## IPhone/IPAD

## **Outlook Office 365 E-mail Instructions**

1. First you will need to open "Settings" and select "Mail, Contacts, and Calendars".

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Settings	Mail, Contacts, Calendars	
Airplane Mode OFF	Accounts	
S Wi-Fi sbuh	Yahoo! Mail: Calendars: Notes	>
Notifications On	Add Account	>
Location Services On		
Brightness & Wallpaper	Fetch New Data	Push >
Picture Frame	Mail	
General	Show	50 Recent Messages >
Mail, Contacts, Calendars	Preview	2 Lines >
Mafari Safari	Minimum Font Size	Medium >
iPod	Show To/Cc Label	OFF
🚰 Video	Ask Before Deleting	OFF
📌 Photos	Load Remote Images	ON
FaceTime	Organize By Thread	ON
T Notes	Always Boo Myself	OFF
Store		

2. Next select "Microsoft Exchange".

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Settings	Mail, Contacts Add Account	
Airplane Mode OFF		
Superior Wi-Fi sbuh		
Notifications On	mobileme	
Location Services On		
Brightness & Wallpaper	G⊠ail	
Picture Frame	To an ol	
General	YAHOO!	
Mail, Contacts, Calendars	Aol.	
🧭 Safari	Other	
iPod	Other	

3. You will now need to enter your new E-mail address, Server, Username and UHMC password. Select done after all of the information has been entered.

C	ancel	Account	Done
	Email	john.doe@stonybrookmedicine.edu	
	Server	outlook.office365.com	
	Domain	Optional	
	Username	john.doe@stonybrookmedicine.edu	
	Password	•••••	
	Description	Exchange	
	Advanced S	Settings	>

4. You will now be prompted to select what data to synch to your device. After you make your selections press "Save" to complete the process.

iPad ᅙ		1:51 PM		
Settings	Cancel	Exchange Account	Save	
Airplane Mode				
🛜 Wi-Fi	Mail		ON	
Notifications	Contacts		OFF	
Location Services	Calendars		ON	
Brightness & Wallpaper				
Picture Frame				
General				
Mail, Contacts, Calendar				

5. You will now be returned to the "Settings" screen and you should see your Exchange account listed.

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Settings	Mail, Contacts, Calendars	_
Airplane Mode OFF	Accounts	
S Wi-Fi sbuh	Yahoo!	
Notifications On	Exchange	
Location Services On	Mail, Calendars	
Brightness & Wallpaper	Add Account	J
Picture Frame	Fetch New Data Push >	)
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iPod	Minimum Font Size Medium >	
Wideo	Show To/Cc Label OFF	
📌 Photos	Ask Before Deleting OFF	
FaceTime	Load Remote Images	
T Notes	Organize By Thread	
Store		

6. Press the Home key to return to the home screen, you will now be able to access your e-mail by selecting the mail icon.