Set up Office 365 Exchange email using the iOS Mail app

Learn how to set up your Office.com, Office 365 for work or school, or Exchange email account in the built-in iOS Mail app for iPhone and iPad. You can also Set up email on the Outlook for iOS app for easy email, calendar, and contacts management instead. If you are experiencing sync issues, you can Troubleshoot email setup on mobile.

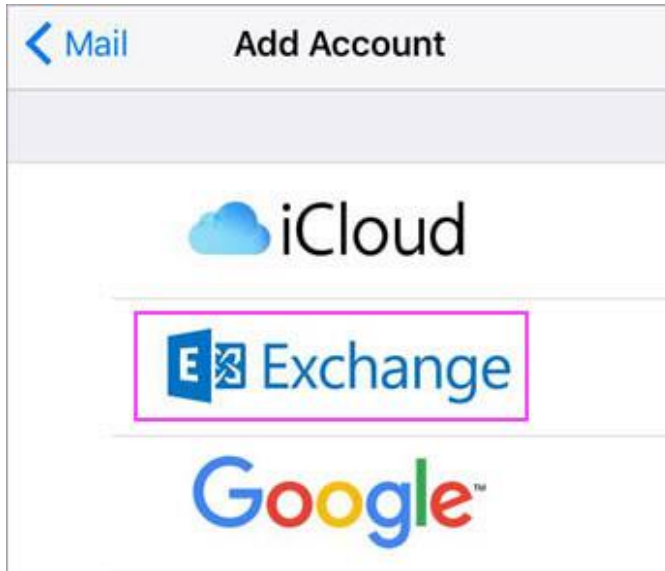Use these instructions to set up your Office 365 school account email with your iOS device.

Set up Office 365 email in the iOS Mail app

1. Go to your device's **Settings**, scroll down to **Mail**, tap **Accounts** >**Add Account**.

Note: If you have not updated to iOS 10, go to your device's **Settings** > **Mail, Contacts, Calendars** > **Add Account**.

2. Select **Exchange**.

3. Enter your Office 365 email address, password, and a description of your account. Then tap **Next**.

Note: Use your @losmedanos.edu email address (e.g. **jsmith@losmedanos.edu**). Your password is your InSite Portal password.

4. If you're prompted to enter server settings, enter the following and tap **Next**.

   o **Email**: Your @losmedanos.edu address (e.g. **jsmith@losmedanos.edu**)

   o **Server**: outlook.office365.com.

   o **Username**: Your InSite Portal ID with @email.4cd.edu (e.g. **jsmith123@email.4cd.edu**).

   o **Password**: Your InSite Portal password.

Cancel		Next
Email	jsmith @losmedanos.edu	
Server	outlook.office365.com	
Domain	Optional	
Username	jsmith123@email.4cd.edu	
Password	InSite password	
Description	Exchange	

Note: Double-check that everything is spelled correctly.

5. Outlook may request certain permissions. To agree, tap **Yes**. Then choose the apps you want your email account to sync with your iOS device and tap **Save**.

6. Your email account is now ready for use with the iOS Mail app!

Having trouble?

This article was **last updated on October 12, 2016**. If you still need help setting up email on your iOS device, tell us about your question in detail using the comment box below so we can address it in the future.

For troubleshooting help, see Troubleshoot email setup on mobile FAQ.

You can also talk to a human:

- If you are having issues adding your email to the iOS Mail app, contact Apple Support.

- If you have a work or school account that uses Office 365 for business or Exchange-based accounts, talk to your Office 365 admin for support. Office 365 admins can contact Office 365 for business support.

- For all other accounts, contact Microsoft support.

See Also

Set up Office apps and email on iOS devices

Set up an email account in Outlook 2016 for Mac