

# Outlook

## How to setup Office 365 email on iOS 8+ using default mail client

### Set up email in the iOS Mail app

To use the built-in Mail app on your iPhone or iPad, choose your email provider here:

Office 365 - Ex: @domain.onmicrosoft.com, @yourdomain.com, @schoolname.edu, etc.

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#### Set up Office 365 email in the iOS Mail app

If you have an Office 365 work or school account, use these instructions to set up your email with your iOS device.

1. Go to Settings, scroll down to Mail, Contacts, Calendars, and then tap Add Account.

2. Select Exchange.

3. Enter your email address, your password, and a description of your account. Your email address should be your Office 365 business account or school account such as yourname@yourdomain.com, yourname@domain.onmicrosoft.com, or yourname@schoolname.edu. Once your credentials have been entered, tap Next.

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4. If you're prompted to enter additional server settings, see

Server Name	Port	Requires SSL (TLS)
Incoming Mail (IMAP) Server:	outlook.office365.com	993
Incoming Mail (POP) Server:	outlook.office365.com	995
Outgoing Mail (SMTP) Server:	smtp.office365.com	587

5. Choose the apps you want your email account to sync with your iOS device and then tap Save. Your email account is now ready for use with the iOS Mail app.

NOTE: 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. But you can set up a passcode later in your settings.

Unique solution ID: #1113  
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Last update: 2016-06-20 12:26