

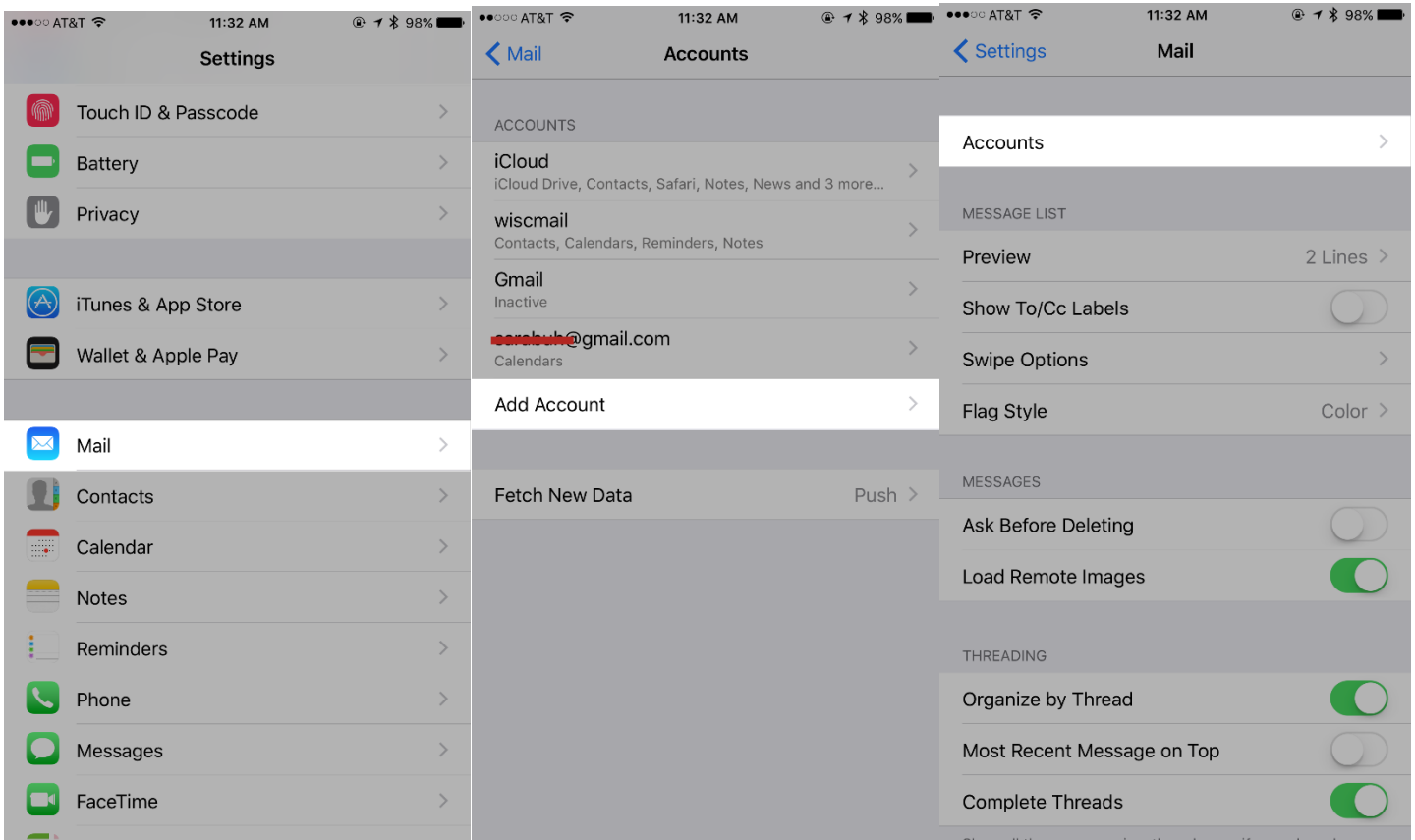
## STAFF & FACULTY

### Configure iPhone/iPad/iPod for Office 365

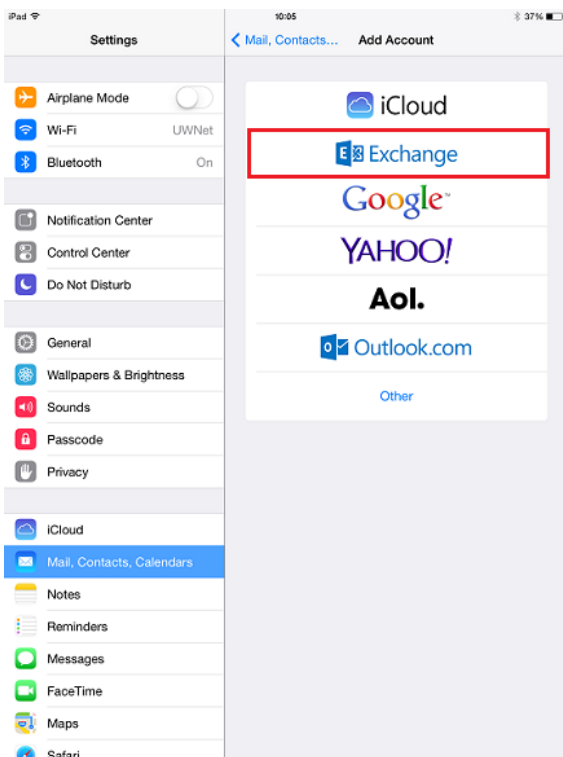
1. Open **Settings**.
2. For **iOS 9 and below** Select **Mail, Contacts, Calendars**, then select **Add Account** near the top of the right-hand column.



3. For **iOS 10**, select **Mail**, then **Accounts** and then **Add Account**

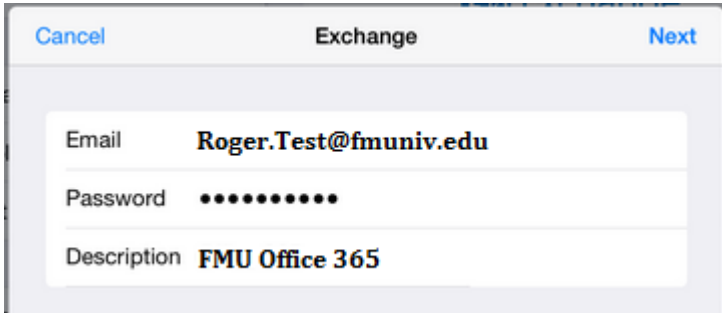


