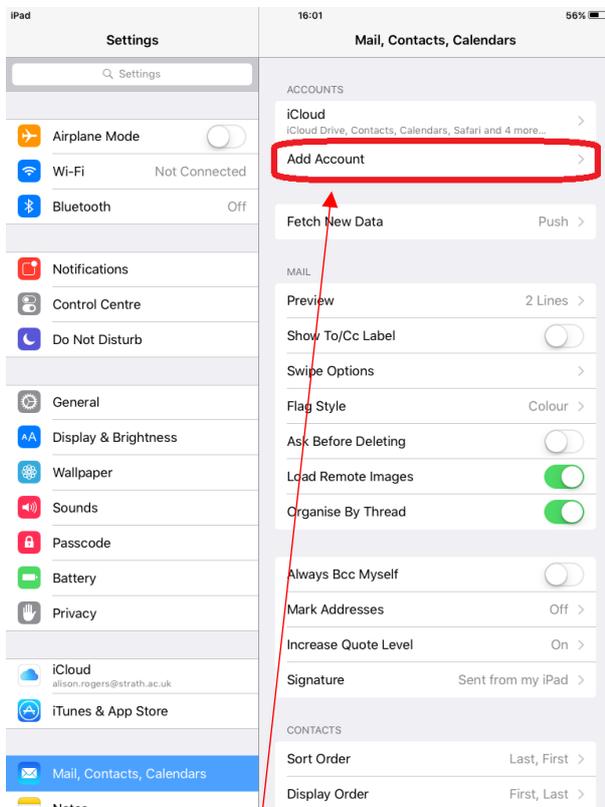# Set up email on your iPhone or iPad

Your phone must be connected to the internet. Different versions of iOS may vary slightly but the layout will be the same.
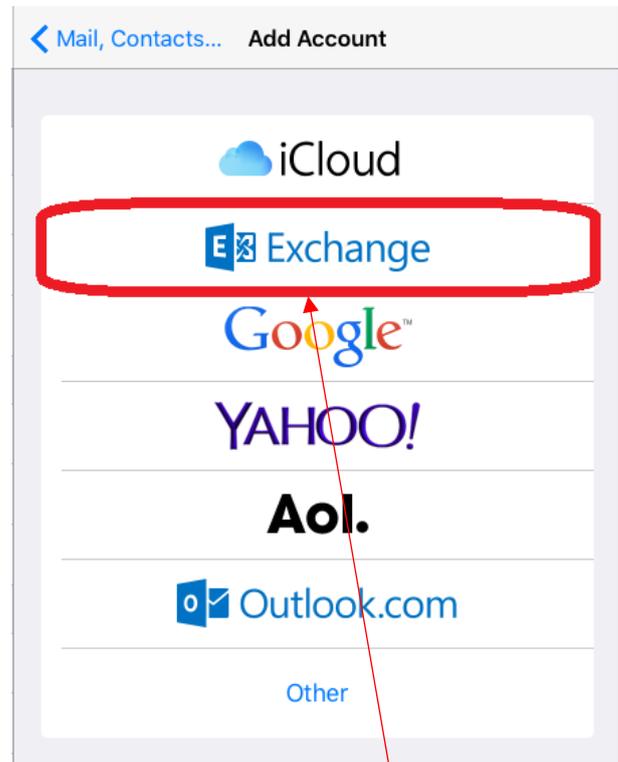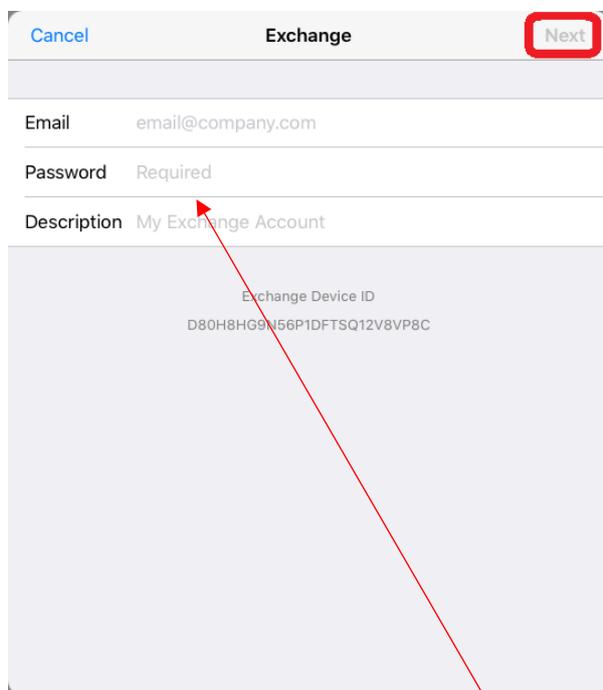

