

Office 365 IOS (Apple) Mobile device setup

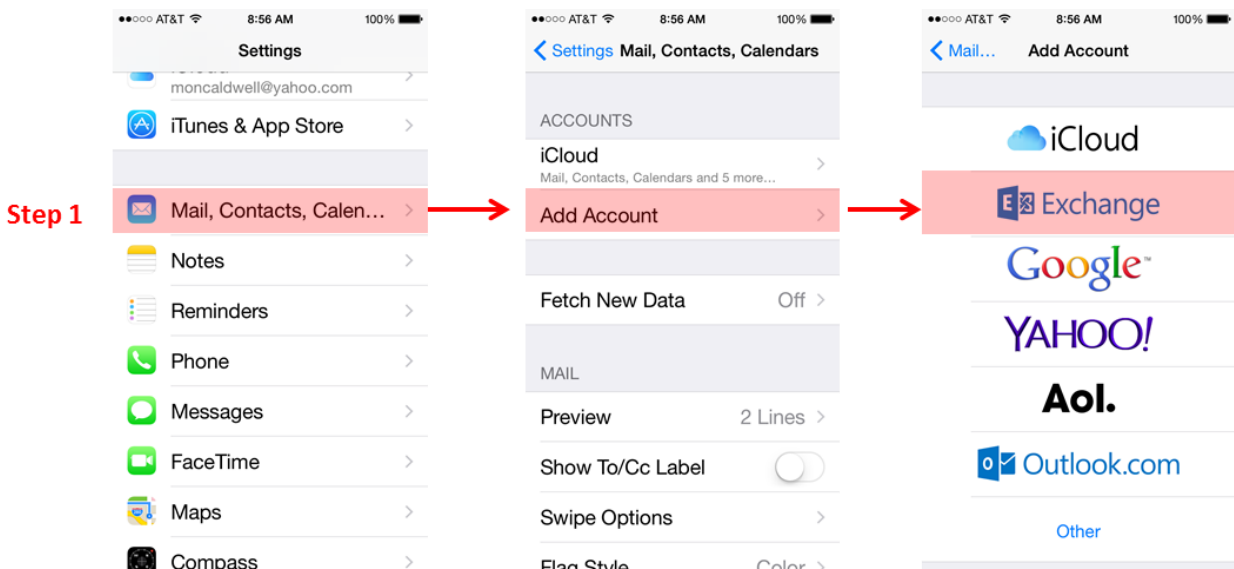
Follow the steps below.

Step 1: Go to settings / Mail, Contacts, Calendar / Exchange

Go to Settings: Click Mail, Contacts, Calendars

Click Add Account

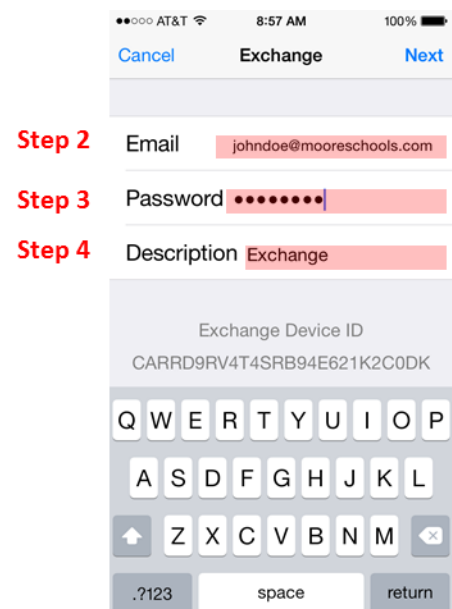
Click Exchange



Step 2: Enter your school email address.

Step 3: Enter your email password.

Step 4: For the description enter something meaningful so you know this account is for Moore Schools. Exchange is put in by default.



Click **NEXT**

If it is successful proceed to step 9. If it is NOT successful proceed to steps 5 thru 8.

Step 5: You should see your email address displayed.

Step 6: Enter outlook.office365.com

Step 7: Enter your email address.

Note: This is your user name in Office 365.

Step 8: Your email password is put in for you from step 3.

Click **NEXT**

It will verify your account setting. You will see green check boxes then the screen will change to display Mail, Contacts, Calendars, Reminders, and Notes.

Cancel Exchange Save

Email johndoe@mooreschools.com

Server outlook.office365.com

Domain Optional

Step 7 Username johndoe@mooreschools.com

Step 8 Password

Description Exchange

Exchange Device ID

Cancel Exchange Next

Email montecaldwell@moore... ✓

Password ✓

Description Exchange ✓

Exchange Device ID

CARRD9RV4T4SRB94E621K2C0DK

Cancel Exchange Save

Mail ✓

Contacts ✓

Calendars ✓

Reminders ✓

Notes ✓

Step 9

Step 9: Click **SAVE**

Once it returns to the Mail, Contacts, Calendars screen you can hit the HOME button on your device and you will be done. Click the MAIL icon to see your mail come in. It will take several minutes to sync your data from the cloud.