Setting up O365 email on an iPhone device

Setting up email on your mobile device

Instructions	Screenshots

Instructions

Full Summary

Please note, these instructions are only for those whose email address ends with @slu.edu, those with @health.slu.edu will need to follow InTune set up directions available through ITS.SLU.EDU

You will need to have a security pin set up on your phone prior to setting up your account.

iPhone Specifc Step - by - Steps

1. **Tap Settings app on your device, F1**

2. **Tap Mail, Contacts, Calendars**

3. **Tap Add Account...**

4. **Tap Exchange**

5. **Enter the new email account information, F2**

   a. **Be sure to use the NEW SLU address, first.last@slu.edu**

6. **Autodiscover will try to find the settings you need to configure for your account. If autodiscover cannot find your settings, enter the following information:**

   a. **Server: outlook.office365.com**

   b. **Domain: Leave this field blank**

   c. **Username: Enter your new full email address, Be sure to use the NEW SLU address, first.last@slu.edu**

7. **Tap Next**

8. **Tap Save**

Screenshots

F1: Settings App

F2: Account information

Additional information:

For additional help, please call 314-977-4000 to speak with the IT Helpdesk