1. Select Settings.

2. Select the Mail, Contacts, Calendars tab.
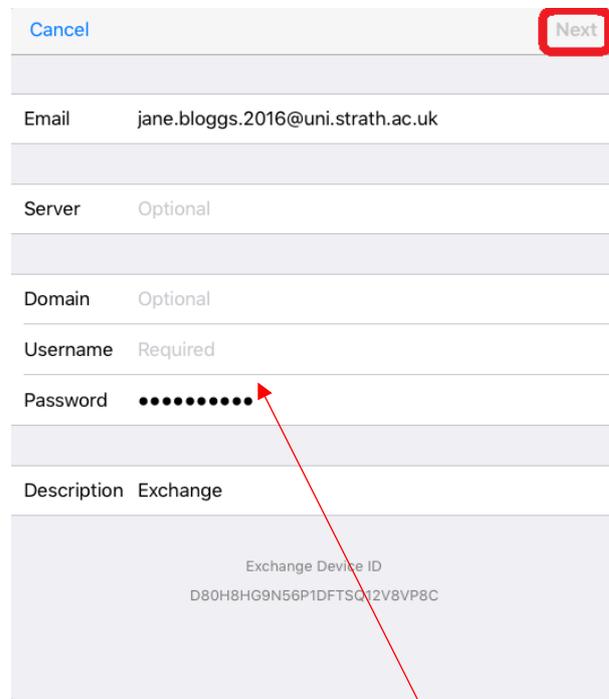
3. Select Add Account.

4. Select Exchange.

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5. In the pop-up box that appears, enter your email address and password, then select Next.

6. If your email address has @uni in it, you will see this additional screen.

Where it says Server, enter outlook.office365.com.

Where is says Username, enter your email address.

Select Next.

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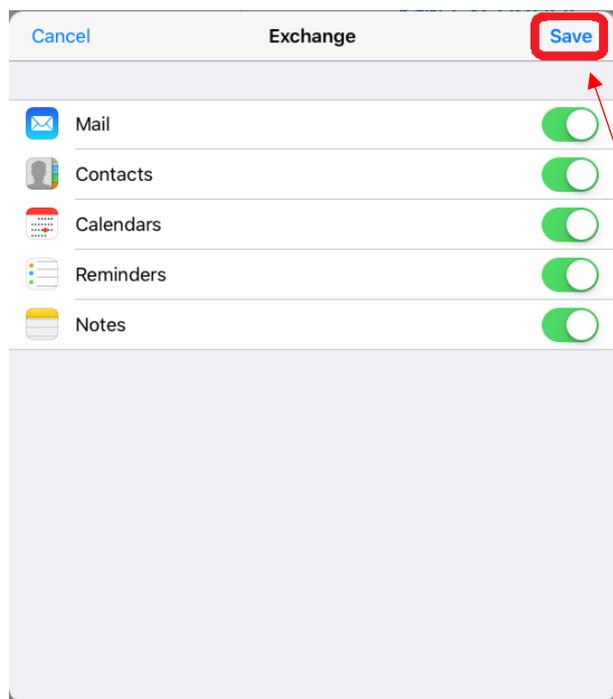
7. Ensure that you have selected your preferred options and select Save.

Your email will now start to synchronise with your device. Please allow time for this to happen.

Was this information helpful?

CONTACT US

Email: help@strath.ac.uk **Call**: 0141 548 4444

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