#### 4. Select Exchange



On the account setup window, enter the following for each field:

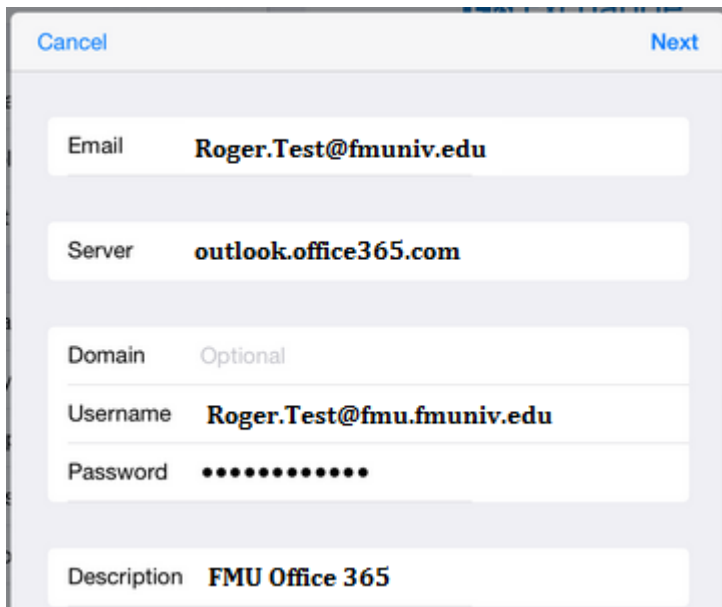
- **Email:** -
  - Enter your FMU email address which will take the following form: *first.lastname*@fmuniv.edu
- **Password:** Enter the password for the account being configured.
- **Description:** Give the account any name you'd like, such as *FMUOffice 365*.



