University of California Office of the President

Information Technology Services

Setting up Office 365 (Exchange) Email on iOS (iPhone and iPad)   **August 12, 2015**

EXCHANGE EMAIL SETUP FOR IOS

Setting up Office 365 email on your iPhone or iPad requires the following information:

- **Email Address:** For Example, john.smith@ucop.edu.
- **Username:** emailLogin(ADlogin)@ucop.edu For example, jsmith@ucop.edu
- **Password:** e-mail password
- **Exchange Server Address:** outlook.office365.com

REMOVE THE OLD UCOP MAIL ACCOUNT

1. From the Home screen, touch **Settings.**

2. Choose Mail, Contacts, Calendars → Exchange
3. Click "Delete Account" and then confirm by clicking "Delete from My iPhone" or "Delete from My iPad".

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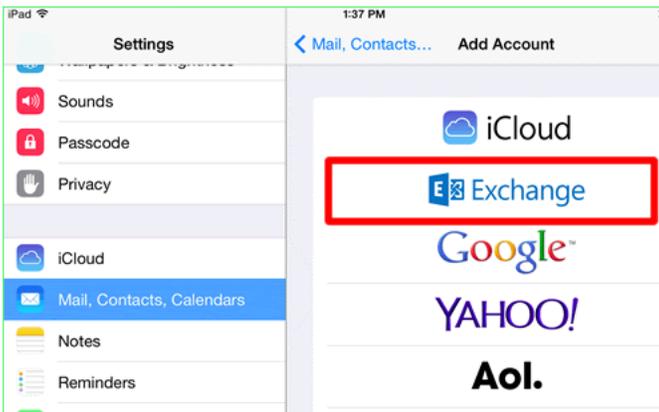
ADD THE NEW UCOP OFFICE 365 ACCOUNT

1. From the Home screen, touch **Settings.**

2. Select **Mail, Contacts, Calendars → Add Account.**
3. Select **"Exchange"**

4. Enter the **Email address** and **Password, and an optional description.** (Example: john.smith@ucop.edu).
    Note: the "@ucop.edu" portion of the email address is required. The optional description is useful if there is more than one email account on the device

5. After it is filled out, the screen will look similar to the following:
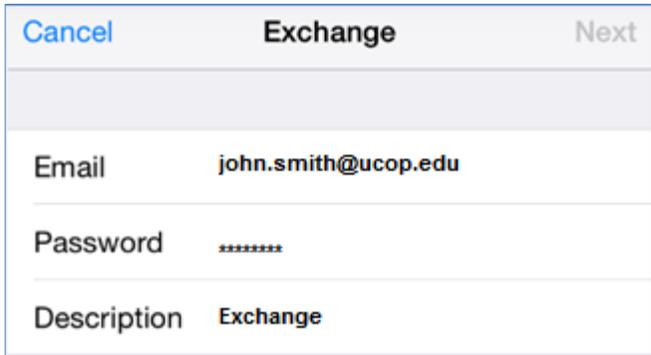
6. Click "Next". The email entered on the previous screen will be filled in automatically and several new fields will appear.
7. Fill in the following information:
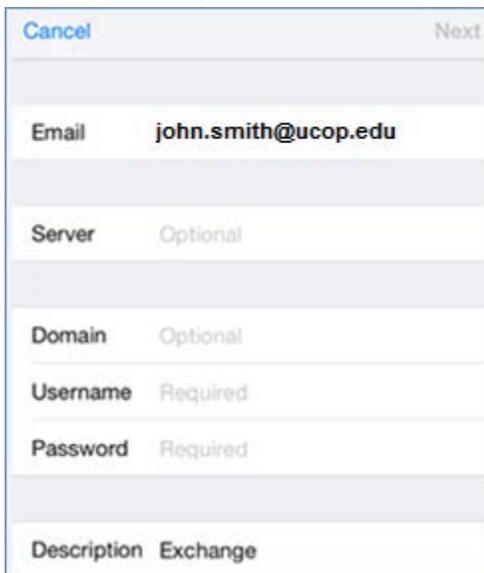
- **Server:** outlook.office365.com.
- **Domain:** AD
- **Username:** your username@ucop.edu (Example: jsmith@ucop.edu). **Note that the "@ucop.edu" portion of the username is required.**
- **Password:** your password
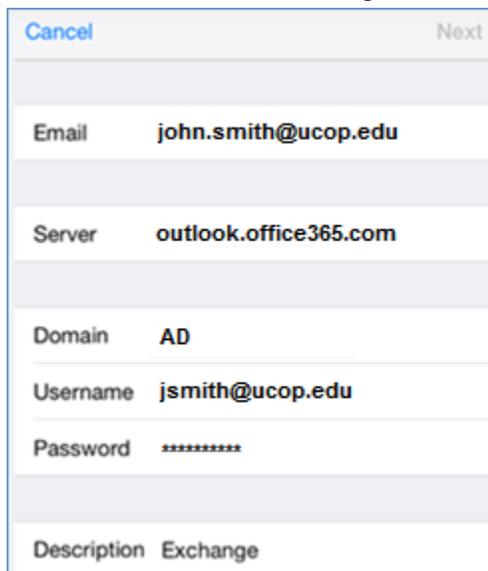- **Description:** optional description (the default is "Exchange)

8. The screen should look something like the following once it is filled out:

9. Click "Next"
10. Email and calendar will update. This may take several minutes depending on internet connection speed and how many mail and calendar items need to be updated. Please be patient.