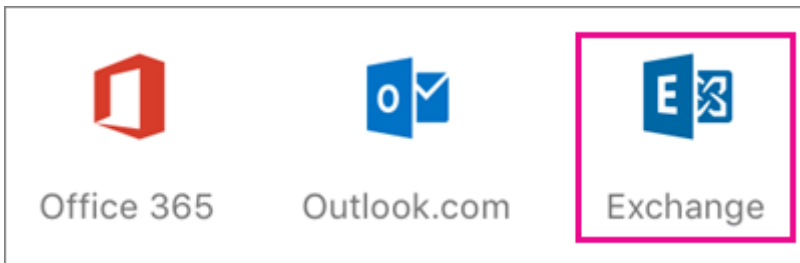
2. Tap Get Started.



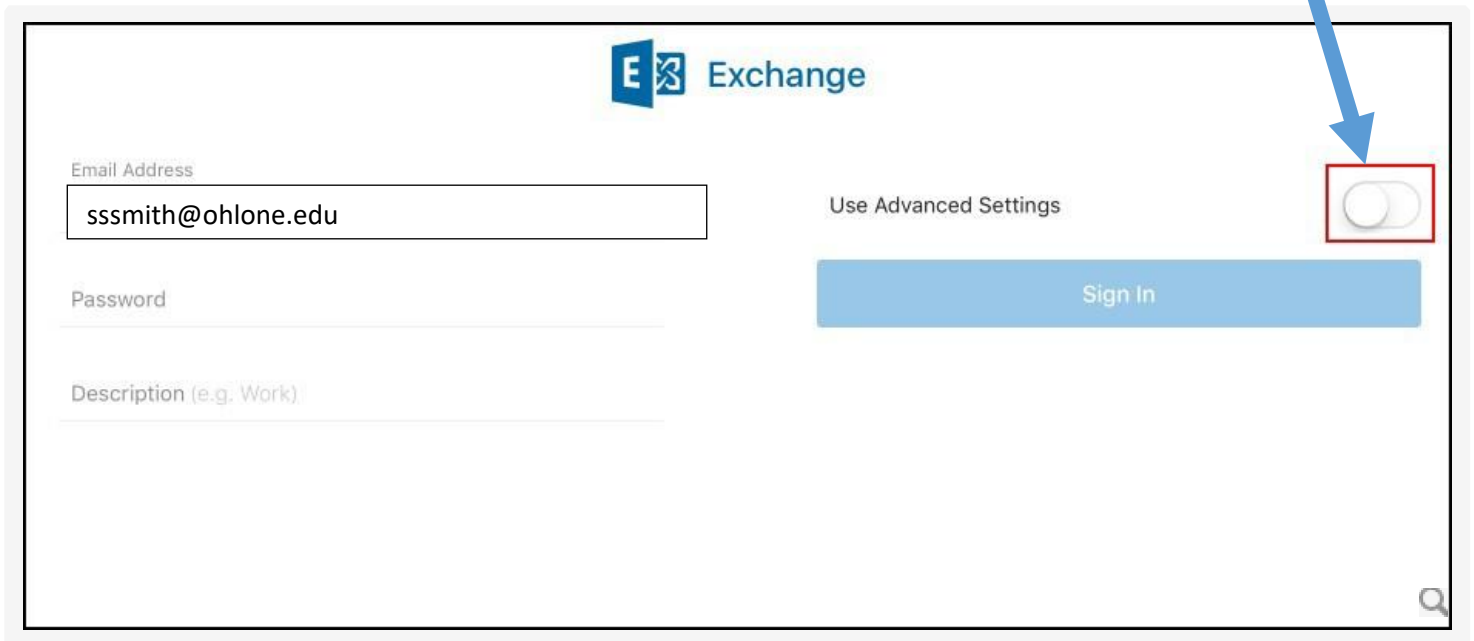
3. Enter your campus email account and then tap Add Account.



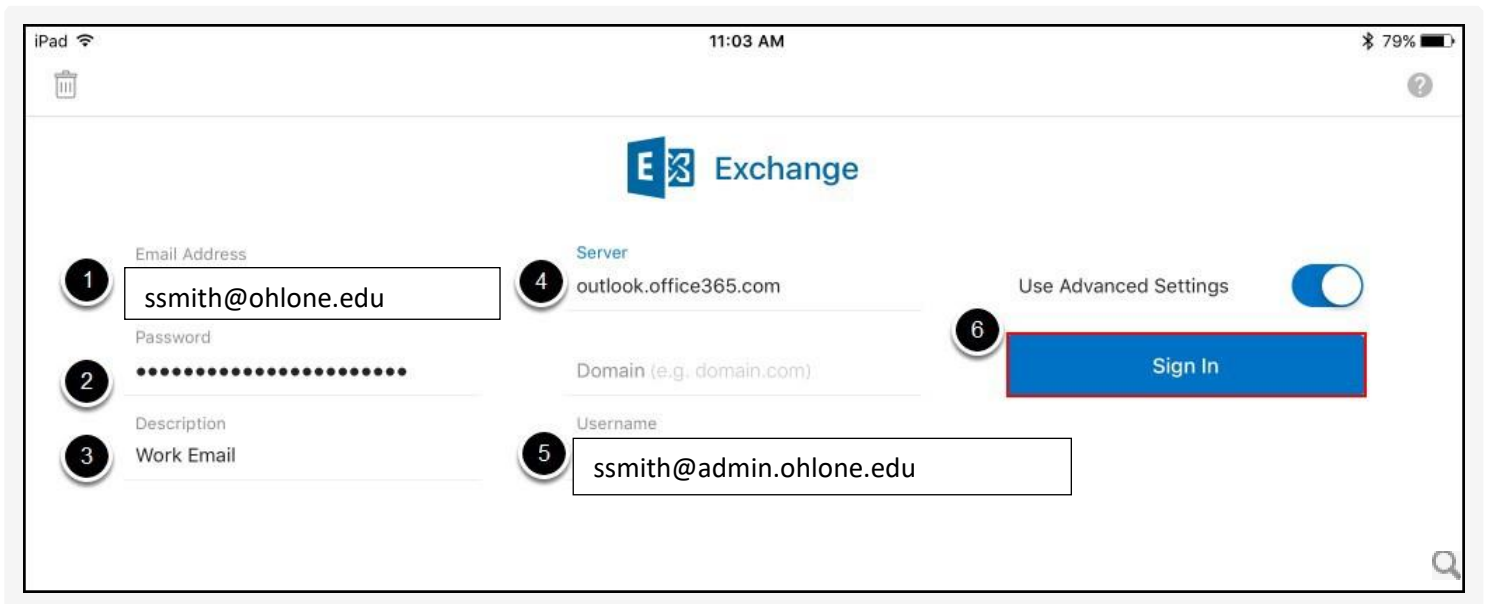
4. Tap **Exchange**.



5. Turn on Advanced Settings by sliding the button next to **Use Advanced Settings**.



6. Enter your campus email address and password. Then enter outlook.office365.com as the server and your username @admin.ohlone.edu as the username. Then click Sign In.



6. You may see an Office 365 screen that requests your password. Please enter your password and setup will be complete.

Once you start seeing your emails appear in the Outlook app, you're all done!

Need More Help?

Contact the IT Help Desk at [510-659-7333](tel:510-659-7333).