The screenshot shows a dialog box titled "Exchange" with "Cancel" on the left and "Next" on the right. It contains three input fields: "Email" with the value "Roger.Test@fmuniv.edu", "Password" with a masked value of ten dots, and "Description" with the value "FMU Office 365".

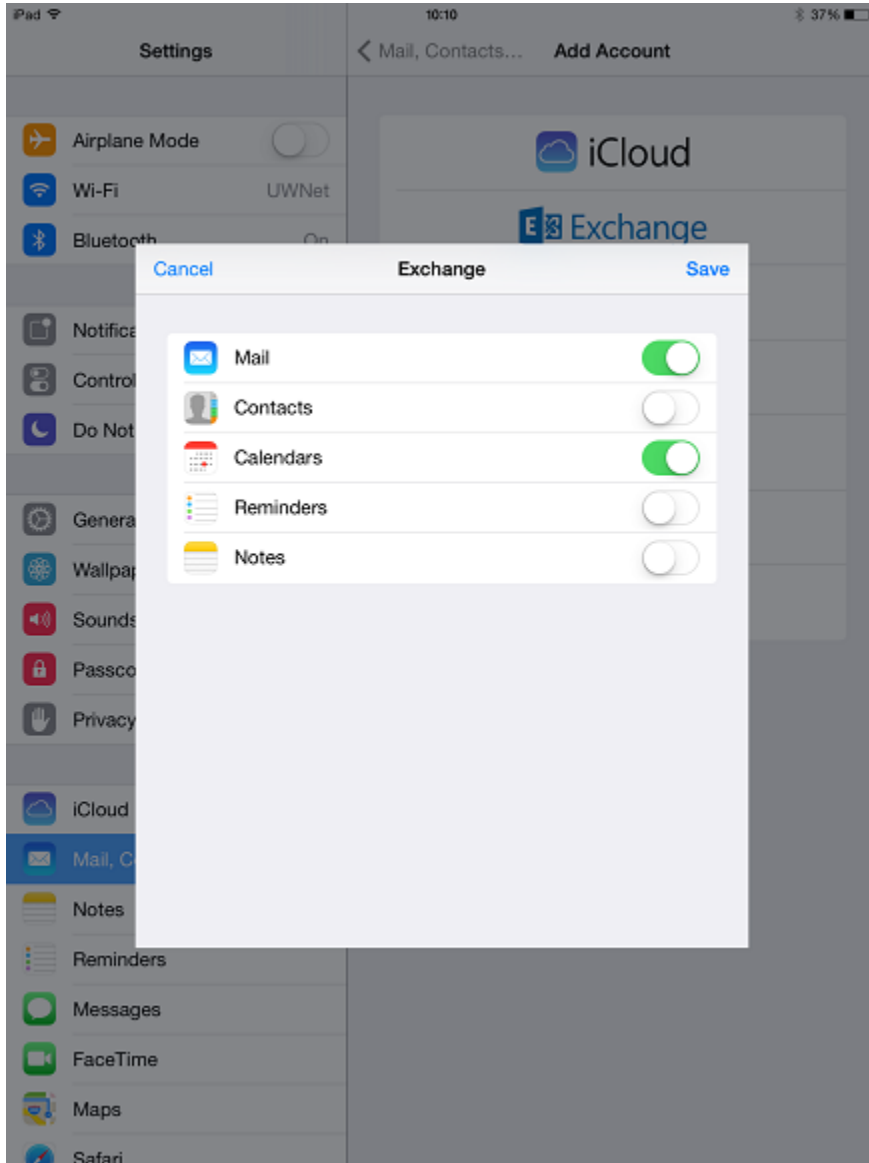
6. Select **Next**.
7. Enter the following information (Email and Description should have auto-filled with the previously supplied information):

- **Server:** outlook.office365.com
- **Username:** Your Login Account@fmu.fmuniv.edu
- **Password:** Enter the password for your account being configured.



The screenshot shows a dialog box titled "Exchange" with "Cancel" on the left and "Next" on the right. It contains six input fields: "Email" with "Roger.Test@fmuniv.edu", "Server" with "outlook.office365.com", "Domain" with "Optional", "Username" with "Roger.Test@fmu.fmuniv.edu", "Password" with a masked value of ten dots, and "Description" with "FMU Office 365".

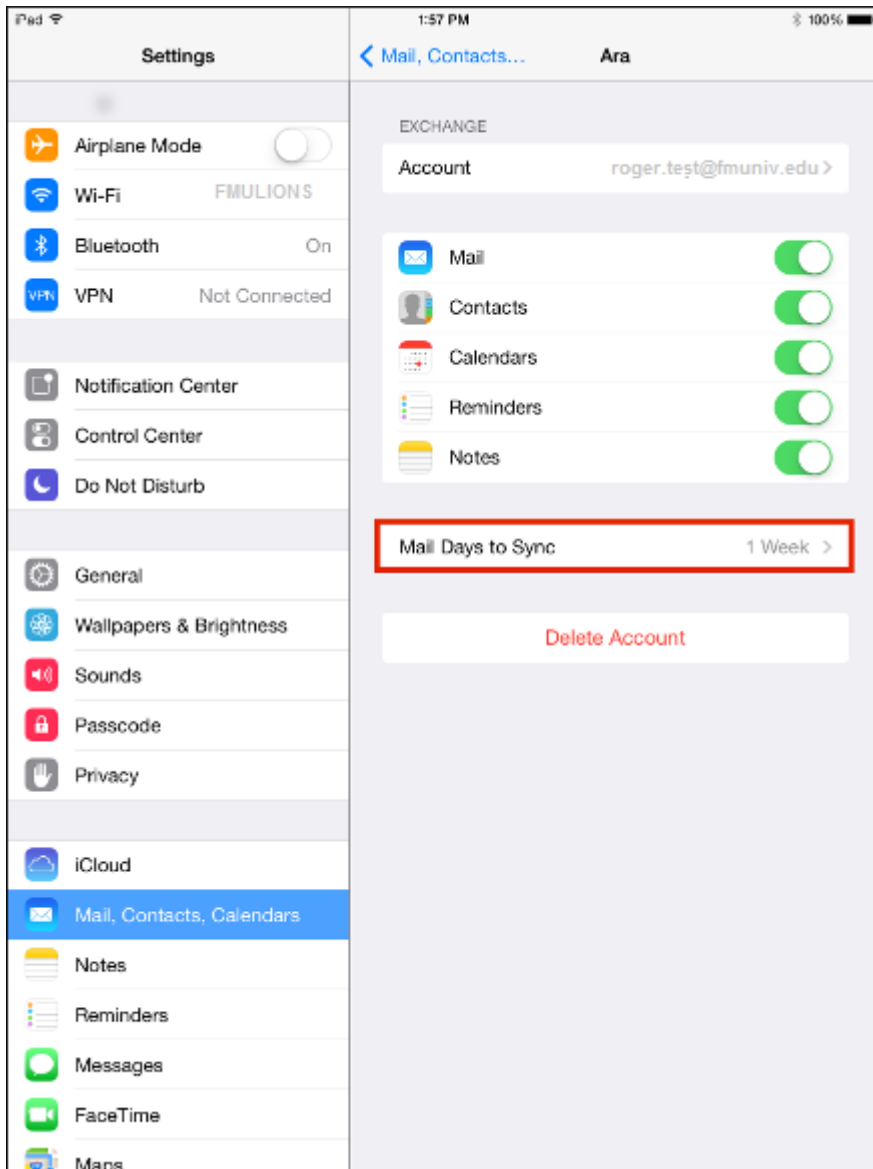
8. Click **Done/Next**.
9. You'll be directed to the enabled account applications page now. Choose what you'd like enabled. It is recommended that you enable all services.



10. Select **Save**.

11. Select the new account from your list of accounts. It will be listed according to the description you chose for it.

12. Select **Mail Days to Sync** and set it to **No Limit** if you would like all of the mail in your inbox to be synced to your device. The default time period is one week. **Note:** the more mail that is synced, the longer it may take to get all your messages on to the device.



13. Setup is complete. Email and calendar data (if enabled) are available in the appropriate apps.

Remember: the Global Address List (GAL) will only contain Office 365 accounts.